



RECORD OF DISCUSSION

Meeting date: November 1st, 2011

Meeting time: 21:00 UTC

Group: Management Board Meeting

Meeting place: Telephone Conference

Present MB Directors: Andrew Wiesenthal (AW), David Bunker (DBU), David Markwell (DMA), Don Sweete (DSW), Jane Millar (JMI), John Gutai (JGU), John van Beek (JvB), Kathleen Farndon (KFA), Kent Spackman (KSP), Kristina Bränd Persson (KBP), Lene Vistisen (LVI), Martin Severs (MPS), Ted Cizadlo (TJC) and Christina Nilsson (CNI).

Absent: Arvydas Laurinavicius (ALA), Gonzalo Marco Cuenca (GMC) and Jan-Eric Slot (JES).

Date of next meeting:
6th December 2011

Place of next meeting:
Telephone Conference

Time of next meeting: 21:00 UTC

Participation memorandum

Listen; try not to interrupt someone when speaking

Enable; bring people into the discussion

Talk clearly; to give the audience a chance to assimilate the information

Idioms; avoid if possible, as they have the ability to confuse

Never forget; the person on the phone

01112011:1 Welcome and Apologies

Arvydas Laurinavicius (ALA), Gonzalo Marco Cuenca (GMC) and Jan-Eric Slot (JES) did not attend this Management Board (MB) meeting.

01112011:2 Conflicts of Interest

None were declared.

01112011:3 CEO Report

The purpose of this discussion was for Jan-Eric Slot to provide a Chief Executive Officer Report to the Management Board.

In the CEO Report, JES high lightened the following:

- **Status of the Information Model Task Force (IMTF):** At the IHTSDO Conference in Sydney, the “Information Model Task Force” (IMTF) decided to



set up a technical sub-group to investigate methods for binding SNOMED CT to information models. The task force also decided to continue meeting on a monthly basis and asked to be updated on the Clinical Information Modeling Initiative (CIMI), the SemanticHealthNet and other relevant initiatives at each of these meetings.

- **IHTSDO Workbench:** The Officers, the CEO and project support will meet on the 8th November to plan the further delivery of the IHTSDO Workbench and the transformation from project phase to product management. As announced at the IHTSDO Conference in Sydney, the CEO will continue having overall programme management of the IHTSDO Workbench and start central communication as soon as possible after the conference.

At the Board meeting, Jane Millar (JMI) stressed that the version included in the CEO report was incorrect. John Gutai (JGU) then informed the Board that the correct version can be circulated to the Community of Practice.

- **Copenhagen office news:** The contract with the Executive Secretary will end in three months from now. The Board agreed that appropriate communication should be arranged.
- **Potential adjustments to 2011 Work Plan and Budget:** None identified.
- **Financial update:** The January to September report was presented to the Board.
- [Confidential information removed as per section 9.1.23 (d) and/or (e) of the IHTSDO Articles of Association.]
- **New collaborations:** A summary of the Joint Initiative Council (JIC) meeting was included in appendix one of the CEO Report.
- **MB Director:** Please note that at the October MB meeting, it was announced that Shelagh Maloney (SMA) would resign from the Board and that Don Sweete (DSW) would be the new MB representative for Canada. At this meeting, the Board formally thanked SMA for all her contributions and gave a warm welcome to DSW.

Actions

JGU to address how the Community of Practice can be included in the IHTSDO Workbench programme at the meeting on the 8th November.

JES to call Martin Severs (MPS) regarding the Executive Secretary.



01112011:4a Strategy: General Assembly Actions and Update

The purpose of this discussion was to improve the Management Board (and hence the Officers) performance in having the General Assembly actions completed to time and specification.

Prior to each General Assembly (GA) meeting, there is an intense period before all the GA documentation has been produced. The coming six month period will be further complicated by the extra-ordinary GA meeting in December, which needs several important deliverables to be completed and signed off by the Board. The period for producing GA documentation can, however, become less stressful, if the process is better organized. Consequently, it is important to address how the actions can be represented in a useful tool that is not overly bureaucratic. The table attached to the presented briefing note aims to enable both action owners to know when they are required to deliver what, and Yohani Darius (YDA) to appropriately arrange agenda items and reminders. At this meeting, the MB confirmed the schedule and timings as set out in the briefing note with the minor amendments described below.

