



RECORD OF DISCUSSION

Meeting date: April 23, 2008

Meeting time: 14:00 Chicago time

Group: Management Board Meeting

Meeting place: Hotel Orrington,
Evanston

Present: Andy Wiesenthal (AW), Arne Kverneland (AK), Arvydas Laurinavicius (AL), Daniel Forslund (DF), Ed Cheetham (EC), Jennifer Zelmer (JZE), John van Beek (JvB), Julie Richards (JR), Karen Gibson (KG), Martin Severs (MPS), Russell Craig (RC), Ted Cizadlo (TJC) and Christina Nilsson (CNI).

Absent: Mike Sheridan (MS) & Kent Spackman (KS)

Date of next meeting:

Thursday April. 24, 2008

Time of next meeting: 14:00 Chicago time

Place of next meeting:

Hotel Orrington, Evanston

23042008:1 Welcome and Apologies

JR attended this meeting instead of MS.

23042008:1

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

23042008:2 Management of Affiliate licenses: Have we got it right?

The MB discussed the current management of Affiliate licenses.

The MB agreed that the management of complex Affiliate Licenses needed further work.

Actions

TJC and JZE should evaluate the management of complex Affiliate Licenses (i.e. have we got it right?), producing a document/briefing note. Thus, JZE and TJC to bring back proposal to next MB for management of affiliate license reporting that resolves reconciliation challenges.



23042008:3 Management of Old Versions of SNOMED: What is our public position or how do we get there?

In order for each member and user of the standard to have time to plan ahead, the MB agreed that it is highly important to address the management of old versions of SNOMED now.

Actions

JR stated that she may have some useful information that she has acquired in relation to the French version. When JR has access to the French version, she will thus provide this information to KG.

The letter should be distributed to all MOLF members in order to ensure that there are no further issues that needs to be dealt with.

JZE to contact MOLF to advise members of 10 year cut-off for licensing of antecedent terminologies and of the fact that antecedents are not being maintained.

MPS to engage Waspalm to get endorsement of approach.

The intent is to arrange, following consultations, as simultaneous public announcement by IHTSDO and members (possibly plus Waspalm) on a migration plan by October. The public announcement concerning the management of old versions of SNOMED should be published on the Collaborative Space and the IHTSDO homepage. Furthermore, the announcement should be e-mailed to all member countries and sent by CAP to existing license holders. The announcement will provide all members with the following information:

1. IHTSDO is not maintaining antecedent versions. Use of these versions may involve risk. IHTSDO is not responsible for this risk.
2. IHTSDO will stop issuing licences to antecedent versions in a specified timeframe.
3. IHTSDO strongly encourages users of antecedent versions to put appropriate migration plans in place.

CAP to write to all existing license holders.

Members' statement concerning the process of migration should become public statements. Thus, it is important to synchronize planning and time.

All actions necessary in relation to this process should be finalised by October 2008.



23042008 Additional Discussion before the break

Lessons learnt in relation to the Work Plan should be discussed with the GA at the IHTSDO Autumn Conference in Copenhagen 2008.

The MB needs to consider the impact of currency fluctuations on cost, particularly in relation to the US dollar.

23042008:4 How best to work with ISO and regional standards groups like CEN TC 251

The MB determined the preferred approach to engaging with ISO/CEN and decided that someone should represent IHTSDO at upcoming ISO TC 215 meetings. The MB thus agreed that the IHTSDO should not merely be an observer, but IHTSDO should be represented at the highest level of ISO appropriate to the nature of our work. It was agreed that IHTSDO staff would not generally become members of individual Working Groups.

Actions

JZE to contact Don Newsham regarding options for collaboration.

JZE to prepare briefing on Category A status for TC 215 that outlines who else has this status, what the obligations are, and other considerations.

JR will discuss this item with her Canadian colleague.

Attend ISO meetings and then discuss regional issues if required (e.g. related to CEN).

23042008 Minutes of the previous meeting: a. March 18, 2008 b. April 1, 2008

The minutes from March 18th were accepted.

The minutes from April 1st were also accepted, subject to the two amendments noted below. Future minutes should include a short summary of each item in accordance with the briefing notes.

Actions

Clarify terms of all Committee Members.

If any MB members wish for specific briefing notes to be published along with the minutes, they should indicate this at relevant MB meeting.

For April 1, 2008, CNI to add note regarding the consultations undertaken to the minutes on agenda item 6a.



For April 1, 2008, CNI to remove stated actions in relation to the LOINC item.

For April 1, 2008, CNI to include a short summary on each item in accordance with the briefing notes.

CNI to produce PDF versions of March 18th and April 1st minutes.

On an ongoing basis, CNI to remind MPS about the various actions emerging from the meetings.

23042008 Additional Item: International Release

KG introduced this additional item concerning the scope of the international release and the scope of extensions. The MB thereafter discussed the clarification of boundaries between the international release and extensions.

The MB agreed that that the discussion today should be synthesised and a document should be produced.

Action

Synthesize the MB discussion today. Produce a document concerning implications, how to embed the ideas discussed.

23042008:13 Any Other Business

No other business.

23032008:9 Date of Next MB meeting

Tuesday 6th May 2008 at 21:30 CPH time