



RECORD OF DISCUSSION

Meeting date: February 2, 2010

Meeting time: 21:00 UTC

Group: Management Board Meeting

Meeting place: Telephone Conference

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

Absent: Arvydas Laurinavicius (AL)

Date of next meeting:
2nd February 2010

Time of next meeting: 21:00 UTC

Place of next meeting:
Telephone Conference

02022010:1 Welcome and Apologies

Arvydas Laurinavicius (AL) did not attend this Management Board (MB) meeting.

02022010:2 Conflicts of Interest

No conflicts of Interests were declared.

02022010:3 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 recruitment (Chief Implementation and Innovation Officer), translation tooling, patent questions, IHTSDO's New Member Advisory Group, the upcoming IHTSDO April Conference, the World of Health IT Conference in Barcelona, outreach in Member countries, 2009 financial statements, questions regarding changes in Member dues related to new Gross National Income figures, harmonization, and the status of Member statement of accounts. JZE thereafter formally thanked John Gutai (JGU) and the translation tooling team for their work.

Actions

All MB Members are encouraged to book their accommodation for the upcoming IHTSDO April Conference as soon as possible.

Monthly cash reporting using the new template proposed by the Management Board Finance Group will be arranged for the March MB meeting and onwards.



Any MB members, who have minor comments about the CEO Report, are encouraged to e-mail JZE.

JZE to e-mail the website link on Sri Lankan implementation to Martin Severs (MPS).

MPS and JZE to put together a briefing about the implications of changes in national Gross National Income figures for the General Assembly (GA) meeting in April. MPS and JZE shall approach potential Members as part of preparing this plan.

02022010:4a Major Collaborative Projects: Decisions Regarding Funding for Major Collaborative Projects

The purpose of this discussion was to confirm funding decisions related to major collaborative projects for 2010.

At the time that the 2010 budget and Work Plan were prepared, the IHTSDO wished to progress a number of major collaborative projects during the year. While project plans existed or were under development, there were significant uncertainties about the nature and magnitude of resources required. Accordingly, a special fund was set aside for these projects but it was not allocated to specific initiatives. IHTSDO is now ready to proceed with implementation of several of the initiatives on this list. The status and timing of others is still uncertain at this time. The MB:

1. Approved allocations from the 2010 budget for the following major collaborative projects:

- Migration of the development and release of the SNOMED CT International Release to the IHTSDO Workbench [confidential discussion removed as per section 9.1.21 (d) of the Articles of Association.]
- Phase 1 of harmonization activities with the World Association of Family Doctors (WONCA) [confidential discussion removed as per section 9.1.21 (d) of the Articles of Association.]
- Harmonization activities with the Continua Alliance [confidential discussion removed as per section 9.1.21 (d) of the Articles of Association.]

2. Reserved final decisions on the allocation of the remaining funds for 2010 until further clarity is available regarding resource requirements for harmonization activities related to laboratory observables and harmonization activities with World Health Organisation (WHO).

3. Noted that if the recommendations in the briefing note on migration to the IHTSDO Workbench are approved, additional resources would be expected to be required to finish this work in 2011 [confidential discussion removed as per section 9.1.21 (d) of the Articles of Association.]



02022010:4b Major Collaborative Projects: Migration of SNOMED CT International Release to the Workbench

The purpose of this discussion was to update the MB on the progress to migrate the International Release of SNOMED CT to the Workbench, as well as to seek endorsement of proposed next steps.

In the prepared briefing note, JGU recommended a migration of the International Release to the Workbench immediately following the July 2011 International Release based on input from IHTSDO's advisory structures. At this meeting, the MB:

1. Noted already agreed plans to produce an RF2 technology preview release from the Workbench for the January 2010 release. RF2 releases will be produced from the Workbench from July 2010 onwards, with parallel RF1 releases being produced from existing tools. The final RF1 release is planned for January 2011, subject to Member and Affiliate feedback.
2. Agreed to plan for a migration of authoring to the Workbench immediately following the July 2011 International Release.
3. Confirmed Option 3 in the briefing note as the approach to progress the developmental and implementation work required for migration of release and authoring functionality and authorized staff to negotiate and issue contracts accordingly. [confidential discussion removed as per section 9.1.21 (d) of the Articles of Association.]
4. Agreed to perform next steps, as described below.

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

Actions

John Gutai (JGU) to start contract negotiations with suppliers selected as a result of the Request for Proposals and for associated work.

JGU to put project organization and coordination structures in place, coordinate project plans into an overall coordinated milestone plan and start work.

02022010:4c Major Collaborative Projects: WHO and ICD-10 Mapping

This agenda item was a duplicate (see below) and therefore was removed from the agenda.

