



Record of Discussion

Meeting date: April 3 & 4, 2009

Group: Management Board Meeting

Meeting time: 09:00 Copenhagen time

Meeting place: Helsingør, Denmark

Present MB members: Andy Wiesenthal (AW), Arvydas Laurinavicius (AL), Daniel Forslund (DF), Jennifer Zelmer (JZE), John van Beek (JvB), Karen Gibson (KG), Lene Asholm (LA), Martin Severs (MPS), Sarah Muttitt (SMU), Shelagh Maloney (SMA) and Ted Cizadlo (TJC). Christina Nilsson (CNI) took the minutes.

Observers (note that the observers were only participating for parts of the meeting): Betsy Humphreys (BH), Colleen Brooks (CB), Dennis Giokas (DG), Dion McMurtrie (DM), Jane Miller (JM), John Gutai (JGU), Ken Lunn (KL) and Sarah Bagshaw (SBA),

Absent: Daniel Forslund (DF) could not attend the session on the 4th April 2009.

Date of next meeting:

5th May, 2009

Place of next meeting:

Telephone Conference

Time of next meeting: 14:00 p.m. CPH time

03042009:1 Welcome and Apologies

DF did not attend the session on 4th April 2009.

03042009:2 Conflicts of Interest

No conflicts of Interests were declared.

03042009:3 Minutes of the March 2009 Meeting

The Management Board (MB) approved the minutes from March 3rd 2009 with an amendment to page one.

Actions

CNI to correct the information stated on page one.



06012009:4a-e

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

03042009:5 Management Board In Camera Session

At each face-to-face Management Board meeting, an in camera session with Directors only is held. No minutes are recorded during MB in camera sessions.

03042009:6a CAP STS Presentation

The purpose of this presentation was to provide an opportunity for the Management Board to meet with and ask questions of CAP STS.

Kevin Donnelly (KD), Kirsten Haake (KH), Monique van Berkum (MvB) and Steven Castanien (SC) attended this session. KD formally thanked the MB for this opportunity to meet with IHTSDO Directors. CAP STS thereafter presented their “Support Organisation Report”, which addressing the following areas:

- Agenda
- Support Services Financial Update
- January 2009 International Release
- Content Change Requests
- Request Summary – January 2009 Release
- Request Submission July 2009 Release
- Request for New Content Workflow for Inclusion/Exclusion Overview
- Quality Metrics Project Proposal
- CAP Electronic Cancer Checklists (not formally presented due to time constraints)

During the presentation, KD apologized for delays in providing regular reports required under the support services contract in 2008. He indicated that new processes had been put into place to ensure on-time delivery of reports.

MPS formally thanked CAP STS for the presentation. The following follow-up actions were agreed:

- CAP STS to provide updated budget figures for both 2009 and any future financial years that reflect the variable distribution of costs throughout the financial year (e.g. because of activity related to twice-yearly releases and conferences)
- CAP STS to confirm that they are monitoring any budget shifts and providing change requests to IHTSDO for any changed budget allocations that fall outside the agreed threshold for between-account movements
- CAP STS to produce request metrics that include both individual and bulk requests, as well as those that are broken out separately
- CAP STS to ensure that there are consistent metrics in the request submission reporting tables and information on the source of rejections for any future reporting



- CAP STS to provide information on the number of concepts edited (unique concepts and total number of edits) for each release, beginning with the July 2009 release
- CAP STS to provide more information regarding the currently implemented definition of “excessive pre-coordination”
- Quality Assurance and Content Committees to review this definition and provide recommendations regarding whether or not it continues to be appropriate to the Management Board
- IHTSDO staff to follow-up with CAP STS regarding accelerating work on quality metrics. An update in this regard (and in the context of more general work being done by the Quality Assurance Committee and staff) should be presented to the Management Board within 2 months.
- IHTSDO staff to follow-up with CAP STS regarding how best to ensure that the Management Board and Members are engaged with setting priorities for content and technical work performed by the support organization and that these priorities are clearly and publicly communicated
- IHTSDO staff to follow-up with CAP STS regarding the upcoming trial of prospective modelling of observables to ensure that all parties are well positioned to participate in the trial
- IHTSDO staff to make information from the request submission slides public in the annual activity report and elsewhere. Members to assist with the dissemination of this information
- IHTSDO staff to follow-up with CAP STS regarding use of the IHTSDO Workbench
- CAP STS to provide a copy of the presentation slides used at the Management Board meeting to the MB
- CAP STS to provide Management Board members with information on current contacts in Member countries with respect to the cancer checklist work