Actions

MPS to update the documentation within 24 hrs. This update should include combining the two mapping actions into one and making it clear that all Officers are responsible for the Committee reports.

In the GA minutes from the meeting on the 11th October, YDA to clarify that the "IHTSDO Conflict of Interest Policy" does *not* need to be addressed in February 2012.

Directors can share all documentation with the Standing Committees and Forums.

MPS/JES and YDA to establish and maintain the confirmed schedule and timings.

01112011:4b

[Confidential information removed as per section 9.1.23 (d) and/or (e) of the IHTSDO Articles of Association.]

01112011:4c Strategy: Allocation of New Member Fees

The purpose of this discussion was to describe how new Member fees will be dealt with by the IHTSDO as of January 1st 2012.

In October 2010, the GA/MB only discussed the allocation of new Member fees at the joint in-camera session. The item was therefore not included in the GA action list but was yet again raised at the GA/MB session in October this year. The item "Allocation of New Member Fees" has now been recorded as an action number 191 and is currently open.

The permutations with regard to the utilization of new Member Fees are many and trying to account for all of these variations is complex. A relatively generic



framework based on the principles set down by the GA was thus proposed. The framework has the advantages of simplicity, implement ability and conformity.

At this meeting, the Board unanimously approved the suggested policy and agreed that it should be presented at the extra-ordinary GA meeting in December. Additionally, the Board agreed that the Officers, with the assistance of the MF, should prepare an outline of services to new (and existing) Members, particularly in the area of implementation. Please note that this activity should not be limited to the receipt of new Member fees.

Actions

The responsible Director to share all documentation with the Standing Committees and Forums.

Officers, with the assistance of the MF, to prepare an outline of services to new (and existing) Members, particularly in the area of implementation. A written report should be presented at the December MB meeting.

YDA to put “Strategy: Allocation of New Member Fees” on the extraordinary GA meeting agenda for December.

YDA to put “New and Current Members: Support Packages” on the MB meeting agenda in January 2012.

01112011:4d Strategy: Technical Committee Review

The purpose of this discussion was to agree upon the purpose and process of the review of the Technical Committee Terms of Reference.

There are three underlying reasons why the Technical Committee Terms of Reference arguably need to be reviewed:

1. The current Chair argues that a review is timely.
2. There is criticism of the IHTSDO Workbench, a dominantly technical activity undertaken by the IHTSDO. As part of the IHTSDO’s quest for continuous improvement, it would therefore be appropriate to assess whether the current role of the Technical Committee is optimum or not.
3. The GA has approved that ‘There will be an internal review of the Technical Committee by its incoming Chair, particularly its Terms of Reference and its role in supporting the Chief Technical Architect in dealing with problems and challenges’ (please see the GA minutes from the 11 October for more information).

During the meeting the Board addressed who should review the terms, what the purpose is, how the review should be undertaken and when it should be reported. The Board confirmed the purpose, process and reporting as specified in the briefing note.



Actions

John Gutai (JGU) to share all documents with the Standing Committees and Forums.

01112011:4e Strategy: IPaLM SIG Nomination

The purpose of this discussion was to request that the Management Board endorses the nomination of Alexis Carter as the new Chair of the International Pathology and Laboratory Medicine Special Interest Group.

The IHTSDO is moving to a new format for the leadership of Special Interest Groups (SIG). To ensure continuity and succession planning, it has been agreed that a SIG Chair will serve for two years, and a SIG Vice-Chair will be appointed to serve as vice-Chair for two years and then progress to being the chair for two years. This means that any one individual will likely serve a maximum of four years in a leadership role of a SIG in any one period.

