



## RECORD OF DISCUSSION

Meeting date: March 2, 2010	Group: Management Board Meeting
Meeting time: 21:00 UTC	Meeting place: Telephone Conference
Present: Andy Wiesenthal (AW), Arvydas Laurinavicius (AL), Jane Millar (JMI), 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: Gonzalo Marco (GMA)	
Date of next meeting: 6 <sup>th</sup> April 2010	Place of next meeting: Telephone Conference
Time of next meeting: 21:00 UTC	

### **02032010:1 Welcome and Apologies**

Gonzalo Marco (GMA) did not attend this Management Board (MB) meeting. Shelagh Maloney (SMA) chaired the beginning of the meeting before Martin Severs (MPS) joined. Andy Wiesenthal (AW) also joined part way through the meeting.

### **02032010:2 Conflicts of Interest**

No conflicts of interests were declared.

### **02032010:3 CEO Report**

*The purpose of this discussion was for Jennifer Zelmer (JZE) to provide a Chief Executive Officer (CEO) Report to the MB.*

JZE highlighted the recruitment of the Chief Implementation and Innovation Officer, progress with respect to a translation contract, the upcoming presentation to the MB by the Support Organisation, the need to consider renewal of project group mandates and chairs, conference registration, the financial update, the status of Member statement of account reporting, SNOMED CT web browsers and issues related to trademarks. The MB delegated to the CEO authority to sign documents related to trademark renewals on behalf of IHTSDO.

### Actions

Kristina Bränd Persson (KBP) to ask Fredrick Linden [from Sweden] if he has any outstanding questions about SNOMED CT affiliate licensing for the epSOS project.



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

Members agreed to delegate to the CEO authority to make decisions and execute appropriate documents regarding trademark assignments, as per sections 9.2.2 and 9.1.20 of IHTSDO's Articles of Association

#### **02032010:4a IHTSDO Strategic Directions: Overview**

*The purpose of this discussion was to solicit comments from the Management Board on the latest draft of the strategic objectives to 2012-2015.*

The MB was very pleased with the current version and indicated the process should proceed as outlined in the next steps of the briefing note. MPS formally thanked Paul Williams (PWI) and the National E-Health Transition Authority (NEHTA) for providing assistance in terms of consultancy advice in how best to present the strategic directions.

#### Actions

Information on the process used to develop the strategic directions should be added to the documentation (briefing note and slides).

MB Members to send editorial and other minor comments to JZE no later than March 3<sup>rd</sup>.

JZE to have Accenture polish the format of the graphical representation.

JZE/MPS to update the documentation to provide a next-to-final draft to the Management Board prior to circulation in the package for the April 2010 General Assembly (GA) meeting.

JZE to circulate an updated draft to the Community of Practice for review at the same time as the GA package is circulated. Members of the Community of Practice should be invited to forward any comments to their GA representative for consideration in the final review process.

Committee Chairs to progress Committee work on more detailed action plans in their areas of Responsibility.

IHTSDO to complete more detailed templates for each strategic initiative, once the Standing Committee plans are approved.

The slides along with a summary of the process should be made public following GA approval.

Following approval by the GA, it would be useful to review the status of the strategic directions regularly. The Management Board agreed to recommend to the GA an annual status review cycle that coincides with existing reporting mechanisms.



**02032010:4b IHTSDO Strategic Directions: Implementation Action Plan**

*The purpose of this discussion was for Andy Wiesenthal (AW) to provide an update on the Implementation Action Plan.*

AW informed the MB that the Implementation and Innovation Committee has discussed the drafted implementation action plan and expects to present a draft for the Management Board to review at its April meeting. MPS formally thanked AW for his excellent work.

Actions

AW to present recommendations at the April MB meeting. The recommendations should thereafter go to the April GA meeting.

JCH to put this item on the GA and MB agendas for April.

**02032010:4c IHTSDO Strategic Directions: Product/Content Development Plan**

*The purpose of this discussion was to provide the Board with a summary of assumptions and timeline for producing the product development plan for 3-5 years.*

The Chief Terminologist and Content Committee are drafting a proposed a 3-to-5-year product development plan for SNOMED CT. At this meeting, the MB approved the general characteristics that were listed in the briefing note (size of the document, target audience, and scope and content) with the amendment stated below.

