



## RECORD OF DISCUSSION

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Meeting date: April 24, 2008

Meeting time: 08:30 Chicago time

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Group: Management Board Meeting

Meeting place: Hotel Orrington,  
Evanston

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

Absent: none

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Date of next meeting:

Tuesday May. 6, 2008

Time of next meeting: 21.30 CPH

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Place of next meeting:

Telephone conference

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### **24042008:1 Welcome and Apologies**

All MB members attended this meeting.

### **24042008:3 Conflict of Interest**

The MB declared no conflicts of interest.

### **24042008:4 CEO Report**

Jennifer Zelmer presented highlights of recent events described in the CEO Report.

### **24042008:11**

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

### **24042008 Additional Item: Contributors Agreement**

The IHTSDO Contributors Agreement was distributed to all attendees at the IHTSDO Spring Conference in Chicago.



In accordance with MPS, the MB agreed that all Working Group Chairs should sign the Contributors Agreement by October 2008 (IHTSDO Autumn Conference). People who have not signed the agreement by the beginning of this conference should be asked to sign at the conference.

The MB further agreed to look at who has not signed the document between October (IHTSDO Autumn Conference) and Christmas this year and ask them to sign it.

The MB agreed that information about newly appointed staff should be distributed to all MB members.

#### Actions

Contributor's agreement to be posted on Collaborative Space after FAQ developed.

JZE to work with MPS and KG to develop a brief FAQ related to the agreement.

JZE to communicate with all GA, MB, and Committee members, as well as Working Group Chairs regarding the Contributors' Agreement to request that they sign. Those who have not signed the agreement by the start of the October 2008 conference, as well as other participants not in this group, should be asked to do so as part of the registration for the conference/at the conference.

The MB to look at who has not signed the document between October (IHTSDO Autumn Conference) and December and then ask them to sign it in the new year.

Ongoing basis: Information about newly appointed IHTSDO staff (e.g. synopsis of experience and picture) should be distributed to the MB by JZE.

#### **24042008 Additional Item: Requests from researchers - University of Victoria**

The MB agreed that the IHTSDO should provide a letter of support with no financial obligation in response to a request from researchers at the University of Victoria.

#### Action

JZE to send a letter of support (no financial obligation) to the University of Victoria.

MPS to draft process for responding to requests from researchers based on the MB discussion.

#### **24042008 Additional Item: Accreditation/compliance**

MPS argued that the MB needs a briefing note on this item to facilitate future in-depth discussion.



### Actions

JZE to produce the briefing note regarding options for IHTSDO with respect to accreditation/compliance required.

Revisit decision regarding ANSI accreditation (or other national accreditation) once standards for standards paper is available.

### **24042008:5            Quality assurance framework**

*Purpose: To seek the Board's approval of a draft Quality Assurance Framework.*

The MB approved, in principle, the Quality Assurance Framework proposed by the Quality Assurance Committee.

### Actions

MB members should provide any detailed feedback on the QA framework within two weeks to EC. EC to incorporate feedback and add purpose/scope statement to document.

In accordance with the IHTSDO template, the QA Committee should include a purpose and scope statement in the framework document.

QA Committee to produce a summary and toolkit related to the framework. The framework should be posted by the IHTSDO Office on the IHTSDO website and the Collaborative Space as a "framework for guidance and consultation" when these pieces are available. It is expected that this framework will evolve over time and this should be made clear.

The QA Committee should propose a communications/roll-out strategy and maintenance process for the framework. Committee Chairs and especially the Content Committee, as well as the CEO and Officers, are responsible for the implementation and coordination of this strategy.

EC to work with mapping SIG to produce and test summary version of framework with an upcoming mapping project.

The MB agreed that the QA Committee should consider a separate briefing/discussion regarding risk management (pulling Annex B from the current document). They may wish to consider whether this would be a suitable item to propose for the 2009 Work Plan.

Officers to include proposal to develop a glossary of terms for IHTSDO in options for consideration as part of 2009 work plan.



