



RECORD OF DISCUSSION

Meeting date: December 1, 2009

Group: Management Board Meeting

Meeting time: 21:00 UTC

Meeting place: Telephone Conference

Present: Andy Wiesenthal (AW), Jane Millar (JMI), Javier Etreros (JE), Jennifer Zelmer (JZE), John Gutai (JGU), John van Beek (JvB), Kent Spackman (KSP), Kristina Bränd Persson (KBP), Martin Severs (MPS), Paul Williams (PWI), Sarah Muttitt (SMU), Shelagh Maloney (SMA) Ted Cizadlo (TJC) and Christina Nilsson (CNI).

Absent: Arvydas Laurinavicius (AL) & Lene Asholm (LAS)

Date of next meeting:

5th January, 2010

Place of next meeting:

Telephone Conference

Time of next meeting: 21:00 UTC

01122009:1 Welcome and Apologies

Arvydas Laurinavicius (AL) & Lene Asholm (LAS) did not attend this Management Board (MB) meeting.

01122009:2 Conflicts of Interest

No conflicts of Interests were declared.

0112009:3 CEO Report

The purpose of this discussion was for JZE to provide a Chief Executive Officer Report to the Management Board.

Jennifer Zelmer (JZE) highlighted the recruitment of the Chief Implementation and Innovation Officer, a request to confirm Member Forum national representatives, details regarding the timing of future MB meetings, progress on workbench open sourcing and transition of administrative functions from the support organisation, communications with the Community of Practice, contact with new and prospective Members, an upcoming visit of a Malaysian delegation to Copenhagen and Stockholm, the financial update, the January 2010 release of SNOMED CT, a call for workshop & tutorials for 2010, and the harmonization agreement with IEEE. Martin Severs (MPS) formally thanked Jane Millar (JMI) and Kent Spackman (KSP) for the useful "Overview of Description Logic Capabilities" and "Summary of WHO iCAMP for ICD-11, 22-23 September 2009" that were included with the CEO report.



Actions

Members are requested to assist in any way possible with announcement of the Chief Implementation and Innovation Officer vacancy through national networks. Suggestions for helpful places to advertise the vacancy would be much appreciated.

Staff to e-mail which Members already have confirmed the national representatives to the Member Forum, as well as mechanisms for interactions between Members and with IHTSDO.

MB members, who have contacts with their national renal communities, especially outside Europe, are encouraged to e-mail information to AL.

John van Beek (JvB) and JZE to discuss the finances after this MB meeting.

0112009:4a

[confidential discussion removed as per section 9.1.21 (d) of the Articles of Association.]

0112009:4b Harmonization Strategy: LOINC

The purpose of this discussion was to provide an update on harmonization activities with the Regenstrief Institute.

MPS provided an update on the progress of discussions with the Regenstrief Institute on collaborative after the pilot test that has recently been completed. He noted that a draft longer-term agreement on business principles is in preparation.

Once the IHTSDO has a business agreement, it will be presented to IHTSDO's lawyers for review before coming to the MB.

Actions

MPS to continue to provide updates at the MB meetings. Once the IHTSDO has a business agreement, this agreement should be presented to the MB.

JCH to put this item on upcoming MB agenda(s).

0112009:4c

[confidential discussion removed as per section 9.1.21 (d) of the Articles of Association.]

0112009:4d

[confidential discussion removed as per section 9.1.21 (d) of the Articles of Association.]



0112009:4e Strategy: IHTSDO Recognition Program

The purpose of this discussion was to confirm IHTSDO's program to recognize contributions from the Community of Practice for 2010.

The MB

1. Agreed the proposed resolution to the outstanding questions related to the new Lifetime Achievement Award with below amendments.
2. Favored funding travel costs for the recipient of a Lifetime Achievement Award, but stressed that it is not an automatic right and that it should not set a precedent for other IHTSDO awards.
3. Agreed that a call for nominations could be issued at the same time as the call for nominations for the Award for Excellence. This would mean that the first award could be granted as early as April 2010. It should be noted, however, that individuals who receive this award may be less likely to be planning on attending IHTSDO meetings than nominees for the Award for Excellence. For this reason, it may be preferable to confirm the award recipient at the April 2010 GA meetings but to present the award in October 2010.
4. Confirmed the proposed eligibility criteria for the award with below amendments.