Actions

KSP to add a link to the specific strategic objective in the document.

MB members are encouraged to provide written comments or suggestions for improving the process of developing the plan to KSP or LAS.

MB members are encouraged to provide recommendations for the actual content of the product development plan to LAS or KSP.

All project proposals should include a link to the specific strategic objective.

**02032010:4d IHTSDO Strategic Directions: Technology Roadmap**

*The purpose of this discussion was to update the MB with Progress on development of a Technical Roadmap.*

The work overseen by the Technical Committee falls into three main areas:

- Workbench development work, including tooling development to support migration, translation, mapping and other projects.
- Work to ultimately move the IHTSDO towards a distributed authoring approach for the International release, including migration of SNOMED CT onto the Workbench.
- Other work, including mapping projects, maintenance of the Technical Implementation Guide, tooling support for implementation, and development and oversight of specifications.



The MB confirmed the next steps outlined below.

#### Actions

JGU to consolidate into the Roadmap scope and milestone clear indications of which projects are already approved and which are proposed, to clarify links with the strategic directions when finalized, and to add sufficient contextual information to enable ready interpretation by those not directly involved in individual projects.

JGU to develop brief scoping statements for projects that have not yet been approved.

#### **02032010:4e IHTSDO Strategic Directions: Quality Strategy**

*The purpose of this discussion was for the Quality Assurance Committee Chair and Quality Officer to provide an update.*

In accordance with the strategic direction document, Jane Millar (JMI) stressed that quality assurance is a key component of the IHTSDO Strategy to 2015. It outlines specific activities and the Quality Framework provides a way of identifying key components for monitoring improvement and achieving targets over the time period – at corporate level and in the necessary activities undertaken year by year, where it is agreed to be of value. Key areas of the pragmatic and useful application of quality initiatives against strategic objectives are product development, product review, improvement of quality and usability of various IHTSDO documents, communication to internal and external communities of useful aspects of quality and mechanisms for gaining feedback on these. The work in these areas will be linked to the strategic initiatives in which specific metrics will be integrated. The MB was pleased with this approach.

#### Action

JMI to describe consider what the IHTSDO has and has not committed in the document.

#### **02032010:5a**

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

#### **02032010:5b Strategy: Chair of the iPALM SIG**

*The purpose of this discussion was to confirm the chair of the International Pathology & Laboratory Medicine Special Interest Group.*

Raj Dash has been nominated to Chair the International Pathology & Laboratory Medicine Special Interest Group by the World Association of Societies of Pathology & Laboratory Medicine (WASPaLM). At its February 2010 meeting, the Content Committee endorsed this recommendation. The MB confirmed Raj Dash as Chair of



the International Pathology & Laboratory Medicine Special Interest Group and thanked him for undertaking this role.

#### Actions

LAS to communicate this information to Raj Dash and the International Pathology & Laboratory Medicine Special Interest Group.

#### **02032010:5c Strategy: Approval of New Collaborative Editing Project Group**

*The purpose of this discussion was to outline the requirement for a Collaborative Editing Project Group to be established in the IHTSDO and to confirm its reporting line and next steps.*

In accordance with the 2010 Work Plan and the drafted strategic directions to 2015, there is a need for a new Working Group. At this meeting, the MB:

1. Approved the establishment of the Collaborative Editing Roadmap Project Group
2. Agreed reporting lines
4. Confirmed support arrangements and membership of the Collaborative Editing Roadmap Project Group with the below amendments.

#### Actions

JMI to explore how to include less experienced editors in this project group, e.g. a representative from a new Member country, who would like to become an experienced editor.

JMI to include why the IHTSDO is setting up the “New Collaborative Editing Roadmap Project Group” in the vision statement.

JZE and JMI to identify potential Chairs and seek MB approval in April.

JCH to add this item to the April MB agenda.