**24042008:6 Financial strategy for 2008 and 2009**

*The purpose of this discussion was to solicit views from the Management Board regarding the organization's short term financial strategy and how to confirm priorities for potential new initiatives to pursue should additional resources become available to the Association.*

The MB noted the status of IHTSDO's current financial position and agreed to propose to the General Assembly increasing membership fees by three percent for 2009.

The MB agreed to pursue the following options for increasing the financial resources available to the organization:

1. In relation to the suggested update of the World Bank GNI figures used to calculate membership fees, the MB agreed to make a decision at a future MB meeting when a briefing paper has been produced. The MB agreed to inform members that the IHTSDO will likely update the World Bank GNI figures used to calculate membership fees, however, not in 2008.
2. The MB was interested in the concept of an "IHTSDO Gold Partnership Fund" and so the MB would like to explore this issue further philosophically. However, the MB stressed that before it is able to make a definite decision, the MB needs cases to study.

In relation to securing a platform for additional affiliates, the MB agreed to launch the affiliate forum and to make the affiliate licensees Committee members, as is provided for in the Articles of Association.

Actions

JZE need to discuss asset value depreciation in relation to intellectual property with PriceWaterHouse Cooper.

JZE to evaluate options related to smoothing the effects of currently fluctuations.

JZE to write a new paper on potential members, which should include a focused strategy for real contact with stakeholders.

JZE to issue notification on planned increase in membership fees of three percent to members.

In relation to the suggested of the World Bank GNI figures used to calculate membership fees, JZE should produce an options paper on updating the GNI more frequently for consideration at the IHTSDO October Conference. This briefing paper should thereafter be discussed and possibly approved at a MB meeting.

JZE to move ahead with options for enhanced investment based on strategic discussions at joint MB/GA meeting and depending on rate at which new members join IHTSDO and/or other revenue is received.



JZE to write a new paper on communication with potential members, which should include a strategy for real contact with selected countries with highly developed ehealth systems, those who are showing an interest, and strategic adopters.

In order to allow for the MB to take decision on the “IHTSDO Gold Partnership Fund”, a specific case study about how the Fund might operate is needed. Thus, any MB member who knows a specific example of how the fund might operate and the benefits that participants might receive should communicate JZE. JZE should thereafter produce a briefing paper and the issue will thereafter be discussed once again at a future MB meeting, during which the MB will take a decision.

JZE and TJC to cross-check calculations on cost for membership for Spain relative to what is posted on the IHTSDO website.

Officers to produce paper regarding educational offerings (e.g. online course) as potential membership benefit and/or source of new revenue.

The affiliate forum should be launched after testing. The same platform may be used for providing discussion space for the MOLF and GA.

JZE to provide update on status of the Collaborative Space and other associated collaborative forums.

**24042008:7                    Organisational process to support technical infrastructure developments.**

*Issues: A broad range of software tools will be required over coming years to support terminology maintenance, development and implementation, but priorities need to be discussed and determined by the IHTSDO Board.*

KG presented the results of Technical Committee deliberations on the technical infrastructure needed by the Community of Practice.

The MB agreed on the following set of priorities for further investment should funds become available (in no particular order): issues management, mapping, translation, editing platform, document management, and on-line browser. MB members were given two green dots each and one red dot each when prioritizing. See the results of this exercise below:

**Issues Management:**            three red dots & six green dots

**Mapping:**                            one red dot & seven green dots

**Translation:**                        one red dot & six green dots

**Editing Platform:**                seven red dots & two green dots



**Document Management:** three green dots

**On-line Browser:** none

The MB approved the immediate appointment of an Acting Chief Technical Architect (short-term contract) to progress the Technical Infrastructure Planning should be a suitable candidate be identified.

#### Actions

AW agreed to provide the contact details of Partner's Health Care in Boston to KG, since the Partner's Health Care in Boston has similar tools as KG mentioned at meeting.

KG will add an implementation box to the key components presented during this MB meeting. KG also agreed to consider if she should adapt the diagram to respond to other feedback from the meeting such as removing the inconsistencies demonstrated in the presented information.

