



RECORD OF DISCUSSION

Meeting date: September 2, 2008	Group: Management Board Meeting
Meeting time: 21:30 Copenhagen time	Meeting place: Telephone Conference
Present: Arvydas Laurinavicius (AL), Andy Wiesenthal (AW), Daniel Forslund (DF), Jennifer Zelmer (JZE), John van Beek (JvB), Karen Gibson (KG), Lene Asholm (LA), Martin Severs (MPS), Mike Sheridan (MS), Ted Cizadlo (TJC), Ed Cheetham (EC), Kent Spackman (KS), Christina Nilsson (CNI) and Jayaseeli L. Christiansen (JC)	
Absent: none	
Date of next meeting: Tuesday October 7, 2008	Place of next meeting: Telephone conference
Time of next meeting: 21.30 CPH time	

02092008:1 Welcome and Apologies

All MB members attended this meeting.

02092008:2 Minutes of the Previous Meeting

The MB agreed to the revised changes in the minutes of the previous meeting. The new version shall be distributed to all members for final approval.

Actions

CNI to make the changes in relation to the items 7b, 8a, 8b and the recommendations put forward by the Quality Assurance Committee. Thereafter, the revised minutes shall be distributed all MB member for final approval.

02092008:3 Conflicts of Interest

No Conflicts of Interest were declared.

02092008:4 Priorities for Content Work 2008 & 2009

The purpose of this discussion was to summarize input from the Content Committee, the Quality Assurance Committee and the MOLF on establishing priorities for content-related work funded by IHTSDO for the remainder of 2008 and for 2009 and to confirm directions.



The Chair formally thanked KS for his work on the priorities for Content Work 2008 & 2009.

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

02092008:5 CEO Report

The purpose of this discussion is for JZE to provide a Chief Executive Officer Report to the Management Board.

JZE presented highlights of information contained in the CEO report. EC thereafter introduced the attached briefing note, summarizing known “operational liaison” activities between the IHTSDO and HL7 (between SNOMED CT and HL7 standards). The Chair formally thanked EC for his work on this briefing note.

The MB had no major comments on the CEO Report. The MB noted the operational activities listed and agreed to consider them in future discussions with regard to IHTSDO/HL7 liaison.

Actions

MB members to send any additional questions on the CEO Report to JZE by e-mail within a week.

02092008:6a Finances: Budget 2009

The purpose of this discussion was to seek feedback from the Management Board on the 2009 Work Plan and Budget.

JZE presented highlights of information contained in the briefing note. The MB thereafter discussed aspects of the 2009 Work Plan and draft Budget, including the assumptions underlying the Budget.

The MB agreed that the draft Work Plan (with a few revisions based on feedback provided during or immediately after the Management Board meeting) can be shared with MOLF members for quick feedback prior to finalization of the General Assembly package. Subject to revisions based on this feedback, the MB agreed to recommend adoption of the draft 2009 Work Plan to the General Assembly.

The MB also generally agreed with the directions proposed in the draft 2009 budget. They noted that as budget estimates have not yet been received from CAP, a further reconciliation process is still required. They also asked staff to build in the option for funding to support the ongoing maintenance of the organisation’s technical infrastructure based on a 5 % increase to the overall aggregate fee, rather than a 3 % increase. Both options will be offered to the General Assembly. Finally, they noted that additional provisions to support the development and maintenance of the SNOMED CT multi-lingual modular workbench may be required, depending on outcomes of the RFP and discussions with Members that are currently underway.



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

Actions

MB members to provide minor and editorial comments on the draft 2009 Work Plan and Budget directly to the IHTSDO office.

The MB to share the draft Work Plan with MOLF members for quick feedback prior to finalization of the General Assembly package.

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

02092008:6b Finances: Proposed aggregate fee for 2009

The purpose of this discussion was to seek the Management Board's approval for the proposed 2009 Aggregate Fee.

The MB agreed that to propose either an aggregate fee increase of five percent for 2009 to the General Assembly at the October 2008 meeting in recognition of the need for ongoing maintenance of the technical infrastructure or an aggregate fee increase of three percent.

The MB also agreed to review in October whether any changes to the budget fees are required based on results of the tooling RFP and associated conversations with Members that are currently underway.

02092008:7a IHTSDO October 2008 Conference: Plans for the meeting

The purpose of this discussion was to seek feedback from the Management Board regarding plans for the upcoming IHTSDO meetings in October 2008 in Helsingør, Denmark.

JZE introduced this item, informing the MB that the registration form for the upcoming conference is now available. For information about agreements and actions taken in relation to the General Assembly meetings at the upcoming IHTSDO conference, please see item 7b below.

02092008:7b IHTSDO October 2008 Conference: GA Materials

The purpose of this discussion was to seek feedback from the Management Board regarding plans for the upcoming IHTSDO meetings in October 2008 in Helsingør, Denmark.