Send a notice to the Community of Practice announcing a preliminary meeting in Copenhagen April 2010 (within current schedule) to agree the following:

1. Terms of Reference (Initial Draft Attached as Appendix 2)
2. Membership – additional to above
3. Ways of working
4. Draft work plan

#### **02032010:5d Strategy: Approval of New Pre-Coordination Roadmap Project Group**

*The purpose of this discussion was to outline the requirement for a Pre-coordination Roadmap Project Group to be established in the IHTSDO and to confirm its reporting line and next steps.*



The 2010 Work Plan includes a commitment to develop a roadmap for identifying and implementing the appropriate level of pre-coordination in specific areas of SNOMED CT (Work Plan Item 2.3). This roadmap is due by December 2010. To take this work forward, the Content Committee has confirmed the need for a new Project Group. The MB confirmed the establishment of the Pre-coordination Roadmap Project Group.

#### Actions

MB Members, who have additional comments, should contact KSP and LAS per e-mail.

KSP to add a clear link to the strategic directions..

KSP to clarify that the IHTSDO would like, over time, to establish clear standards in this area, preferably ones that require little human intervention and expert interpretation, rather than informal rules.

#### **02032010:5e Strategy: Fora for New and Prospective Members**

*The purpose of this discussion was to update the MB on the status of plans to establish fora for new and prospective Members of the IHTSDO.*

Potential and new Members often request information about IHTSDO itself and SNOMED CT. To address these needs, the Organisation set up a short-term “New Member Advisory Group” in the beginning of 2010. The group indicated that a range of approaches would probably best meet the needs of new and prospective Members. They particularly discussed face-to-face educational fora for new and prospective Members. At this meeting, the MB confirmed that this approach should be developed further and that any such workshops should be by invitation only in order to give priority to prospective and new Members, while managing maximum numbers for an effective session.

#### Actions

MB members, who have additional feedback, should e-mail JZE.

Christina Nilsson (CNI) to add a link to the strategic directions in the description of the fora.

CNI to also clarify who would be eligible to attend (e.g. define “new” Members, “prospective” Member) and the ideal size of a workshop.

IHTSDO to schedule and hold a telephone conference for the “IHTSDO New Member Advisory Group” to finalize the program.

IHTSDO to decide upon the location and specific dates of, at least, the next two upcoming IHTSDO New Member Workshops.

IHTSDO to confirm fees, once location has been decided.

IHTSDO to arrange appropriate communication (e.g. invitations).



IHTSDO to arrange the upcoming IHTSDO New Member Workshops.

**02032010:5f Strategy: IHTSDO Input to Current ISO Developments**

*The purpose of this discussion was to outline a number of ISO standards that are currently being balloted which have relevance to IHTSDO activity and to ask for Management Board consideration and approval of proposed ways forward.*

At the August 2009 meeting of the IHTSDO MB, members agreed a process for managing ISO TC 215 requests for comments and balloting as part of its commitment to harmonization with other standards bodies. A relatively large number of terminology-related standards are currently working their way through the ISO processes. This is indicative of a relatively high level of activity on a global scale, which is positive for collective efforts with respect to health terminology standards, but is not always easy to coordinate with other work of the IHTSDO and its Members. This creates challenges in terms of IHTSDO's (and its Members) ability to participate in, or respond to, the ISO work. At this meeting, the MB agreed to the below actions.

Actions

1. Structure of representation of clinical findings in traditional medicine part 1: Traditional East Asian Medicine – IHTSDO's Australian Member is following up with colleagues at the National Centre for Classification in Health to find out more about the background and status of this work.

2. New Work Item Proposal (NWIP) "Standards Convergence to Promote Electronic Health Record (EHR) Interoperability" - The Chief Quality Officer is following up with other ISO representatives with HL7 knowledge (HL7 being submitters of this NWIP) who are in the IHTSDO community in order to provide advice on next steps for discussion at the MB meeting in April 2010.

3. Categorical structure for terminological systems of surgical procedure – this work has been developed over a number of years in Europe as a CEN standard. The Chief Terminologist is following up with Jean Pierre Rodriguez to undertake an analysis of the structures and differences in order that IHTSDO can then decide next steps.