04042009:6b

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

04042009:7

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

04042009:8a

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



**04042009:8b Options for Accelerating SNOMED CT Implementation:
Strategic discussion**

The purpose of this discussion was to discuss how IHTSDO can best promote and facilitate implementation of SNOMED CT on a global basis.

MB members reflected on the questions raised and related issues:

- KG suggested that as part of the affiliate license report, licensees can be asked to provide their feedback on implementation.
- DF informed the MB that Sweden has annual implementation meetings with professionals. This could be expanded to allow for an international network of implementation allowing for collection of valuable information. A number of other representatives indicated that they have similar fora.
- AW informed the MB that vendors also have associations that one can attend to increase our understanding of implementation opportunities and challenges.

KG suggested that some of these issues may be addressed by IHTSDO's new Implementation and Innovation Committee. The MB agreed that a survey/template/other information gathering process could be developed in order to identify implementations and talk to the relevant actors.

The MB agreed that a strategy to accelerate implementation of SNOMED CT is needed. Consequently, IHTSDO's Officers shall coordinate activities recognised in such strategy. Additionally, the MB agreed to explore opportunities to host a vendor face to face meeting/workshop at the upcoming IHTSDO October Conference in 2009.

Actions

Implementation and Innovation Committee to be tasked (after October 2009 meetings) with drafting a strategy to accelerate implementation of SNOMED CT.

IHTSDO Officers to explore opportunities to host a vendor face to face meeting/workshop in conjunction with the upcoming October 2009 conference or the April 2010 conference. Members to be invited to nominate 2 vendors per country to attend (with coordination in the case of international vendors).

IHTSDO staff to explore options to identify implementations and gather information about implementation opportunities and challenges

IHTSDO Members to consider asking Affiliate Licensees about their use of SNOMED CT at the time of 6 monthly-reporting.

MPS to work with Officers to explore how best to provide staff support for implementation issues, both within IHTSDO and in Member countries.



04042009:9 Follow-up from General Assembly Meeting and Committee Meetings

The purpose of this discussion was to follow-up from the General Assembly meeting and the Standing Committee meetings held earlier in the week.

The MB was informed that the General Assembly (GA) meeting on April 1st went well. Members then discussed recommendations for improving the effectiveness of future GA meetings.

The MB stressed the importance of effective change management for IHTSDO's new "Implementation & Innovation Committee". This may include suggesting that some Members of the current Research & Innovation Committee (both those whose terms are up and those with continuing terms) are nominated for other Committees in the October 2009 elections in order to ensure that we retain their experience on Committees and have the best fit between their experience and available Committee positions.

AL informed the MB that the ERF Project Group has completed its work, stressing his appreciation for the work undertaken by this Working Group. Additionally, he indicated interest in having a technology preview of Release format 2 for a future International Release.

Actions

The MB agreed to recommend that for future GA meetings observers should be provided with annotated agendas that listed the agenda items (except for in camera items) as well as the purpose of each item from the statement in the briefing note.

It was also suggested that in the future a longer time should be provided for the informal GA session if possible. This may be complemented by publishing briefing materials that are not commercial in confidence.

MPS to ask Members to consider nominating some Members of the current Research & Innovation Committee (both those whose terms are up and those with continuing terms) for other Committees in the October 2009 elections.

TJC will put together a briefing note on other aspects of change management related to the new Implementation and Innovation Committee for an upcoming MB meeting.

KL offered to support the integration of the Machine Readable Concept Model into the IHTSDO Workbench.

AL to formulate a letter of appreciation to the ERF Project Group members.



