



## RECORD OF DISCUSSION

Meeting date: September 1, 2009	Group: Management Board Meeting
Meeting time: 14:00 Copenhagen time	Meeting place: Telephone Conference
Present: Andy Wiesenthal (AW), Arvydas Laurinavicius (AL), Daniel Forslund (DF), Jennifer Zelmer (JZE), John Gutai (JGU), John van Beek (JvB), Karen Gibson (KG), Kent Spackman (KSP), Lene Asholm (LA), Martin Severs (MPS), Ted Cizadlo (TJC), Sarah Muttitt (SMU), Shelagh Maloney (SMA), Sarah Bagshaw (SBA) & Christina Nilsson (CNI)	
Absent: none	
Date of next meeting: October 7 & 8, 2009	Place of next meeting: Bethesda
Time of next meeting: 09:45 local time	

### **20090901:1 Welcome and Apologies**

All MB members attended this meeting.

### **20090901:2 Conflicts of Interest**

No conflicts of interest were declared.

### **20090901:3 CEO Report**

JZE presented a report to the Management Board and highlighted the following issues:

- Harmonization with the International Council of Nurses (ICN) and the Clinical Data Interchange Standards Consortium (CDISC)
- Outreach to potential new Members
- Request from ISO to include subset of SNOMED CT Terms in Standard
- Pharmacy SIG out-of-cycle meeting
- Content Committee Update
- Translation Request For Proposal

In addition, she noted that in the interests of time, the CEO report contained a recommendation for action on the Request from ISO, which the Management Board endorsed along with associated next steps.



### Actions

JZE to coordinate the implementation of the recommendation outlined in the CEO report related to the request from ISO.

### **20090901:4a Strategy – 2010 Work Plan**

*The purpose of this discussion was to seek feedback from the Management Board on the draft 2010 Work Plan.*

The Management Board:

- Agreed to provide minor and editorial comments on the draft 2010 Work Plan directly to the IHTSDO office.
- Noted that the additional adjustment to the Work Plan may be required based on decisions taken in relation to the 2010 Budget.
- Endorsed the draft 2010 Work Plan at the Management Board meeting for transmittal to the General Assembly.
- Agreed that staff should approach the Member Operational Liaison Forum (MOLF) regarding interest from Member countries in providing in-kind or other resources to accelerate activities that will not receive staff/financial resources from IHTSDO in 2010.

### Actions

JZE to clarify classifications (A, B, C, or D priorities for funding) options and Member funding in the 2010 Work Plan.

After this discussion was finished, AW joined the meeting. AW was therefore encouraged to contact JZE per e-mail if he has any questions or suggestions about the presented 2010 Work Plan.

### **20090901:4b Strategy: 2010 Budget**

*The purpose of this discussion was to update the Management Board regarding the status of 2010 Budget and to seek advice on approaches to balance the budget*

At the beginning of this discussion, JZE informed the MB that the budgetary gap stated in the briefing note had decreased due to efficiencies and recommended approaches to budgeting social security and currency exchange costs identified in the course of review by IHTSDO's accountants. The Management Board:

- Confirmed the assumptions underlying the draft 2010 budget
- Provided comments on the draft budget
- Agreed with pursuing the options presented for addressing the current budgetary gap
- Agreed that the CEO, Finance Group Chair and Management Board Chair should finalize the budget for submission to the General Assembly based on the feedback provided at the Management Board meeting and the results of negotiations with CAP STS.



### Actions

JZE to add explicit information about the Workbench maintenance costs in the budget documents.

If any substantial issues are raised during the finalization of the 2010 budget, the Management Board should be informed.

### **20090901:4c Strategy: Proposal regarding Funding Committee Travel**

*The purpose of this item was to to:*

- *Raise Management Board awareness of this issue again*
- *Describe a set of options for taking this issue forward*
- *Determine the preferred option or short and long term options for taking this forward.*

During this discussion the Management Board expressed support for considering the creation of a special “Member Successful Nominee Hardship Fund” at the IHTSDO in future years. However, they noted that this was unlikely to be possible in 2010. In principle, however, they agreed that IHTSDO should consider the need to fund the travel of Management Board and Standing Committee members as part of the organization’s sustainability framework, i.e. before the organisation would consider providing free Affiliate licenses world-wide.

### Actions

IHTSDO to investigate the “Member Successful Nominee Hardship Fund” option further.

The General Assembly is encouraged to discuss this item during its informal session in October 2009.

In accordance with a suggestion made by AW, MPS shall add “partial funding” as an option within the “Member Successful Nominee Hardship Fund” alternative.

### **20090901:4d Strategy: Member Forum Terms of Reference**

*The purpose of this item was to seek feedback from the Management Board on the draft Terms of Reference for the MOLF.*

After reviewing recommendations made by the MOLF, the Management Board:

1. Formally thanked the MOLF for the good work they have done.
2. Confirmed that the name of the MOLF should be changed to “Member Forum”
3. Approved the draft terms of reference for the Member Forum with amendments as noted on the call.
4. Recommended to the General Assembly that IHTSDO amend the Articles of Association to explicitly mention the Member Forum in line with the proposal in Appendix 2.