The MB did not raise any significant disagreements with the draft General Assembly briefing materials circulated for discussion at the meeting. The MB confirmed that the one-day draft agenda for the MB meeting on October 31st (in Appendix 3) is appropriate but that an item on IHTSDO harmonization activities should be added.



The MB determined that up to two Special Interest Group workshops with the MB should be held in Helsingør, inviting one SIG in the morning and another SIG in the afternoon. It was agreed that Education SIG (possibly in conjunction with the MOLF) and Mapping SIG are the two groups that should be invited to such a session, and meetings would be scheduled subject to their ability to participate.

It was agreed that the cycle of Committee elections needs to be discussed further. In particular, it would be preferable for continuity and travel planning if the timing of the election of new members did not coincide exactly with the end of current members' terms.

Actions

MB members to provide minor and editorial comments on the following General Assembly briefing materials to the IHTSDO office:

- Agenda
- Briefing note and mid-year progress report for 2008
- Briefing note regarding the process for election of Committee Members
- Briefing note on the timetable of IHTSDO Meetings for 2009
- Briefing note on proposed changes to the *Articles of Association*
- Briefing note regarding Affiliate Forum

JZE to invite Education SIG (potentially in conjunction with the MOLF) and Mapping SIG to a planning session at the upcoming conference.

The MB agreed to add an update on harmonization activities to the agenda for the MB meeting at the upcoming IHTSDO Conference.

MPS and JZE to have a dialogue with Betsy Humphreys concerning the cycle of committee terms of office.

02092008:8a

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

02092008:8b

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

02092008:8c Strategy: Tooling Update

The purpose of this discussion was for KG to provide the Management Board with a tooling update.



KG introduced this item informing the MB that the discussion period for the RFP is closed and IHTSDO is now awaiting final bids.

02092008:8d

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

02092008:8e Strategy: Harmonization Activities Update

The purpose of this discussion was for MPS to provide the Management Board with a harmonization activities update.

MPS informed the MB that a commercial and legal template will be produced as a starting point for future harmonization agreements. MPS thereafter gave a short update on discussions underway with WONCA, OpenEHR, LOINC and IFCC-IUPAC.

Actions

MPS to send a report on harmonization activities to all MB members prior to the next MB meeting.

02092008:8f Strategy: Implementation SIG

The purpose of this discussion was to explore the potential creation of an Implementation SIG.

AL introduced this item based on a proposal from the Research and Innovation Committee.

The MB agreed in principle that a forum to discuss implementation issues would be helpful.

The MB noted that the relationship between an Implementation SIG, the Affiliate Forum and other related projects within the Community of Practice would need to be clear (scope, differentiation, reporting lines). Consequently, a planning session for the Affiliate form and the proposed Implementation SIG will be discussed at the upcoming IHTSDO conference in Helsingør before the actual formulation of a SIG.

02092008:8g

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



02092008:8h Strategy: Potential European Funding Update

The purpose of this discussion was for AL/DF to give the Management Board an update on potential European Funding.

AL informed the MB that no immediate application was being prepared as the deadline for this call for proposal is next week. However, he indicated that the next step in this process is to consider longer-term strategies. DF thereafter informed the MB that he is in discussion with the European Commission and will keep the MB updated.

02092008:9a Committee Update: The Content Committee

The purpose of this discussion is for the Content Committee to provide an update to the Management Board.

AW informed the MB that since the priorities for content related work in 2008 & 2009 had already been discussed at this meeting, he had no further issues to bring up.

02092008:9b Committee Update: The Quality Assurance Committee

The purpose of this discussion is for the Quality Assurance Committee to provide an update to the Management Board.

MS informed the MB that serious progress is being made in relation to the toolkit to support use of the Quality Assurance Framework.

02092008:9c Committee Update: The Research and Innovation Committee

The purpose of this discussion to for the Research and Innovation Committee to provide an update to the Management Board.

AL informed the MB that the Machine Readable Concept Model Project Group and the Enhanced Release Formal Project Group are finding that their teleconference meetings are not sufficient and have indicated the need for an out-of-cycle meeting. The MB expressed their empathy for the current situation experienced by the two working groups, however, stressed that the financial situation of the Organisation does not allow for an increase in the frequency of face to face meetings at this time, except as proposed and agreed through the 2009 Work Plan and Budget process.

02092008:9d Committee Update: The Technical Committee

The purpose of this discussion was for the Technical Committee to provide an update to the Management Board.

KG highlighted on-going discussions concerning tooling and mapping. She also informed the MB that the Request Submission Project Group has produced a draft business case and is in discussions with CAP regarding some outstanding questions.



02092008:10 Any Other Business

KG advised the MB that NEHTA, Canada Health Infoway, and the NHS are hosting meetings in Helsingør prior to, and independent from, the IHTSDO meetings.

02092008:10 Date of Next Meeting

Tuesday October 7, 2008 21:30 Copenhagen time.

I hereby confirm that these minutes are an accurate reflection of decisions taken at the Management Board meeting and have been approved as such by the Management Board.

Martin Severs