Last year, the Chair of the “International Pathology and Laboratory Medicine” (IPaLM) Special Interest Group (SIG), Raj Dash resigned. IPaLM SIG members, supported by the “World Association of Pathology and Laboratory Medicine” (WASPaLM), have thus nominated Alexis Carter for a period of office running until the 30th June 2013. The members of the Implementation and Innovation Committee have been consulted and the committee is unanimously recommending that Alexis Carter be appointed, with the IPaLM SIG seeking a nomination for a Vice Chair over the course of the next six-months. The MB supported the Implementation and Innovation Committee nomination and formally welcomed Alexis Carter as the Chair of the IPaLM SIG.

Actions

David Markwell (DMA) to share all documentation with the Community of Practice.

01112011:4f

[Confidential information removed as per section 9.1.23 (d) and/or (e) of the IHTSDO Articles of Association.]

01112011:4g

[Confidential information removed as per section 9.1.23 (d) and/or (e) of the IHTSDO Articles of Association.]

01112011:4h

[Confidential information removed as per section 9.1.23 (d) and/or (e) of the IHTSDO Articles of Association.]



01112011:5a-e Committee and Other Updates: A. Quality Assurance Committee, B. Implementation and Innovation Committee, C. Technical Committee, D. Content Committee and E. Member Forum.

The purpose of this discussion was for the Quality Assurance Committee, Implementation and Innovation Committee, Technical Committee, Content Committee and Member Forum to provide updates.

- A. Quality Assurance Committee:** In her report, Jane Millar (JMI) provided updates on the IHTSDO Conference in Sydney, quality metric sets, corporate metrics, implementation showcases, the IHTSDO Conflict of Interest Policy, the 2012 Work Plan, the content development process, the Spanish translation, the liaison with other Standards Development Organisations, the Family Practitioner/General Practitioner RefSet and the mapping to ICPC2. Please see the Quality Assurance Committee Report for more information.
- B. Technical Committee:** JGU provided an update on the international release phase of the IHTSDO Workbench, informing the Board that due to multiple defects, the process is currently five days behind the schedule but that he expects to be on track shortly. Additionally, he provided an update on the CAP STS release process that will be discussed at the upcoming Officer meeting. Ted Cizadlo (TJC) finally informed the Board that a steering group is being formed for the Workbench Technical review process.
- C. Content Committee:** Kent Spackman (KSP) and JMI informed the Board that the session on SNOMED CT quality at the “American Medical Informatics Association” (AMIA) meeting was successful. MPS formally thanked all who had contributed to the session.
- D. Implementation & Innovation Committee:** In his report, DMA provided information on the implementers’ curriculum, the 2012 plan and the significant questions that the Committee shortly will post to the Board. Please see the Implementation and Innovation Report for more information.
- E. Member Forum:** KBP thanked JGU and the Technical Committee for quickly following up on actions as identified at the Member Forum meeting in Sydney, and informed the Board that the next MF meeting is on the 2nd November.

Actions

JGU to produce a briefing note on the IHTSDO Workbench risks for the December MB meeting agenda.

YDA to put “IHTSDO Workbench: Risks” on the December meeting agenda.

01112011:6a Minutes of Previous Meetings: October 200 Meeting

The purpose of this discussion was to approve the minutes of the previous meeting.
The MB approved the minutes from the 9th October.



01112011:7a Updates (For Information)

The purpose of this discussion was to provide any additional updates (for information).

None were identified.

01112011:8 Any Other Business

The purpose of this discussion was to address any other business.

None were identified.

01112011:9 Date of Next Meeting

Tuesday 6th December 2011 at 21.00 UTC



**IHTSDO Management Board
Tuesday 1st November 2011**

SUBJECT

Schedule of GA related MB governed activities

AGENDA NUMBER: 4a

PURPOSE

To improve the MB [and hence officer] performance in having the actions specified by the GA completed to time and specification

COMMENT

A. Background

Prior to each GA meeting there is a mad panic regarding the documentation needed, which usually entails loss of work – life balance, at least some of this can be avoided if the process is better organised. The coming 6 month period is further complicated by an extra-ordinary GA meeting in December, which needs several important deliverables completed and signed off by the Management Board.