KG to distribute her presentation called "identifying what is out there that we can use – focused on IHTSDO key need/business priorities" to all MB members.

KG/JZE to follow-up regarding how to move forward in collaboration with Open Health Tools on a global scan of available tools within MB-identified priority domains (editing, Mapping, issues management including request submission, translation). The first step is to identify what tooling specifications currently exist.

#### **24042008:8 Briefing from CAP STS**

Kevin Donnelly (KD) presented the CAP STS "Support Organization Report". His presentation addressed activities in 2007 and current activities.

The MB agreed that CAP from now on should provide any relevant indicators that they already have in summary form as part of regular reports to the MB. Examples include more information about SNOMED CT development, quality and requests.

#### Actions

CAP STS to provide summary of currently available metrics to JZE for MB consideration.

JZE and KD to have a dialogue concerning the additional information requirements for future presentations to the MB.

CAP STS to provide regular reports to the MB on an ongoing basis.



JZE, KD, Officers to ensure that appropriate metrics (currently available and under development) are made available to the MB and GA on a regular basis (the latter through the MB Chair's report to the GA).

**24042008:9**

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

**24042008:10 In-camera session for MB Members**

No further information.

**24042008:12 Follow-up from General Assembly**

- a. Follow-up from GA meetings on April 20
- b. Follow-up from joint session on April 22

The MB discussed outcomes of the GA meeting and required follow-up. The attached table outlines agreed next steps.

**24042008:13 Committee Reports Content Committee**

*The purpose of this discussion was to update the Management Board on significant issues arising from Committee discussions.*

AW highlighted the following issues:

- IHTSDO glossary of terms – suggested development
- Discussion about how best to communicate with Working Groups.
- Permanent project management for next year necessary.
- Helpful to produce a fixed template for Committee reporting
- Document management system necessary

Actions

MB to consider producing a glossary, which demonstrates a systematic clear usage of terms, as part of the 2009 Work Plan.

**24042008:13 Committee Reports Quality Assurance Committee (QAC)**

*The purpose of this discussion was to update the Management Board on significant issues arising from Committee discussions.*



MS informed the MB that the QAC discussed the following items:

- Quality Metrics and Editorial Rules. MS advised the MB that the metrics should be published in a consumable way. Draft metrics will be available in November 2008.
- Prioritization.
- Policy & Procedures.
- Continuity of Committee membership.
- Productivity versus quality.
- Toolkit for applying, the Quality Assurance framework and a pilot test
- Motions presented by Education SIG were agreed, with priority on the needs of implementers, editors and finally super users
- Issues Management (many issues that are raised in this Committee should not be addressed in this Committee). Thus, it is important to improve communication between Committees.
- IHTSDO October Conference possibly in conflict with the WHO FIC meeting. MS thus asked if the IHTSDO conference dates are fixed. JZE indicated that a venue had been booked but final contracts had not yet been signed.

The MB supported piloting the toolkit.

#### Actions

MS/AW to e-mail MPS regarding the results of their informal check with Committee members regarding interest in renewing their participation. MPS to thereafter write a formal letter to the General Assembly concerning Committee Membership.

JZE to identify location on Collaborative Space/website where both IHTSDO approved/reviewed and community-generated documents and other materials could be shared. CEO to produce an IHTSDO Publication Policy in 2009. Education resources should be addressed in the publication policy.

MPS to ask Anne Casey (AC) if clinicians are to be considered in the list of priorities for education support. In addition, the QAC shall provide a briefing on progress and desired next steps to the MB.

JZE to check the dates for WHO FIC meetings in October 2008 to determine if conflict exists and thereafter inform the MB. If meeting location in Europe, may consider suggesting a joint meeting.

CEO, KS and EC to evaluate the process of reporting from the Request Submission Group to a Committee.