Actions

IHTSDO Members are encouraged to e-mail nominations for the 2010 Award for Excellence to IHTSDO once the call for nominations has been issued.

IHTSDO to stress the distinction between the Lifetime Achievement Award and Award of Excellence in communications regarding the IHTSDO Recognition Program.

IHTSDO to ask nominators and nominees to declare if there are any potential ethical or other similar issues that IHTSDO should be aware of when considering granting an award to a particular individual. The relevant IHTSDO Member should also be consulted on a confidential basis.

The MB should make a recommendation to the GA based on nominations received (if any). This may include a recommendation that no award be made in a given year. The GA should receive an early notification of the nominations process.

A call for nominations could be issued at the same time as the call for nominations for the Award for Excellence. This would mean that the first award could be granted as early as April 2010, but it would not be presented until October 2010 to facilitate travel arrangements.

0112009:4f Strategy: IHTSDO Travel Policy

The purpose of this discussion was to provide an update to the Management Board on the IHTSDO Travel Policy.

JZE provided an update on the clarifications that have been made in the IHTSDO Travel Policy as part of its annual review.



Actions

IHTSDO to publish a formal version 2 of the travel policy with amendments as noted in the Management Board briefing note.

0112009:4g Strategy: Member Support Hours

The purpose of this discussion was to update the Management Board on the status of Member support hours.

The MB agreed to remind relevant individuals within their jurisdiction about the decisions taken with respect to Member support hours for 2010.

Actions

The MB agreed to remind relevant individuals within their jurisdiction about the decisions taken with respect to Member support hours for 2010.

0112009:4h Strategy: IHTSDO's Role in Translation

The purpose of this discussion was to seek initial feedback from the Management Board on potential criteria for language translations to become part of the International Release of SNOMED CT and other aspects of IHTSDO's role with respect to translations.

The MB agreed with the potential criteria for language translations to be part of the International Release, with the following amendments in terms of the proposed approach and criteria:

- Add a step that would require review of the criteria each time that the GA has given permission to make a language translation part of the International Release, in order to evaluate the practicality of these principles based on actual experience.
- The last bullet in section B should be clarified as follows: "As requested by the GA and based on agreed criteria (see proposals in section C below), IHTSDO should undertake the on-going maintenance and development, including quality assurance, of translations as part of the International Release"

Actions

Staff to update the proposed criteria and circulate them to the Member Forum and the Translation SIG for comment.

Staff to update again based on feedback, with a view to seeking feedback from the General Assembly in April 2010.



0112009:5a Committee and Other Updates: Quality Assurance Committee, Implementation & Innovation Committee, Technical Committee and the Content Committee.

The purpose of this discussion was for the Standing Committees to update the Management Board.

The following updates were made:

- The Quality Assurance Committee provided a briefing note to the MB.
- The Implementation & Innovation Committee Chair stressed that he is very pleased with the plans for recruitment of a Chief Implementation & Innovation Officer.
- The Technical Committee Chair noted the “Workbench Developers Group Proposal” for the MB.
- The Content Committee provided the last three reports from the Chief Terminologist to the Content Committee (September, October & November 2009), which were included in the CEO report.

Actions

MB members, who have any specific suggestions related to the “Workbench Developers Group Proposal” are encouraged to email Ted Cizadlo (TJC).

0112009:6 Minutes of Previous Meetings: November 2009

The purpose of this discussion was to approve the minutes of the previous Management Board meeting.

The MB approved the minutes of the November 2009 meeting.

0112009:6 Any Other Business

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

MPS provided an update on the WHO-IHTSDO harmonization activities and JGU provided an update on the Release Format 2 (RF2). KBP thereafter informed the MB that the Member Forum is working on IHTSDO Workbench testing and that she was very pleased with the Content Committee Report provided by KSP.

0112009:8 Date of Next Meeting

Tuesday January 5th 2010 at 21:00 UTC.