B. Issues

The main issue is how to represent these actions in such a way that is a useful tool for individuals concerned and office staff, but also not overly bureaucratic. The attached table attempts to be helpful in that regard to:

- Enable action owners to know when they are required to deliver
- Enable Yohani to appropriately include required agenda items [and hence remind owners]

C. Next steps

Discuss at November MB

D. Share with Committees and Forums:

- i) All Documents

RECOMMENDATIONS

It is recommended that the Management Board:

- | | |
|---|---------------|
| 1. Confirm: Schedule content and timing as set out | YES/NO |
| 2. Confirm sharing classification status | YES/NO |

[Martin Severs 19th October 2011]

Summary Schedule of Governance Meetings and major content items

Agenda item	1st Nov: MB	6th Dec: MB	12th Dec: GA	3rd Jan: MB	7th Feb: MB	6th Mar: MB	3rd Apr: MB	24th Apr: GA¹
170 & 178 WB status report & communication	√	√	√	√	√	√	√	√ WB agenda item
175 Confirmation of Int. Rel. Via WB	N/A	N/A	N/A	N/A	√	N/A	N/A	√ WB agenda item
171 WB: GA assessment	N/A	N/A	N/A	N/A	N/A	N/A	N/A	√ WB agenda item
176 Confirmation of proof of implementation	N/A	√ KSP & JGU Proposal	N/A	N/A	N/A	√ KSP & JGU Draft report	√ KSP & JGU Full report	√ WB agenda item
177 Assessment of 175 as Version 1 of Member WB tool	N/A	√ JES Proposal	N/A	N/A	N/A	√ JES Assessment Report	N/A	√ WB agenda item
179 Agree translation, Members version, mapping and Refset tooling modules	N/A	√ JES & JGU Proposal	N/A	N/A	√ JES & JGU Draft report	√ JES & JGU Draft report	N/A	√ WB agenda item
93 Strategic Directions attainment	N/A	N/A	N/A	N/A	N/A	√ JES	√ JES	√ agenda item
147 & 148 Annual Quality Report	N/A	N/A	N/A	N/A	√ JMI & KFA Draft	√ JMI & KFA Final	N/A	√ agenda item
169 Statement of Account: review	N/A	N/A	N/A	√ JES draft	√ JES Final	N/A	N/A	√ agenda item
172 Technical Committee Review	√ Proposal DBU, TCI MPS	N/A	N/A	√ DBU draft	√ DBU Final	N/A	N/A	√ agenda item

Agenda item	1st Nov: MB	6th Dec: MB	12th Dec: GA	3rd Jan: MB	7th Feb: MB	6th Mar: MB	3rd Apr: MB	24th Apr: GA¹
144 Annual Activity Report feedback	N/A	N/A	N/A	N/A	√ JES	N/A	N/A	√ Chair Report
146 Annual Activity Report recipients	N/A	√ JES	N/A	N/A	N/A	N/A	N/A	√ Chair Report
180 WB technical review	N/A	√ JES Proposal	N/A	N/A	√ Report	√ Report & MB response JES & MPS	N/A	√ WB Agenda item
182 Work Plan Status Report	N/A	√ JES Proposal	N/A	N/A	√ monthly report	√ monthly report	√ monthly report	√ agenda item
185 Publication of Chair's report	√ JES CEO Report	N/A	N/A	N/A	N/A	N/A	N/A	√ Chair Report
186 Publication of new Committee members	√ JES CEO Report	N/A	N/A	N/A	N/A	N/A	N/A	√ Chair Report
188 Reserves Policy	N/A	√ JvB	√	N/A	N/A	N/A	N/A	N/A
188 Review the SNOMED CT to ICD 10 Proposal and assess for innovative delivery mechanisms which may decrease cost	N/A	√ JMI	√	N/A	N/A	N/A	N/A	N/A
188 Perform a financial stock-take on the available funding for the project in 2012 and onwards taking into consideration Member Forum Feedback.	N/A	√ KBP & JES	√	N/A	N/A	N/A	N/A	N/A