4. Categorical structure for terminologies of human anatomy – it is proposed that the Anatomy Project Group of the IHTSDO be approached and asked to review and respond to the ballot (liaison provided by Chief Quality Officer) taking into account the proposed redesign of plan of anatomy in SNOMED CT.

JMI will provide an update at the April MB meeting.

JCH to put this item on the April MB agenda.



**02032010:5g Strategy: Technical and Content Documentation of SNOMED CT**

*The purpose of this discussion was to provide the MB with a summary of the current approach to management of technical and content documentation of SNOMED CT. The IHTSDO has inherited and/or developed a number of different documents that define the technical and content foundations of SNOMED CT. These provide primary documentation of the content and structure of SNOMED CT components. Recently, MB Members asked for an overview of currently available documentation, as well as plans for updating the format of that documentation, hence this briefing note. The MB approved the scope of the approach to technical documentation and did not identify any areas of special concern. MPS formally thanked KSP for his excellent work.*

**02032010:6a Preparation for GA April Meeting: Agenda for the April 2010 General Assembly Meeting**

*The purpose of this discussion was to confirm whether there are any additional items that the Management Board would like to refer to the General Assembly in April 2010.*

The GA meeting is held on Monday 26<sup>th</sup> April. The MB did not identify any additional items that the MB would like to refer to the GA in April 2010.

**02032010:6b Preparation for GA April Meeting: Timetable of IHTSDO Meetings for 2011 and 2012**

*The purpose of this discussion was to request input from General Assembly Members regarding the timetable of IHTSDO meetings for 2011 and 2012.*

The IHTSDO is committed to two main in-person meetings per year, to be held in April and October. The MB noted the briefing note that seeks GA confirmation of the 2011 at the April 2010 GA meeting and to tentatively set dates for 2012. This process is intended to ensure effective advance planning for IHTSDO, for Members, and for meeting participants from the Community of Practice.

Actions

MB Members, who have information about any clashes with the proposed IHTSDO meeting schedule, should e-mail JZE.

JZE to include this item on the GA agenda for April 2010.

JZE to change Helsingør to Copenhagen in the briefing note.

**02032010:7a-e Committee and Other Updates: Quality Assurance Committee, Implementation and 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:

- **Content Committee:** KSP had provided a written update in advance of the MB meeting. The Chair noted that this report was excellent.
- **Quality Assurance Committee:** SMA provided information about the report from Bob Dolin on quality metrics, work on corporate metrics, plans for the IHTSDO April Conference and the status of the request submission survey. The committee will put together a written summary of its activities that will be presented to the MB at a future meeting.
- **Implementation and Innovation Committee:** AW provided update on committee membership and the draft implementation action plan.
- **Technical Committee:** JGU provided information about, for example, the translation tooling project, mapping tooling support for IDC-10, the definition of the road map, and work related to release formats (moving from RF1 to RF2).
- **Member Forum (MF):** KBP provided information about affiliate license reporting, the relationship between the GA and the MF, plans for the IHTSDO April Conference, confirmed Terms of Reference, and discussions about how to provide assistance to the fora for new and potential Members. Additionally, KBP informed the MB about the challenges in receiving feedback from MF members due to competing priorities. To address this, the MB approved that KBP should prepare and share an annotated MB agenda and the approved MB minutes with MF members.

#### Actions

CNI to send drafted minutes to KBP to assist with preparing updates for the Member Forum.

#### **02032010:8 Minutes of Previous Meetings: December 2009, January 2010, February 2010**

*The purpose of this discussion was to approve the minutes of the previous meeting.*  
The MB had at this stage lost quorum and it was therefore decided that the MB shall approve the previous minutes by e-mail.

#### Actions

MB Members to review and approve the minutes of previous meetings (December 2009, January 2010 and February 2010) by e-mail.

#### **02032010:7 Any Other Business**

*The purpose of this discussion was to address any other business.*  
LAS informed the MB that Denmark and Sweden are arranging a workshop on SNOMED CT translation at MedInfo in South Africa.



Actions

LAS to send information about the workshop to MPS.

MPS to include the Workshop information in his report to the GA.

**02032010:9**            **Date of Next Meeting**  
Tuesday 6<sup>th</sup> February 2010 at 21.00 UTC