



RECORD OF DISCUSSION

Meeting date: Apr 1, 2008	Group: Management Board Meeting
Meeting time: 8.30 GMT, 21.30 CPH	Meeting place: Telephone Conference
Present: Martin Severs (MPS), Arne Kverneland (AK), Arvydas Laurinavicius (AL), John van Beek (BJE), Karen Gibson (KG), Mike Sheridan (MS), Ulrich Andersen (UAN), Arne Kverneland (AK), Kent Spackman (KS), Ed Cheetham (EC) and Christina Nilsson (CNI).	
Absent: Russell Craig (RC) Daniel Forslund (DF), Ted Cizadlo (TC), Andy Wiesenthal (AW)	
Date of next meeting: Tuesday April. 22nd, 2008	Place of next meeting: Telephone conference
Time of next meeting: 08.30 Chicago time	

01042008:1 Welcome and Apologies

DF, RC, TC, AW did not attend this MB meeting.

01042008:2 Minutes of the last Meeting

The minutes and notes of the last MB meeting will be available at the next MB meeting.

01042008:3 Declaration of any Conflicts of Interests

No Conflicts of Interests were declared.

01042008:4 CEO Report

JZE briefly reviewed highlights from the CEO report for the meeting. The MB agreed that no event sponsorships should be accepted until a sponsorship policy is approved.



Actions

JvB, MPS and JZE to discuss the financial aspects brought up by JvB at the end of this telephone conference.

MPS will draft a policy on sponsorship for review by the MB.

**01042008: 5a April 2008 Meetings: The General Assembly (GA)
Agenda for April 2008**

The purpose of this discussion was to confirm which Management Board members will lead discussion at the April 2008 General Assembly (GA) meeting, as well as how to address agenda item suggestions coming forward from GA members.

The MB approved the attached list of which Directors will lead each item on the GA agenda and confirmed that proposed disposition of the potential agenda items raised by the General Assembly members from the United Kingdom and the Netherlands was appropriate. The MB agreed that the Chair of the MB should produce a report, which includes his own report and the reports written by the Chairs of the four Committees.

The package should be sent out on the Tuesday prior to the GA meetings.

Actions

MPS to produce a written report for the GA that should include the reports written by the Committee Chairs.

JZE to produce a template for the Committee Chair reports.

Committee Chairs to draft reports and send them to JZE by Friday April 11, 2008.

JZE to assure the quality of the Committee Chair reports. The reports should ideally be less than one page.

JZE to confirm who has access to Committee sections of the Collaborative Space (where minutes are posted).

**01042008: 5b April 2008 Meetings: Finalization of materials for the
GA Meetings.**

Description: Update on preparations of the package for the GA meeting.

JZE introduced her briefing note concerning this for your information item.



01042008:5c April 2008 Meetings: Affiliate License Audit

Description: The briefing note provided an overview of action taken in follow-up to a request made by the General Assembly at the last ordinary meeting in October 2007 to conduct an audit of Affiliate License Agreements.

The MB agreed that the GA should be informed that a summary is being produced by Joel Harrison concerning this item. However, that it will not be finished until after 3rd April.

The MB agreed that if there are no objections, the summary will be sent to the GA next Thursday. If there are objections an extra meeting is needed.

Actions

JZE and MPS to connect with Joel Harrison on Friday. Information on the results of the review should then be given to all MB members on late Friday night.

The GA should be informed that such summary is being produced, however, that it will be not be finished until after April 3rd.

If there are no objections, the summary will be sent to the GA next Thursday. If there are objections an extra meeting is needed.

01042008:5d April 2008 Meetings: Timetable of Formal Meetings of the IHTSDO

The purpose of this discussion was to propose to the MB a process for establishing an annual timetable of formal meetings of the IHTSDO.

The MB approved the circulation of an updated version of the briefing note regarding a process to establish an annual timetable of formal meetings of the IHTSDO to the General Assembly for the April 2008 meetings.

Actions

Correct the related briefing note so that it indicates that IHTSDO meetings have been hosted in the US.

This item needs to be added to the GA agenda.

01042008:5e April 2008 Meetings: Potential Changes to the Articles

The briefing paper outlined potential changes to the Articles of Association based on advice from IHTSDO's lawyers.

A change to the Articles had been proposed to addressing potential issues that would arise should IHTSDO issue additional types of licenses.



The MB agreed to wait to take this potential change to the *Articles* forward to the General Assembly until a clear use case is established. A second change to the Articles was proposed to facilitate implementation of a non-attendance policy for Committees. The MB agreed that this should be taken forward to the GA.

The MB further determined that it is sufficient to allow for elections based on vacancies only once per year. Instead of 75 percent non attendance as a trigger for follow-up, the MB agreed to a 50 percent threshold. Finally, the MB agreed that instead of “exceptional” circumstances, the term “extenuating” circumstances should be used in the draft policy.

Actions

Ask all Committee Chairs to consult with their members on the proposed non-attendance policy at the April 2008 meetings in Chicago.

