



RECORD OF DISCUSSION

Meeting date: June 1, 2010

Meeting time: 20:00 UTC

Group: Management Board Meeting

Meeting place: Telephone Conference

Present: Andy Wiesenthal (AW), Arvydas Laurinavicius (AL), Jennifer Zelmer (JZE), John Gutai (JGU), John van Beek (JvB), Kent Spackman (KSP), Lene Asholm (LAS), Martin Severs (MPS), Paul Williams (PWI), Shelagh Maloney (SMA), Ted Cizadlo (TJC) and Christina Nilsson (CNI).

Absent: Gonzalo Marco Cuenca (GMC), Kristina Bränd Persson (KBP), and Sarah Muttitt (SMU).

Date of next meeting:

6th July 2010

Time of next meeting: 20:00 UTC

Place of next meeting:

Copenhagen, Denmark

01062010:1 Welcome and Apologies

Gonzalo Marco Cuenca (GMC), Kristina Bränd Persson (KBP), and Sarah Muttitt (SMU) did not attend this Management Board (MB) meeting.

01062010:2 Conflicts of Interest

No conflicts of Interests were declared.

01062010:3 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 World Health Organisation Agreement (WHO), the workshop for new Members (cancelled due to low registrations by the cut-off date), outreach to potential new Members, the April 2010 reporting, the quarter 1 status for the 2010 Work Plan, the Global Standards One (GS1), the Smart Open Services for European Patients (epSOS) project and the new position of a Community of Practice Member.

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

Actions

Members to let the CEO know as soon as possible if you will not be able to attend the July or August Management Board meetings.



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

01062010:4 2011 Work Plan and Budget

The purpose of this discussion was to confirm Management Board-recommended priorities for the 2011 Work Plan.

IHTSDO's work spans a range of different functions. It is undertaken directly and through our contract with the Support Organisation. In addition, the Organisation is fortunate to receive contributions of time from the many participants on IHTSO governance and advisory structures. The recent process to agree strategic directions provided high-level input into priorities for the next 3 years. This now needs to begin to be translated into the 2011 Work Plan. The MB:

1. Agreed that the 2011 Work Plan and Budget should be organized and presented according to the categories from the Strategic Directions to 2012-2015.
2. Committed to review the preferred strategic resource balance (will be compiled and fed back at the next Management Board meeting for validation)
3. Committed to review the priorities for potential new projects for 2011 (will be compiled, potentially with additional input from Committees, and fed back at the next MB meeting for validation following an Officer's meeting in late June)

Members discussed the importance of focusing IHTSDO's resources on making more rapid progress on a limited number of priorities that are aligned with the organization's strategic directions. It was agreed that other projects could proceed with volunteer effort and core IHTSDO resources (e.g. teleconference facilities, Collaborative Space access) only, but that those working on these category C projects would be invited to participate in those with a higher priority. In addition, category A and B projects would be given priority for non-financial resources, such as time on Committee agendas. Other projects would be addressed only as resources were available.

Actions

Jane Millar (JMI) to review the project proposal template in terms of the strategic direction section.

Members to send their feedback on the strategic resource balance to the office as soon as possible.

Members to prioritize potential new projects for 2011 and send it to the office as soon as possible.

Jayaseeli L. Christiansen (JCH) to put this item on the July MB meeting.



01062010:5a Strategy: Promotion of RF2 to an IHTSDO Standard

The purpose of this discussion was to request the Management Board to review the new release format for SNOMED CT (RF2) in order to consider its approval as an IHTSDO standard at its July 2010 meeting.

The purpose of Release Format Two (RF2) is to provide a format that is flexible, unambiguous and useful. Its primary aim is to strengthen SNOMED CT by providing a format that is simple and stable, while enabling innovation through adaptations to cater for changing requirements. This fits with IHTSDO's approved strategic directions. The MB Chair expressed his appreciation of the work of the Working Groups who had been involved in the development of RF2, the Technical Committee, John Gutai in progressing this initiative. The MB thereafter planned to confirm whether IHTSDO should adopt RF2 as an IHTSDO Standard at the July 2010 MB.

Actions

JGU to send out a reminder to Members that have not yet provided feedback on the latest RF2 consultation (cc the relevant General Assembly (GA) and MB representatives).

JGU to produce an impact assessment table for the July MB briefing note based on this feedback (should also include the below feedback from IHTSDO's main Affiliate Licensees).

JGU, JZE and TJC to consider how best to inform IHTSDO's main Affiliate Licensees of these developments and to confirm any significant operational/ implementation impact.

