



## RECORD OF DISCUSSION

Meeting date: October 9th, 2011	Group: Management Board Meeting
Meeting time: 23:00 UTC	Meeting place: Sydney, Australia
Present MB Directors: Andrew Wiesenthal (AW), David Bunker (DBU), David Markwell (DMA), Don Sweete (DSW), Jane Millar (JMI), Jan-Eric Slot (JES), John Gutai (JGU), John van Beek (JvB), Kathleen Farndon (KFA), Kent Spackman (KSP), Lene Vistisen (LVI), Martin Severs (MPS), Shelagh Maloney (SMA), Ted Cizadlo (TJC) and Christina Nilsson (CNI).	Observer: Per Jensen (PJE)
Absent: Arvydas Laurinavicius (ALA), Gonzalo Marco Cuenca (GMC) and Kristina Bränd Persson (KBP).	
Date of next meeting: 1 <sup>st</sup> November 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*

#### 09102011:1 Welcome and Apologies

Arvydas Laurinavicius (ALA), Gonzalo Marco Cuenca (GMC) and Kristina Bränd Persson (KBP) did not attend this Management Board (MB) meeting.

The MB formally welcomed the new Implementation and Innovation Officer, David Markwell (DMA), to the IHSTDO. DMA started on the 1<sup>st</sup> of October.

#### 09102011:2 Conflicts of Interest

None were declared.

#### 09102011:3 CEO Report

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

The following issues were addressed during this session:



### **College of American Pathologist STS**

The College of American Pathologists (CAP STS) and the IHTSDO have signed the contract for April 2012.

### **Latest financial report**

The latest financial report was attached to the Chief Executive Officer (CEO) report. At the meeting, Jan-Eric Slot (JES) high lightened the expected cash position at the end of December 2011, [Confidential information removed as per section 9.1.23 (d) and/or (e) of the IHTSDO Articles of Association.] and the three budget options as specified in the draft 2012 budget.

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

### **New and Potential Members**

The IHTSDO has recently announced that Iceland and Malta are new Members. Representatives from the two Member countries were invited to the IHTSDO Conference and Implementation Showcase but were unable to attend. [Confidential information removed as per section 9.1.23 (d) and/or (e) of the IHTSDO Articles of Association.]

### **Harmonization**

In September, the Joint Implementation Committee for Low Middle Income Countries (LMIC) held a standards meeting in Geneva. The committee discussed standards that could develop countries in the LMIC segment. The attendees also discussed maturity models for Healthcare IT.

### **Actions**

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

### **09102011:4a Strategy: Management Board Roles**

*The purpose of this discussion was to review the IHTSDO Management Board roles.*

The MB annually reviews the roles and responsibilities of its Directors and at this meeting, MPS provided the following information:

- The objective of this process is to ensure that all roles are filled and that MB Directors are not being forced to change their current roles.
- Current MB Directors are allowed to change roles, if so desired.
- The MB could have a new Chair and such appointment would be under the control of the Board.
- The Officers also have an opportunity to review their roles. MPS can either address the Officer and Director roles at the same time, or review the Officer roles at a later stage.



Considering these aspects, MPS informed the Board that he would be prepared to serve as Chair or Member Director to a new Chair, if so desired by the Board, and that he would welcome nominations for a new Chair. MPS thereafter suggested that the Deputy Chair, who takes over from Shelagh Maloney (SMA), should know the organization well, be able to step in quickly and have no Committee to run. This will help the workload of both the Chair and the Deputy Chair. At the meeting, the MB unanimously approved that they would like MPS to continue as MB Chair.

#### Actions

MPS to speak to each MB Director, Officer and Committee Chair about their roles and responsibility.

MPS to complete the table on the roles and responsibilities before the 16<sup>th</sup> October. The information should thereafter be appropriately communicated.

#### **09102011:4b**

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

#### **09102011:4c Strategy: Records of Discussion**

*The purpose of this discussion was to discuss and agree upon the specific actions regarding the Management Board records of discussion.*

KBP has high lightened that there has been no follow up on establishing a process by which Directors and Officers have a timeline to amend minutes and records, and have a clear understanding on confidential information not be shared. Additionally, KBP has high lightened that the most recent records that are available on the IHTSDO website are from June 2010, and considering that the IHSTDO homepage is one of the most important information channels, it is important that the Organization ensures that the latest information is available. At the meeting, the Board agreed upon the following process:

1. Within a week of each MB meeting, Christina Nilsson (CNI) should draft the minutes and e-mail them to all MB Directors. Please note that text in red, marked with a confidential comment on the right hand side, is recommended to be removed for the record of discussion.
2. MB Directors to provide comments to CNI within a week of receiving the minutes (if possible, please use registered amendments).
3. If there are no substantial issues, the minutes will be formally approved at the upcoming MB meeting. And if there are substantial issues, MPS and CNI should address such in advance of the meeting and clearly specify the issue(s) on the next agenda.
4. After the meeting, CNI should file the minutes and upload the record of discussion on the IHTSDO website.
5. CNI to ask the MB Chair to sign the minutes at the next face to face meeting opportunity.