Agenda item	1st Nov: MB	6th Dec: MB	12th Dec: GA	3rd Jan: MB	7th Feb: MB	6th Mar: MB	3rd Apr: MB	24th Apr: GA¹
188 Establish the feasibility for a funding stream for SNOMED CT to ICD-10 and report to the GA by December 2011.	N/A	√ JES & JvB	√	N/A	N/A	N/A	N/A	N/A
189 Member Forum	√ MPS	N/A	N/A	N/A	√ KBP Proposal if required	N/A	N/A	√ agenda item
190 2013 fee calculation Affidavit	N/A	√ JES & JvB	√JES & JvB	N/A	N/A	N/A	N/A	N/A
191 allocation of new Member Fee	√ MPS	N/A	√MPS	N/A	N/A	N/A	N/A	N/A
192 2012 Financial report	N/A	N/A	N/A	N/A	N/A	√ JES	N/A	√ agenda item
193; 194; 195; 196; 197; 198	N/A	√ JES [CEO report]	N/A	N/A	N/A	N/A	N/A	√ Chair Report
200 Conflicts of Interest Policy	N/A	N/A	N/A	N/A	√ JMI	N/A	N/A	√ agenda item
Committee reports for GA	N/A	N/A	N/A	N/A	√ JMI	KF; DB; LV; DS	N/A	√ Chair Report

¹ Assume these papers will be on open GA agenda unless specified otherwise at point of MB agreement



**IHTSDO Management Board
Tuesday 1st November 2011**

SUBJECT

The way fees from new Members are dealt with in the IHTSDO

AGENDA NUMBER: 4c

PURPOSE

To describe how the fees from new Members will be dealt with by the IHTSDO from January 1st 2012

COMMENT

A. Background

This subject was discussed between the GA and MB in October 2010 in the joint in-camera session, as set out in appendix 1. Unfortunately it was not carried over into the public meeting therefore the action did not get picked up on the GA action list for the MB and therefore did not appear on the two subsequent agendas.

The subject arose again in the October 2011 meeting when it arose in the context of the funding options for SNOMED CT to ICD 10 and in the context of dealing with Member Fees from 2012 going forward. The relevant sections of the October 2011 minutes are shown in appendix 2 along with the action from the minutes, which is now an open action 191.

B. Issues

The permutations with regard to the utilisation of new Member Fees are many trying to account for all of these variations is complex and is likely to be difficult to follow and conform with. The Management Board therefore proposes a relatively generic framework based on the principles set down by the General Assembly, which has the advantages of simplicity, implementability, conformity and avoids micro-management.

The suggested system is shown in appendix 3.

C. Next steps

- a. Discuss with IHTSDO Management Board and agree the policy**
- b. Consider placing paper before GA at the extra-ordinary meeting in December or wait until April 2012**

D. Share with Committees and Forums:

- i) All Documents

RECOMMENDATIONS

It is recommended that the Management Board:

1. **Approve:** suggested policy

YES/NO



2. **Agree:** it should be submitted to December GA

YES/NO

3. **Confirm sharing classification status**

YES/NO

[Martin Severs and John van Beek 19th October 2011]



APPENDIX 1

Section from Joint GA/MB meeting 17/18 2010 re new Members

As is in accordance with the Finance Group, the MB agreed that IHTSDO's financial position negates any reduction of conditional equity for some time to come and that this mechanism should not be introduced for new Members to the Association. IHTSDO should now develop a Financial Strategy that considers the:

- Incremental costs of new Members (fixed and variable costs).
- Incremental costs of new Members to possibly be used to incorporate the new Member and then be assessed in the following year for the subsequent financial year.
- The current nature of the Organisation as opposed to the nature of the organisation in 2007– expectations needs to be reset by the GA
- Reserves policy (e.g. 6 months operating costs – liquidation fund), recommending that any funds from large new Members would go into reserves
- In year fee plus full year fee
- Number of substantial new Members for the next three years.
- People and revenue
- IHTSDO's current US Dollar focus

Actions

MPS to draft a “Financial Strategy” for the GA meeting in April 2011.

YDA to put the “Financial Strategy” on the April GA meeting agenda in 2011.

SMA informed the MB that Canada has some useful documentation on financial strategies that she'll be willing to share with IHTSDO's CEO.