JCH to put this item on the July MB agenda.

01062010:5b Strategy: Managing Workbench Development

The purpose of this discussion was to request the Management Board to approve setup of a Developer's SIG, a number of development project groups, and appropriate collaboration mechanisms to support them.

When the IHTSDO Workbench was procured in 2009, development was performed by a fairly small number of developers. However, starting in 2010 the Workbench development community has been gradually expanding. Due to the increase in the number of concurrent development projects and the increase in the number of development groups, an increased level of developer coordination is required. The MB:

1. Approved set up of a Developer's Special Interest Group (SIG).
2. Indicated that they would like more consideration of the structure of the Technical Architecture Group (TAG) before making a decision on its formal approval.
3. Approved set up of formal Project Groups for the Translation Tooling Implementation Project and the Migration project.
4. Recommended addressing the collaboration needs of the IHTSDO Workbench Developer's SIG as part of the broader review of collaboration tools being proposed by the Implementation and Innovation Committee for



the 2011 Work Plan. If interim solutions are required, the current Collaborative Space (basecamp) can be used.

Actions

JGU to address options for the structure of the Technical Architecture Group in a briefing note for the July MB Meeting

JCH to put this item on the agenda.

JGU to initiate the formation/formalization of the IHTSDO Workbench Developer's SIG and Translation Tooling Implementation and Workbench Migration Project Groups. This includes announcing the groups and the process for nominations and elections of Chairs/Co-Chairs.

CNI to update the IHTSDO website to reflect the formation of the new groups.

JGU to work with Siew Hong Lam (SHL) on incorporating a review of collaboration needs for the IHTSDO Workbench Developer's SIG in the proposal for the 2011 Work Plan for a review of IHTSDO's collaboration tools.

01062010:5c Strategy: Member Exchange

The purpose of this discussion was to confirm the text of an agreement that will provide for a mechanism for sharing resources between Members.

At the April 2010 meetings, the GA agreed on a set of principles and key decisions regarding a mechanism for sharing resources among Members. They also identified establishing such a mechanism, known as the Member Exchange, as a key strategic initiative for the organization as part of the approved strategic directions. In follow-up to that discussion, the Organisation has performed a number of activities.

Actions

MB members to provide editorial comments on the draft agreement text to the CEO by June 11.

Members to advise the CEO regarding any potential resources that could be contributed by their country (or affiliates within their country) to the Member Exchange.

KSP and SHL to address the "substantial proportion of SNOMED CT" in a briefing note for the July MB meeting.

JCH to put this item on the July MB meeting.

01062010:5d

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



01062010:5e Strategy: October 2010 Elections

The purpose of this discussion was to update the Management Board on efforts required related to Committee elections for 2010.

The Organisation is approaching the time for Members to make nominations for the Committee and MB elections that will take place in October 2010. In addition to seats for members coming to the end of their term, the GA agreed in 2009 that "Beginning in 2009, if a member has been absent from at least 50% of meetings held during the year, the [Committee] Chair would typically contact the member to discuss the situation. Except in extenuating circumstances, s/he would then normally recommend to the MB that the member in question be deemed to have resigned and would notify the member of this recommendation." As per the agreed protocol, Committee Chairs are asked to contact members, who have been absent from 50% or more of the meetings, so as to be able to make a recommendation to the MB meeting (and subsequently to the GA) regarding any deemed resignations for the October 2010 elections.

Actions

Committee Chairs to identify any members of the Committees, who have indicated that they wish to resign their seat on the Committee ahead of the end of the term for which they were elected.

Committee Chairs to contact any members, who meet the "deemed resignation" criteria and make a recommendation to the MB regarding further action.

01062010:5f Strategy: Conditional Equity

The purpose of this discussion was to seek advice from the Management Board in terms of future management of conditional equity for the organization.

When the organization was formed, several Charter Members made "set-up payments" that allowed IHTSDO to purchase SNOMED CT from the Support Organisation. The set-up payments are referred to as conditional equity, which is shown as a separate line item in the organization's financial accounts, which is included in the overall calculation of equity for the organization. Questions about conditional equity arose in the context of discussions regarding the organization's 2009 Annual Activity Report and staff were asked to prepare a briefing note for the MB. The MB agreed upon the next steps as outlined below.

Actions

JZE and John van Beek (JvB) to ask IHTSDO's auditors to provide further advice regarding the accounting treatment of conditional equity, associated tax implications, and the potential financial implications of using a similar mechanism with regards to the joining fees paid by Ordinary Members.