#### **24042008:13 Committee Reports Research & Innovation Committee**

*The purpose of this discussion was to update the Management Board on significant issues arising from Committee discussions.*



AL and KG gave the report from the R&I Committee and a joint session with the Technical Committee. They informed that MB that ten motions were addressed at the Committee meeting. AL stated that it is not necessary to address each of them at this MB meeting, but informed the MB that the issues will be brought up at a future meeting if necessary.

The Committee also discussed the following issues:

- Implementation.
- Sharing of experience.
- Suggested redesign of the scope of the Concept Model SIG.
- Future & Priorities, focusing on education.
- Proposal of “internships” not just education (Donna Truran’s (DT) document).
- Decision-making process, including approaches used by different Committees and for standards approval.
- Progress of the Mapping SIG.
  
- Sharing assets between members and related need for asset registers.
- Maintenance of Release process.

#### Actions

- The MB congratulated the Mapping SIG on progress achieved and asked that this feedback be relayed to Jim Campbell.
  
- IP, open source and endorsement issues brought forward by Mapping SIG: TC and KG should produce a briefing note on what is required and what options are available. This should be done for the meeting on 6<sup>th</sup> May.
  
- Asset Register: It was agreed that more work is needed and a briefing from the Committee would be helpful.

#### **24042008:13 Committee Reports Technical Committee**

*The purpose of this discussion was to update the Management Board on significant issues arising from Committee discussions.*

KG informed the MB that a revised version of the roadmap will be available in three weeks. KG further informed the MB that the Request Submission Project has been discussed and that this group reports to the Technical Committee.

KG thereafter highlighted the following issues:

- HL7 – the priority of harmonisation efforts needs to be discussed by the MB
- Architectural Principles (Endorsement and Publishment).
- Enhanced Release Format motions: the Committee would like the MB to approve/not approve the motions.



- Machine Readable Concept Model.

### Actions

- HL7: A briefing note concerning what is proposed, what options exist, and how to achieve consensus on the relative priority should be produced by the Committee.
- Enhanced Release Format: The Technical Committee to write a briefing note on the Enhanced Release Format motions, providing a clear set of options and recommendations. KG and Officers should identify a process for getting expert consensus. Committee to prepare briefing for MB on historical context, progress and desired next steps, including planned consultation process.
- Machine Readable Concept Model: It is important to clarify aspects of funding, IP, process and academic challenge before the MB discusses this item again. A briefing is needed from the relevant Committees.
- Maintenance of Release: JZE to evaluate this issue further, analysing the status of the Collaborative Space in the CEO Report unless other ideas. It was further agreed that it is necessary to understand the cost of maintenance and KS should thus discuss this item with JZE. KS will thereafter produce a briefing note.

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### Actions related to all Committees

#### Future meetings:

Committee Chairs to review assignment of Chairs for Special Interest Groups and Project Groups to ensure that Contractors doing work are not asked to chair the groups.

#### Machine Readable Concept Model:

AL/KG/EC/JZE to clarify resources requested, IP arrangements, and proposed deliverables/process for proceeding. Check Technical Committee minutes to confirm consensus recommendation to proceed with this work. Briefing to be provided to MB for decision.

#### Process for Consultation:

Briefing required on interim process that Working Groups and Committees should follow for consultation with wider community (e.g. MOLF, Affiliates) prior to bringing items forward to the MB for review. [In longer term, discussions resulting from standards for standards consultancy should inform this process.]

#### Communication between Committees:

Committee Chairs to identify options for how to clarify roles and improve communication. Committee Chairs to propose a policy regarding when work items



are transferred from Research and Innovation to other Committees and how this should be done. Consider potential plenary at end of Committee day in October 2008 to discuss further. JZE/Committee Chairs to produce template for PG/SIGs to report to Committees (1 slide) in October 2008.

#### Other Actions during the Committee discussions

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

#### Implementation Guide:

JZE and KS to discuss maintenance process for the Guide.

#### Request Submission:

EC to complete existing policy work and ensure request submission included on work plan for 2009. KS to report on length of current queue and quality of submissions. KS/EC to identify metrics for time to resolution of requests.