5. Confirmed that providing secretariat support to the Member Forum should be considered in the future as additional resources become available but not as a priority new activity in the 2010 Work Plan.

#### Actions

MB Members suggested that the extent of Member feedback should be tracked through the Member Forum, with regular reports to the General Assembly.

TJC to use bullet points for the two purposes stated in the Member Forum Terms of Reference to assist with clarity.

TJC to ensure that the Member Forum Terms of Reference are consistent with the X.4 (d) and X.5 clauses of the proposed changes to the Articles of Association in Appendix 2.

#### **20090901:4e Strategy: Affiliate Forum Terms of Reference**

*To seek feedback from the Management Board on the draft Terms of Reference and Project Plan proposed by the Affiliate Forum*

After reviewing recommendations made by the Affiliate Forum planning group, the Management Board:

1. Formally thanked the Affiliate Forum planning group for the good work they have done.
2. Approved the Affiliate Forum Terms of Reference with amendments as noted on the call
3. Confirmed that providing secretariat support to the Affiliate Forum should be considered in the future as additional resources become available but not as a priority new activity in the 2010 Work Plan. Please note that if additional resources become available, the Management Board agreed that the Member Forum should be provided secretariat support before the Affiliate Forum.

#### Actions

MB Members, who identify any suggestions/concerns with respect to the proposed project plan submitted by the Affiliate Forum planning group, are encouraged to e-mail the CEO.

The Affiliate Forum Terms of Reference should be posted on the IHTSDO website after being circulated to the planning group.

A notification of the Affiliate Forum Terms of Reference being posted should be included in the next IHTSDO eLetter.

#### **20090901:4f**

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



**20090901:4g**

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

**20090901:4h Strategy: Translation QA Proposal (TBC)**

IHTSDO did not receive a briefing note on this item and the MB therefore decided to defer this item.

Actions

JCH to put this on the next Management Board meeting.

**20090901:5a October 2009 Meetings: Agenda for October Management Board Meeting**

*The purpose of this discussion was to recommend that the Management Board approve the attached Agenda for the October Management Board Meeting.*

The MB confirmed the agenda for October Management Board Meeting. AW reminded the MB members about the site visit to a Kaiser location in Washington. DF formally thanked AW for this great opportunity.

Actions

MB members who have not yet confirmed whether they are participating in the site visit are encouraged to do so.

JCH to add Workbench migration, translation RFP and briefing from CAP STS to the October MB agenda.

**20090901:5b October 2009 Meetings: Potential Changes to the Articles of Association**

*The purpose of this discussion was to seek feedback from the Management Board on potential changes to the Articles of Association.*

The CEO informed the MB that she had received a text amendment of the briefing from the lawyer note this morning. The Management Board:

1. Recommended to the General Assembly that the changes to the Articles outlined in Appendix 1 be adopted to clarify the meeting status of the Management Board.
2. Recommended to the General Assembly that the changes to the Articles in Appendix 1 outlining the Association's ability to appoint a Vice-Chair of the Management Board updated based on legal review be adopted.



**20090901:5c      October 2009 Meetings: Alternative Funding Policy**

*The purpose of this discussion was to discuss proposed alternative funding policy.*

The MB agreed that the draft policy should be formatted and posted.

Actions

Format and post draft policy on alternative sources of funding.

**20090901:5d      October 2009 Meetings: Other General Assembly Meeting Materials**

*The briefing note recommended that the Management Board to go through the attached October General Assembly Meeting material.*

The Management Board confirmed the attached materials for October General Assembly Meeting.

Actions

MB members were encouraged to remind GA members to e-mail MB and committee nominations to the IHTSDO.

CEO to revise the recommendations in the fee briefing note on aggregated fees, as per the discussion at the MB meeting, to reflect a 3 % increase plus any additional fees required to cover initiatives not in the draft Work Plan that the General Assembly wished to proceed with.

**20090901:6a      Committee Updates: Working Group Reporting Relationships**

Committee chairs provided updates on discussions with Working Groups.

**20090901:6b-e      Committee Updates**

*The purpose of this discussion was for the Standing Committees to provide updates to the Management Board.*

SMA had circulated an update from the Quality Assurance Committee in the pre-meeting materials.

KG informed the MB that translation follow-up request for proposals has gone out and raised a question concerning the process for changing Committee Chairs.

Actions

MPS to look into the process for changing Committee Chairs and get back to KG.



**20090901: 7a Minutes of Previous Meetings: Tuesday 1<sup>st</sup> June, Tuesday 7<sup>th</sup> July – Part 1, Tuesday 13<sup>th</sup> – Part 2 and Tuesday 4<sup>th</sup> August**

*The purpose of this discussion was to approve the Management Board meetings.*

The MB approved the minutes.

**20090901:8 Any Other Business**

None identified.

**20090901:9 Date of Next Meeting**

Wednesday 7<sup>th</sup> & Thursday 8<sup>th</sup> October 2009, face-to-face meeting, Doubletree Hotel, Bethesda.