JCH to put this on the July MB agenda.



01062010:5g Strategy: Separation of Duties

The purpose of this discussion was to update the Management Board in terms of administrative separation of duties in the IHTSDO office

Administrative separation of duties is one mechanism of reducing risk of administrative errors, whether intentional or unintentional. However, the checks and balances that are possible in larger organizations are difficult to achieve in smaller ones. Separation of duties is typically considered in the context of financial transactions but is potentially relevant in other areas as well.

In their 2008 and 2009 reports, IHTSDO's auditors commented that the organisation had not achieved full administrative separation of duties. At their April 2010 meeting, the MB asked for an update on the current status of such duties, as well as plans for the future and at this meeting the MB planned to address the separation of duties with respect to access to the organization's bank account for bill payment as soon as feasible given staff resources. JZE provided an update to the MB and responded to questions raised.

Actions

JZE to ask PriceWaterHouseCoopers to include further recommendations on addressing risks posed by the lack of separation of duties in an organization of IHTSDO's size and nature as part of the 2010 audit.

01062010:5h Strategy: Potential Mentoring Program

The purpose of this discussion was to provide the Management Board with concrete suggestions for addressing the content development backlog by proposing operational criteria for assessing advanced editorial policy development expertise, which would provide an objective, fair and open means of identifying and mentoring individuals capable of addressing the bottlenecked tasks of editorial policy development now and also of contributing independently to future editorial policy development in the context of collaborative editing models.

IHTSDO is facing a backlog of content issues that require editorial policy development. As use of SNOMED CT (and use cases in general) expand, this backlog is likely to grow. Similar challenges also exist with regards to some issues arising from national and specialty extensions. The Chief Terminologist and Content Committee have been working with CAP-STS to identify, catalog, document, and prioritize outstanding content issues. At present count, there are 191 content "projects" on the list and another 206 candidate issues that need to be summarized, examined for overlap, and placed on the project list for prioritization. The MB Chair expressed his appreciation of the work of Kent Spackman (KSP) and the Content Committee. The MB thereafter agreed that IHTSDO should pursue the proposed approach and recognized the importance of identifying individuals who might be potential participants in this program as consultant terminology editors.

Actions

KPS and MPS to develop the qualification process in more detail.

All MB members to present potential candidates.



JCH to put this item on the August MB agenda.

01062010:6a

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

01062010:6b

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

01062010:6c

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

01062010:7a-e Committee and Other Updates: Quality Assurance Committee, Implementation & Innovation Committee, Technical Committee, Content Committee and Member Forum

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

The following updates were provided:

- **Quality Assurance Committee:** SMA was not on the call at this stage and she therefore did not provide an update.
- **Implementation & Innovation Committee:** AW did not have any updates.
- **Technical Committee:** A report from JGU was included with the CEO report to the MB. JGU and TJC did not have any additional updates.
- **Content Committee:** A report from KSP was included with the CEO report to the MB. KSP and LAS did not have any additional updates.
- **Member Forum:** In advance of this meeting, Kristina Bränd Persson had informed JZE that the Member Forum did not have any updates since their next meeting is on June 3rd.

01062010:8a Minutes of Previous Meetings: April 2010 Face-to-Face Meetings

The purpose of this discussion was to approve the minutes of the previous meeting.
The MB approved the minutes from the meeting in April.



01062010:9 Any Other Business

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

The next MB meetings are scheduled for the 6th July and the 3rd August. Considering the upcoming vacation period, the Board agreed that it was important to address availability during these meetings to ensure quorum. The following members, who were on the call, are able to attend the meeting on the 6th July:

- Arvydas Laurinavicius (AL)
- AW
- JvB
- Lene Asholm (LAS)
- MPS
- Paul Williams (PWI)
- Ted Cizadlo (TJC)
- Jennifer Zelmer (CEO)
- Christina Nilsson (Project Manager)
- John Gutai (Officer)

With these representatives confirmed, there are sufficient MB Members to obtain quorum for the July meeting.

The following members, who were on the call, are able to attend the meeting on August 3rd:

- AL
- AW
- JvB
- KSP (Officer)
- PWI
- TJC
- JZE (CEO)

If additional representatives cannot attend the meeting, quorum will not be achieved for the August meeting.

Actions

JZE to write to Members not on the call to confirm whether they are able to participate in the July and August meetings.

01062010:10 Date of Next Meeting

Tuesday 6th July 2010 at 20.00 UTC