#### Mapping Group:

TJC to provide briefing on progress and desired next steps to MB.

#### Additional support for WGs:

Consider document management/information management system for WGs (e.g. Wiki) as part of 2009 work plan. Consider project management support for 2009 work plan if resources permit.

#### Inquiry from Shirin Golyardi

MPS to respond to inquiry, indicating IHTSDO interest in participation in the meeting.

#### OHT:

JZE to distribute OHT Project Charter to MB members.

#### **24042008:13 Any Other Business**

It was declared that no MB member, except MS, KG, and CEO, will attend the conference in Vancouver.

KS informed the MB that he will investigate if someone knowledgeable about SNOMED CT is willing to sit in the panel at the KR-MED conference.

DF gave a short update of the European large scale pilot project, stressing that he feels that SNOMED CT has a potentially important role to play.

RC asked if he should sign a letter about that he has deleted all SNOMED information.



AL informed the MB about a SNOMED event in Vilnius, September 2008.

Actions

JZE to send a thank you letter to AK and RC, including a reminder to destroy confidential and in confidence materials.

**04032008:9**            **Date of Next MB meeting**  
Tuesday 6<sup>th</sup> May 2008 at 21:30 CPH time.



## Appendix 1: 24042008:12 Follow-up from General Assembly

### a. Follow-up from GA meetings on April 20

### b. Follow-up from joint session on April 22

No.	Description	Action
1	Who should normally give presentation at GA?	Chair or relevant director with specialized portfolio (e.g. finance). CEO to be available for questions.
2	Committee Election Procedure {1}	GA will produce procedure and add to Order of Service. MB will enact
3	Committee Election Procedure {2}	CEO to find out existing Committee Chair tenures and inform Chairs. Chairs confirm with members. Once confirmed CEO to inform GA. CEO to ensure package to support identification of nominees on website (terms of reference and reports to GA).
4	MB Skills Framework	Provide a skills list adapted from lists used by similar organizations plus MB enhancement in light of experience. [CEO & Chairman]
5	Committee Skills Framework	Provide a skills framework template for MB based on current & past members plus MB enhancement in light of experience. [Committee Chairs & Officers]
6	Annual Activity Report	GA to give feedback [30 <sup>th</sup> April 2008]. MB to publish 14 <sup>th</sup> May 2008 [CEO]
7	Work Plan Reporting	Solicit input from GA members. Follow agreed business planning process plus discuss on informal GA pre-meeting call.
8	The Chairman detected multiple minor concerns around Work Plan	See #7 above
10	Business Planning; how to include Members & their priorities more explicitly	Solicit views from MOLF on 2009 priorities and review any input at informal GA/MB session (would have to be before formal GA meeting) if required.
11		
12	License Audit	Member nations' representatives have received report and agreed to address any issues in their jurisdictions. MB to investigate if any risk to IHTSDO.
13	OHT Baseline Funding [See appendix 1]	Issue explored and no need for further action at this point; representatives should keep the MB briefed [KG]
14	Changes accepted	GA Chair to sign off on abridged minutes. Change the Articles of Association via constitutional lawyers (needs to be translated into Danish and filed with Danish authorities). Circulate final version of articles to MB when complete. [CEO/Lawyer]
15	Update from Committee Chairs	GA still want summary Committee Report. Include in Chairman's report



16	Voluntary contributions	GA would like voluntary contribution to be recognised and quantified in Work Plan. Assessment method
17	Harmonisation activity with WHO	GA need to see all formal documentation in WHO dialogue: Chairman to write to WHO in response to their priorities and regarding WHO FIC
18	New Members	GA feel a formal confidential note is made when Directors and officers are in dialogue with a given potential new Member
19	GA Collaborative space: set up and implementation	CEO will roll out confidential GA Collaborative space akin to Affiliate Forum well before next GA meeting
20	Approval of Official Timetable	The current briefing will be re-written and submitted to GA for chairman of GA action. [Chairman and CEO of MB]