Please note that the communication status, which is included in MB briefing notes (i.e. the “Share with Committees & Forums [...]” section), will also enable Committee and Forum Chairs to communicate the appropriate information.

#### Actions

CNI to implement the agreed process.

#### **09102011:4d**

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

#### **09102011:4e Strategy: Wiki SNOMED CT and IHTSDO**

*The purpose of this discussion was to address the IHTSDO and SNOMED CT information on [www.wikipedia.com](http://www.wikipedia.com).*

In accordance with the Content Committee, the Wikipedia pages are an important source to obtain initial information about the IHTSDO and SNOMED CT. The Content Committee thus decided to review the IHTSDO and SNOMED CT information and identified that the pages had a very poor quality and that the content was inaccurate. During the past months, the committee have therefore discussed and corrected the content, and an updated version will shortly be published online. Once, published, anyone will be able to edit, add and/or remove content due to the standard set up of Wikipedia. The MB thanked the committee for its work and confirmed that the Content Committee should, when publishing their, encourage GA members to translate the information into different languages.

#### Actions

KSP to share the relevant information with the Standing Committees and Forums.

As soon as the updated version has been posted, KSP should send the link to all GA members and encourage them to translate the information in to their different languages. Please note that one does not have to translate all the details but can choose to translate the most important information, if that is more convenient.

The Content Committee to review the pages as a standing agenda item every three months to ensure it is maintained properly.

Community of Practice participants, who have suggestion on additional communication channels that would be of value to the IHTSDO and SNOMED CT, are encouraged to email Kent Spackman ([ksp@ihtsdo.org](mailto:ksp@ihtsdo.org)).



**09102011:4f Strategy: Delinquent licenses – Regulation and Future Management**

*The purpose of this discussion was to address the Regulation with regard to Delinquent Affiliate Licensees.*

In 2009 the Business Manager produced the “Regulation with regard to Delinquent Affiliate Licensees” that outlines the principles that each affiliate licensee needs to adhere to in order to ensure continued SNOMED CT access. In accordance with the CEO, the advice and objects in the current version of the regulation are, however, unclear and the Member process has varying adherence.

At this meeting, the Board recognized that many affiliate licensees do not actually comply with the Articles of Association and the associated regulation. Some licensees do, for example, not provide any information on their SNOMED CT use in non-Member territory, which results in outstanding income revenue. And some licensees do not use the latest International Release, which may have an impact on patient security. Noncompliance should have an appropriate impact on the license status and SNOMED CT access.

In terms of the outstanding income revenue, the Board agreed that this issue is of less importance, considering the large amount of resources that otherwise would be required to obtain the requested information. The Board did, however, agree that it is critical that the IHTSDO ensures legal adherence and patient security. If a licensee, for example, has not downloaded the latest International Release, this may have legal implications on the IHTSDO, and more important put patients at risk. At the same time, the Board recognized that there may be researchers, who actually do not need to use the latest international release version, which the Organization also should allow for.

Consequently, the Board agreed that in close cooperation with the National Release Centres, the Implementation and Innovation Officer and the Chief Quality Officer should review the regulation and future management of delinquent licensees to ensure that it encourages worldwide use of SNOMED CT, ensures legal adherence and contributes to patient security without requiring excessive IHTSDO resources.

Actions

DMA and JMI to address the regulation and future management of delinquent licenses. This includes reviewing objects, the SNOMED CT Affiliate License Application Service (SALSA) and the Technology Reference Data Update Distribution Service (TRUD).



**09102011:5a-e Committee and Other Updates: A. Quality Assurance Committee, B. Technical Committee (includes i. CTA Report, ii. Technical Committee Report, iii. Workbench Roadmap and iv. Risk Register – IHTSDO Workbench implementation), C. Content Committee, D. Implementation & Innovation Committee and E. Member Forum.**

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

**A. Quality Assurance Committee:** During the last months, the work of the Chief Quality Officer has been focused on the 2012 Work Plan, preparing various key papers for the upcoming face to face meetings, and guiding the organisation on the IHTSDO Conference and Implementation Showcase. In addition to these activities, the Chief Quality Officer has addressed quality metrics, the IHTSDO Conflict of Interest Policy, the content development process, the Spanish translation, liaison with other standards development organisations and the mapping SNOMED CT to ICD 10. Please see the Chief Quality Officer report for more information.