Circulate the proposed change to the Articles related to non-attendance to the GA with amendments as described above.

01042008:5f April 2008 Meetings: The Management Board Agenda for Chicago

The purpose of this discussion was to propose to the MB the agenda for the strategic Discussions for the MB meeting on Tuesday 22nd April 2008 and for the MB meeting of Thursday 24th April 2008.

Firstly, the MB approved the proposed agenda for April 22nd and confirmed that any additional items should be discussed at the MB meeting on April 24th. Secondly, the MB agreed that CAP STS should be invited to present at one of the MB meetings at the conference. Finally, the MB agreed that in relation to observers at the MB meeting at the IHTSDO Spring Conference, it is necessary to follow what is stated in the Articles of Association.

Actions

Discuss the general vision statements of the IHTSDO at special MB/GA session on April 22nd at the IHTSDO Spring Conference.

In relation to observers at the MB meeting at the IHTSDO Spring Conference, JZE will go through the Articles of Association and follow what is stated in this document.

JZE to invite CAP STS to present at one of the MB meetings at the conference.

Provide input on the medium to long term vision for IHTSDO using the template in Appendix 1 of the briefing note to Jennifer Zelmer by April 12, 2008.



01042008:6a Strategy: Response to LOINC proposal

The purpose of this discussion was to propose a response to the harmonization proposal related to LOINC forwarded to Betsy Humphries.

MPS provided an update on the LOINC harmonisation process. The MB was supportive of MPS's letter and therefore approved sending a letter to Betsy Humphries this week.

Actions

MPS to send out the letter this week.

01042008:6b Strategy: IFCC/IUPAC harmonization

JvB provided an overview of next steps related to IFCC/IUPAC harmonization.

Actions

JvB will put KS's input on the agenda for the next IUPAC meeting that will take place on 17th April.

01042008:6c Strategy: Use of SNOMED CT in localities in non-member countries

The purpose of this discussion was to seek advice from the Management Board in terms of how best to facilitate the use of SNOMED CT in designated geographical territories within non-member countries.

The MB reviewed options for enabling use of SNOMED CT in non-member countries. The MB endorsed the principles outlined in the briefing note for decision-making with respect to use of SNOMED CT in non-member countries.

In terms of the specific questions raised with respect to responding to requests to enable use of SNOMED CT in non-member countries, the MB preferred in the short term to continue to use the Affiliate License options (including the potential to consider bulk licensing arrangements). In the medium to long term, the MB agreed that it would probably be necessary to revisit this question in the context of broader membership strategies.

01042008:7a Financial Issues: Audited financial statements

The purpose of this discussion was to approve the audit of IHTSDO's 2007 financial statements.

The MB approved IHTSDO's 2007 audited financial statements. All MB members therefore agreed to sign the document and to thereafter send the documents to the office in Copenhagen as soon as possible.



Actions

All MB members need to print and sign (black ink) a copy of the audited financial statements where indicated and courier this copy as soon as possible to the IHTSDO offices.

JZE to e-mail this information to the MB members that did not attend this meeting.

01042008:8 d Committees: Technical Committee

The MB approved that Mapping PG can approach Apelone and Carecom for gap analysis.

Actions

KG should send the draft technical road map to JZE, who thereafter shall send this to CAP.

JZE will contact KS to ask him to follow up with KG regarding feedback needed on the Maintenance Release Documents.

JZE welcomes feedback on potential candidates for an interim Chief Technical Architect.

01042008: 8b Committees: Quality Assurance Committee

MS gave information about the work of the Quality Assurance Committee. He stated that the Quality Assurance Framework is completed and will be reviewed by the MB in Chicago.

He further informed the MB that this committee has discussed quality metrics before and will do so again at the IHTSDO Spring Conference.

Finally, he stated that this committee is discussing the strategy for defining, prioritizing, and resolving quality issues.

01042008:8c Committees: The Research and Innovation Committee

AL indicated his appreciated for the administrative support from CAP.

He stated that he is eager to get feedback from CAP and JZE concerning a quote to provide the SNOMED Enhanced Release Format.



01042008: 9 Any Other Business

In relation to an OHT project Charter, the MB approved the charter if there are no financial commitment per se, i.e. the MB approved the charter provided that there are no specific commitments to resources (excepting time of the Chief Technical Architect).

All agreed that the MB should work on what our contributions to OHT should be in the future.

Actions

MPS to send e-mail with the Contribution Policy to all MB members.

If there are no objections to the policy, the policy and the letter will be published on the Collaborative Space and the IHTSDO homepage.

FAQ concerning the Contribution Policy should go out in the week before the IHTSDO Spring Conference.

MPS will address the Contribution Policy in his plenary session at the IHTSDO Spring Conference in Chicago.

In relation to the OHT project charter, a document that the IHTSDO would like sponsors to accept should be put together for the 14th April.

The MB should work on what our contributions to OHT should be in the future.

01042008:10 Date of Next Meeting

Tuesday 22nd April 2008 08:30 Chicago Time.