02022010:4d Major Collaborative Projects: LOINC/NPU Harmonization

The purpose of this discussion was to update the MB on progress with the harmonization agreements with Logical Observation Identifiers Names and Codes (LOINC) and Nomenclature, Properties and Units in Laboratory Medicine (NPU) terminologies and raise potential financial issues for 2010 and 2011 with the MB.

After MPS had provided the latest update, the MB approved the proposed approach to dealing with existing content within the observables domain.



Actions

IHTSDO to develop agreements with resolution of what appear to be 'solvable issues' between the parties with a view to signature in the first half of 2010.

MPS, JZE and KSP to clarify the scope, timescale and priority of activities, and to consider plans for managing existing content, as well as new laboratory observables content. The MB shall thereafter be updated as agreements are finalized.

IHTSDO to develop a Work Plan and meeting schedule for 2010 and 2011 in collaboration with these partners, subject to funding considerations (for RII, IFCC-IUPAC, and IHTSDO).

IHTSDO to explore options for extending future collaborative work to other domains.

02022010:4e Major Collaborative Projects: WONCA/ICPC Harmonization

The purpose of this discussion was to provide an update on collaborative activities with WONCA/ICPC

The IHTSDO and WONCA (World Organisation of Family Doctors) have recently agreed and announced an agreement. The initial project that drives this effort is an agreed subset of SNOMED CT for family medicine and a mapping between SNOMED CT and the International Classification of Primary Care (ICPC version 2).

02022010:4f Major Collaborative Projects: Harmonization with WHO

The purpose of this discussion was to provide an update on collaborative activities with the World Health Organisation (WHO).

The IHTSDO MB and GA have had a strategic relationship with WHO as their priority harmonization activity since the time the IHTSDO was launched. The MB reviewed the latest status of discussions on an agreement between the two organizations and endorsed the general principles for progressing to an agreement identified in the briefing note.

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

02022010:4g Major Collaborative Projects: Collaboration with Continua Alliance

The purpose of this discussion was to provide an update on collaborative activities with the Continua Alliance.

The Continua Health Alliance is a not for profit organisation which is an industrial consortium of tele-health and tele-care device providers. Discussions have been underway with the Alliance for about the year. The MB reviewed the latest status of discussions with the Continua Alliance and confirmed its on-going support for proceeding as planned.



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

02022010:5a

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

02022010:5b Strategy: Strategic Objectives from 2010-2015

The purpose of this discussion was to provide the Management Board with enough information to enable version 5 of the document to be produced and sent to the GA at the weekend [or before].

MPS provided an overview of the status of the strategic objectives document. He noted that a large number of comments had been received during the latest round of consultations and apologized that therefore this briefing note was circulated to the MB Directors late. MPS formally thanked PW for securing assistance in the development of the strategy from Accenture.

The MB thereafter:

1. Agreed that the IHTSDO objectives should only focus on items where the IHTSDO has a significant degree of control and not include Member controlled items unless specifically agreed by the GA.
2. Agreed to recommend to the GA that the strategy document will be produced in simple document style and as a senior management presentation style only [as attached to the briefing note]. Members may produce additional perspectives should they so wish.
3. Agreed that the issue of reporting to the strategic objectives is something the GA should be asked to recommend.
4. Agreed to focus education and support as tightly as possible for the next three years and therefore not to change the current wording of the purpose statement.
5. Agreed to not include objectives around improving our infrastructure significantly in the next 3 years as infrastructure development should not be a priority for its own sake, but rather instrumental to achieving other objectives of the organisation.
6. Agreed that objectives around special relationships with the industry should be avoided in this strategy until the IHTSDO has better reflected and thought through all the issues.

MPS formally thanked all Standing Committees for the valuable feedback they had provided.

Actions

MPS to make the terms used on slide one and two more consistent.

Any MB Members who have minor comments to strategy document version four are encouraged to e-mail MPS.



Staff to prepare a consultation paper for the GA including strategic questions that arose in the course of the discussion with the MB (e.g. should the strategy focus on “stretch” or “must achieve” objectives). The latest version of the strategy document should be attached to this paper for information.

MPS to make the strategies more quantitative and realistic.

Need to identify any critical factors for high level quality assurance and incorporate them into the objectives.

Leads of groups that provided feedback on the last draft to close the loop and update the group regarding the disposition of those comments (as per earlier communications from MPS).

02022010:5c Strategy: IFP/GP SIG Chair

The purpose of this discussion was to confirm the chair of the International Family Practitioners/General Practice Special Interest Group.