**B. Technical Committee:**

- i. **Chief Technical Architect Report:** In the Chief Technical Report, John Gutai (JGU) high lightened the following information:
- a. Translation project
  - b. Migration of the international edition of SNOMED CT to the IHTSDO Workbench
  - c. An implementable Members' release of the IHTSDO Workbench
  - d. Reference set tooling development
  - e. Update of Technical Implementation Guide
  - f. Request Format 2
  - g. Request Format 2 Implementation tooling
  - h. Representation of numbers
  - i. Diagramming standard
  - j. Harmonization activities such as HL7, the Information Model Task Force (IMTF) and the Clinical Information Modelling Initiative (CIMI) and the SemanticHealthNet European Union (EU) bid.

Please note that additional information was provided in the Chief Technical Architect Report.

- ii-iv **Technical Committee Report, IHSTDO Workbench Roadmap and Risk Register – IHTSDO Workbench Implementation:**



IHTSDO Members have kindly provided resources to the development of the IHTSDO Workbench. Members are, however, very critical to the current status of the programme. This has been clearly demonstrated in communicated to the management.

Before addressing the different issues and how such should be resolved, the MB Chair stressed that the Chief Technical Architect, JGU, is indeed doing a good job but that he has a large portfolio, which has contributed to the current project challenges. Similarly, Shelagh Maloney (SMA) stressed that it is important to understand that the Members are the IHTSDO, and so we all share the responsibility of the IHTSDO Workbench. The Board thereafter, agreed that the management needs to address the following issues:

1. [Confidential information removed as per section 9.1.23 (d) and/or (e) of the IHTSDO Articles of Association.]
2. Governance: There is a need to clarify the Technical Committee role in the IHTSDO governance structure.
3. Project management: The IHTSDO is outsourcing a large extent of the project management. This has a negative impact on the programme.
4. Terms of Reference: The Terms of Reference of Technical Committee need to be revised.
5. Role of Technical Architect: It is important to ensure a strong Chief Technical Officer role in the Technical Committee. This will, for example, enable the IHTSDO to improve the management of conflict of interests.
6. [Confidential information removed as per section 9.1.23 (d) and/or (e) of the IHTSDO Articles of Association.]
7. Translation: The Board questioned if the translation components can continue to be outsourced to the current extent.
8. Communication: It is critical to ensure that there is no miscommunication between IHSTDO Member countries, and between the IHTSDO and its Member countries. The Board thus agreed and stressed that the CEO, JES, is responsible for all internal and external communication (please note that this includes communication at the GA sessions on the 10<sup>th</sup> and 11<sup>th</sup> October). Stakeholders and clients, such as the Members, should therefore always receive the latest information from the CEO and be encouraged to continuously communicate with JES.
9. Migration: The Board questioned if the migration components can continue be outsourced to the current extent.
10. Interdependencies: Per Jensen (PJE) has initiated the work of addressing interdependencies.
11. Requirement management: It is critical that the IHTSDO identifies the requirements of the National Release Centres and ensures that such are achieved.

Finally, Andrew Wiesenthal (AWI) informed the Board that Kaiser Permanente (KP) users have expressed that they are very pleased with the IHTSDO Workbench. Additionally, Kent Spackman (KSP) informed the attendees that he together with Penni Hernandez (PHE) are now able to edit



SNOMED CT independently of the Support Organisation for the first time in six years.

- C. Content Committee:** KSP provided information on a decision making policy and statics that demonstrates movements in release.
- D. Implementation & Innovation Committee:** The Implementation and Innovation Officer did not have any additional information.
- E. Member Forum:** KBP was not able to attend this meeting. MPS informed the Board that there is tension in the Member Forum (MF) and that more information will follow.

#### Actions

MB to address the translation functions of the IHTSDO Workbench at a future MB meeting.

Yohani Daruis (YDA) to put “IHTSDO Workbench: Translation” on the MB November agenda.

JGU to produce a summary table on the roles, responsibilities and delivery dates of the IHTSDO Workbench programme.

JES to take responsibility for IHTSDO Workbench communication. This includes arranging back logs and bi weekly status reports to all relevant stakeholders

#### **09102011:6a Minutes of Previous Meetings: 13<sup>th</sup> September 2011 Meeting**

*The purpose of this discussion was to approve the minutes of the previous meeting.*  
The MB approved the minutes from the 13<sup>th</sup> September based on the minor amendments of the CEO.

#### Actions

JES to register his amendments in the draft version and email such to CNI.

#### **09102011:6b Minutes of Previous Meetings: 29<sup>th</sup> September 2011 Meeting**

*The purpose of this discussion was to approve the minutes of the previous meeting.*  
The MB approved the minutes from the 29<sup>th</sup> September based on the minor amendments of the CEO.

#### Actions

JES to register his amendments in the draft version and email such to CNI.



**09102011:7a Updates (For Information)**

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

None were identified.

**09102011:8 Any Other Business**

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

None were identified.

**09102011:9 Date of Next Meeting**

Tuesday 1<sup>st</sup> November 2011 at 20.00 UTC