APPENDIX 2

Section 7 page 18

‘Option 2 = Minimum Core Option plus ICD 10 Mapping Project. This is Option 1 plus the ICD 10 mapping project and places the IHTSDO in a budget deficit position of 1.3 million USD. This means the deficit will need to be made up from efficiency savings, utilizing non-spend on other projects, new Member income and utilizing reserves (MPS explained that this was the original preferred option of the MB).’

Section 8 page 20

‘DG stated that as of 2011, the collective membership fee stands at approximately USD 9 million. He added that if a new country becomes a Member, fees should not necessarily increase if the additional revenue is shared across countries. Andy Wiesenthal (as part of the public audience) clarified that the increase in fees for Canada is based on the new GNI standing – it is not a fee increase imposed directly by the Organization’

ACTION: The IHTSDO Office to extract and share GA previous decisions about the use of new Member Fee income and share with GA and MB



APPENDIX 3

POLICY ON NEW MEMBER FEES

Introduction

Historically the IHTSDO has simply absorbed new Member income into the income of the IHTSDO and utilised this financial resource to deliver the activity requested by the Members and Affiliates. The General Assembly of the IHTSDO has requested that a more formal strategy is introduced.

Context

The context of this policy is that some IHTSDO Members are now seeking a reduction in their financial commitment to the IHTSDO over time, whilst others feel the incorporation of new funding requires stronger governance so that different options can be explored. Others are looking to cushion the at times wide swings in financial fortunes which impact on Annual Fees.

There is also acceptance that complex and time consuming managerial activity for tiny and small amounts of money that divert attention away from the main business of the IHTSDO is counter-productive.

There are in essence three different components of 'New Member' Fees ie Fees which a new member would pay:

1. *Joining Fee:*
2. *In year proportion of Annual Fee*
3. *Full year Annual Fee*

Principles

1. The use of the Full Year Annual Fee of a new Member to expand the IHTSDO income is discretionary, the authority for the decision is the General Assembly
2. Joining Fees should be used preferentially to support a deficit [planned or not] and secondly to bolster reserves
3. Part Year Annual Fee can be used to support a deficit [planned or not], fast track existing projects or fund high priority projects excluded from the current annual work plan but identified as important and high value to Members and/or Affiliates
4. Alternative decisions need formal General Assembly decision through a 'Special Communication' as specified in the Special Communication Regulation



Decision Making

Normal decision making table

	Annual Fee paid by new Member	
	≤ 100,000 USD	>100,000 USD
Joining Fee:	Support a deficit [planned or not] or bolster reserves ¹	Support a deficit [planned or not] or bolster reserves ¹
In year proportion of Annual Fee	Support a deficit [planned or not], fast track existing projects or fund high priority projects excluded from the current annual work plan	Support a deficit [planned or not], fast track existing projects or fund high priority projects excluded from the current annual work plan
Full year Annual Fee	Incorporate into income and expand Annual Work Plan to accommodate for additional budget and place before GA in usual business planning cycle	Present GA with two Work Plan and budget options <ol style="list-style-type: none"> 1. Stable budget [0%] increase and an Annual Fee reduction 2. Minimum Growth Budget [≤3%] and if possible an Annual Fee reduction

¹ If amount in reserves exceeds the minimum requirement of the Reserves Policy that excess funding could be utilised in the next full year Work Plan and budget put before the General Assembly

Exceptional decision making

If the IHTSDO Management Board wishes to suggest an exceptional decision is taken it should make such a recommendation to the GA via a ‘Special Communication’ as set out in Regulation.



**IHTSDO Management Board
Tuesday 1st November 2011**

SUBJECT

Review of Technical Committee Terms of Reference

AGENDA NUMBER: 4d

PURPOSE

Agree the purpose and process of the Review of the Technical Committee Terms of Reference

COMMENT

A. Background

There are three underlying reasons for this review taking place:

1. The current Chair feels a review is timely
2. There have been criticisms concerning a dominantly technical activity undertaken by the IHTSDO namely the Work Bench therefore assessing whether the role of the Technical Committee is optimum is appropriate as part of the IHTSDO's quest for continuous improvement
3. The Chair of the MB made a pledge to the GA which it accepted that a review took place, the minute from the GA meeting Tuesday 11th October reads:
'There will be an internal review of the Technical Committee by its incoming Chair, particularly its Terms of Reference and its role in supporting the Chief Technical Architect in dealing with problems and challenges'

B. Issues

a. Who should do the review?