Nick Booth has been nominated to Chair the International Family Practitioners/General Practice Special Interest Group by the World Association of Family Doctors (WONCA). In January 2010, the Content Committee endorsed this recommendation and at this meeting, the MB confirmed Nick Booth as Chair of the International Family Practitioners/General Practice Special Interest Group.

Actions

JZE to communicate the MB decision to Nick Booth.

02022010:5d

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

02022010:5e Strategy: Business Planning for 2010 Work Plan

The purpose of this discussion was to confirm the business planning process, strategic framework and timeframe for producing the 2011 Work Plan and Budget.

IHTSDO’s MB and GA have agreed on an annual business planning process that culminates in the approval of the year’s Work Plan and Budget. The first stage in the process is to set a strategic framework and timeframe to ensure that the 2011 work plan for IHTSDO is completed in time for approval by the GA, in Toronto, on 15 October 2010. The MB

1. Confirmed that IHTSDO should follow the above described business planning process for 2011 (similar to the one used for 2010).
2. Confirmed the timeline and next steps for the 2011 business planning process.



Actions

IHTSDO to alter the appropriate templates so that each item has a clear link to the specific strategic objective and clear indication of the target audience/users for the work item in question.

The MB approved the following milestones:

- MB review Business Planning paper - Tuesday 2nd February 2010
- Collection Stage notification sent out to Community of Practice and coordinated through Committees (templates for initial description of projects and full project descriptions are available on the IHTSDO website at <http://www.ihtsdo.org/aboutihtsdo/resources-guides/>) – February 2010
- End of collection stage including recommendations from Committees on proposals put forward – Thursday 27th April 2010
- Discussion of Committee recommendations at Management Board meeting – April 28/29
- Consolidation stage – May 3-28, 2010
- Discussion of options paper for 2011 by Management Board – Tuesday 1st June 2010
- Affordability stage – June 2-30, 2010
- Planning assumptions for 2011 to support organization – Thursday 1st July 2010
- Affordability options discussion with Management Board (if required) – Tuesday 6th July 2010
- Informal consultation with Members and completion of draft Work Plan – August 2010
- Management Board sign off – Tuesday 7th September 2010
- Papers to be sent out for General Assembly – 13-17 September 2010
- October General Assembly for approval – Monday 15th October 2010

022010:5f

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

02022010:6a Preparation for GA April Meeting: Business Models Paper

The purpose of this briefing note was to explore the options for different business models, so that the General Assembly has a focus for a high level discussion in order to set the financial vision for the IHTSDO.

The desire for the IHTSDO to evolve quicker and faster means undertaking more and different work. This work is not free and has non-recurring and often recurring financial implications. The MB agreed to recommend that the GA utilize this document to form the basis of their vision for financial sustainability over the next three to five years.



Actions

The current appendix on MB skills should be deleted.

02022010:6b Preparation for GA April Meeting: Appointment of an external financial auditor for the current financial year

The purpose of this discussion was to confirm the appointment of an external financial auditor for IHTSDO for the current fiscal year (2010).

The MB agreed to propose to the GA that they approve the reappointment of Price Waterhouse Coopers as the external financial auditor for IHTSDO for the current fiscal year (2010).

Actions

JZE to prepare a briefing note for the General Assembly regarding this recommendation.

02022010:7a-d Committee and Other Updates: Implementation & Innovation Committee, Technical Committee and Content Committee.

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

The following updates were made at this MB meeting:

- The Content Committee had provided a written update in advance of this meeting.
- The Implementation and Innovation committee had received background information from IHTSDO about implementation and the information was very useful, since its committee members have different understandings of implementation. At the next meeting, the Implementation and Innovation Committee will address implementation priorities.
- The Quality Assurance Committee had had a call on 2nd February about quality metrics based on the work undertaken by Bob Doland. The Quality Assurance Framework will be posted shortly.
- The Technical Committee had had its first meeting with the new Members who started as of January 2010. The Committee has also developed a conflict of interest register.

Actions

Jane Millar to draft a document around guidelines for publications by those involved in IHTSDO's governance structure including Working Groups for an upcoming MB meeting. JCH to therefore put this item on the next MB agenda.

The letter to the editor on which Kent Spackman is a co-author can go out even though these guidelines have not been finalized.

Any MB Member, who has feedback on conflict of interest issues shall contact TJC.



02022010:8a-b Minutes of Previous Meetings: December 2009 & January 2010

The purpose of this discussion was to approve the minutes of the previous meeting. The MB did not approve these minutes, since quorum had been lost at this stage.

Actions

JCH to put this item on the March MB meeting agenda.

02022010:9 Any Other Business

The purpose of this discussion was to address any other business. None were identified.

02022010:10 Date of Next Meeting

Tuesday 2nd March 2010 at 21.00 UTC