It has already been agreed that the reviewer should be the incoming Technical Committee Chair: David Bunker [DBU]. David has agreed

b. What is its purpose?

The purpose of the review is three fold:

1. To ascertain what the optimum role of the Technical Committee should be, in terms of the IHTSDO activity within its technical portfolio of activities. The Technical Committee should be able to independently and expertly advise the Chief Technical Architect in dealing with strategic decisions and and challenges within his scope of control
2. To assess whether it meets those requirements
3. To recommend changes in the Terms of Reference and/or working practices, if necessary, to better meet those requirements

c. How should it be undertaken?

It is recommended that the review is done by interviewing a sample of participants, users and customers of the Technical Committee. The reviewer should be free to talk to whom so ever he like but this minimum list should include:



- The Chief Technical Architect
- The current Chair of the Technical Committee
- Ex- member of the Technical Committee
- Current member of the Technical Committee
- CEO
- Member of MB re-helpfulness of Technical Committee reports

d. When should it report?

The report should be completed before the new chair takes up his post formally ie January 1st 2012. Changes in the Terms of Reference should be discussed in the Technical Committee and tabled at the Management Board at the latest January 2012, ideally before that. Once agreed by the MB the recommendations should be converted into the changes needed in the Technical Committee Terms of Reference and once agreed the new Terms of Reference should be put before the General Assembly for formal ratification. It should be sent to them in the GA pack at the beginning of March 2012 and so the new Terms of Reference should be agreed at the February 2012 MB.

C. Next steps

Discuss at the MB and if agreed the review should proceed in order to deliver the GA action 172

D. Share with Committees and Forums:

- i) All Documents

RECOMMENDATIONS

It is recommended that the Management Board:

- | | |
|--|---------------|
| 1. Confirm: The purpose, process, and reporting | YES/NO |
| 2. Confirm sharing classification status | YES/NO |

[Martin Severs, Ted Cizadlo, David Bunker 21st October 2011]



**IHTSDO Management Board
Tuesday 1st November 2011**

SUBJECT

Nomination of new Chair of the International Pathology and Laboratory Medicine (IPaLM) SIG.

AGENDA NUMBER: 4e

PURPOSE

The purpose of this briefing is to request that the Management Board endorse the nomination of Alexis Carter as the new Chair of the International Pathology and Laboratory Medicine (IPaLM) SIG.

COMMENT

A. Background

The Chair of the IPaLM SIG, Raj Dash, resigned during the last year. There is no co-chair of this SIG currently. Alexis Carter has been recommended by the SIG members as the new Chair to take forward the work of the IPaLM SIG.

The IHTSDO is moving to a new format for the leadership of Special Interest Groups which will be documented and signed off by the Management Board. In order to help with continuity and succession planning, it has been agreed that a Chair will serve 2 years and a Vice-Chair will be appointed who serves 2 years as a vice-chair and then progresses to being chair for 2 years – thus meaning that any one individual will likely serve a maximum of 4 years in a leadership role on a SIG in any one period.

This procedure was introduced during 2011 and the IPaLM SIG will seek a nomination for a Vice Chair over the course of the next six-months.

The nomination process for the IPaLM SIG is subject to a harmonization agreement with WASPaLM (World Association of Pathology and Laboratory Medicine) under which the IHTSDO granted WASPaLM the right to make nominations for the Chair of this SIG.

B. Nomination of the Chair

IPaLM SIG members (supported by WASPaLM) have nominated Alexis Carter as Chair and no other nominations were received.

Note: that the period of office will run until June 30th 2013.

RECOMMENDATIONS

The members of the I&I Committee have been consulted and the responses received have all been affirmative. Therefore, the Committee recommends the Management Board to endorse this appointment.

David Markwell
25-Oct-2011