04042009:10

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

04042009:11 a Management Board Business Issues: Guidelines for Translation

The purpose of this discussion was to secure Management Board endorsement of the Translation Guidelines.

The MB endorsed the *Guidelines for Translation of SNOMED CT*. Additionally, the MB agreed to the proposed process for progressing procurement of translation tooling functionality in conjunction with the IHTSDO workbench.

Actions

Once quality assurance and formatting has been completed, the *Guidelines* and the associated review/revision process (as per the draft Standards for Standards process) will be posted for the Community of Practice.

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

Tooling Steering Committee to guide next steps for procurement of translation tooling functionality in conjunction with the IHTSDO workbench.

04042009:11 b

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

04042009:11 c Management Board Business Issues: Quality metrics

The purpose of the briefing note was to provide an overview of the Quality Metrics being initiated or further developed over the next 6 months.

SM informed the MB that the Quality Assurance Committee had had a very good meeting at the IHTSDO April Conference and that the focus of this committee is now on implementing the Quality Assurance Framework. A report on such implementation will be presented at the October MB meeting.

SM stressed that during CAP STS's presentation to the Committee on April 2nd, it was made clear to the Quality Assurance Committee that CAP STS mainly has request submission metrics, rather than a full range of quality assurance metrics.

AW suggested that IHTSDO shall decide upon 8-12 categories that would cover all activities of the Organisation and thereafter measure one quality, one quantity and one service metric for each of these categories.



04042009:11 d Management Board Business Issues: SIG elections

The purpose of this discussion as to secure Management Board endorsement of newly elected/re-elected SIG Chairs/Co-Chairs.

This item was deferred to the next MB meeting.

Actions

J. Christiansen to put this item on May MB agenda.

04042009:11e Management Board Business Issues: Namespace Management [pending upcoming dialogue with the MOLF]

This item was deferred to a future MB meeting, pending any additional feedback from the Members' Operational Liaison Forum (MOLF).

Actions

J. Christiansen to put this item on a future agenda.

04042009:11 f Management Board Business Issues: Asset Register

The purpose of this discussion was to review and agree a proposal put forward by the UKTC to implement a common asset register, for use across the community.

KG informed the MB that Gwen Smith has agreed to put together proposals. The MB agreed

- The assumptions described in section 2 of the proposal, i.e.
 - 2.1 It is expected that all entries to the registry from a Member country will be submitted by the designated Member organisation. Access to update the registry will therefore be restricted to the Member organisations.
 - 2.2 It is expected that all entries to the registry from Affiliates in non member countries will be submitted by the IHTSDO central team.
 - 2.3 All entries submitted will be open and visible to all Member organisations and other application users.
 - 2.4 The solution must be at minimum cost and easily implemented.
 - 2.5 There is no requirement to link the registry at this stage to any other tooling other than by the use of embedded links.
- The architecture described in section 5 of the proposal (see Appendix 2);
- Option 3 in section B above as the recommended option for implementation (see Appendix 2);
- To an implicit change in the 2009 Work Plan which would redirect staff time from other Member support activities to support the implementation and maintenance of the Asset Register; and
- The next steps as described below and in Appendix 2.

Actions

This item should be raised at the upcoming MOLF meeting.



Request the UKTC to develop and implement the solution, using the IHTSDO Workbench infrastructure.

IHTSDO Members to put in place processes to create, maintain and review assets.

IHTSDO staff to redirect staff time from other Member support activities to support the implementation and maintenance of the Asset Register in 2009 and include this as an on-going resource redeployment in the 2010 Work Plan and beyond.

Plan to review the Asset Register 2-3 years after implementation.

04042009:11 g

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

04042009:11 h

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

04042009:11i Management Board Business Issues: CEO Report

The purpose of this discussion was for the Chief Executive Officer to provide an update to the Management Board.

When going through the CEO Report, JZE highlighted the Working Group Reports and the importance of MB members including the CVR number in IHTSDO letterheads and other business documents.

Actions

In the future, the Working Group report template should be changed to decrease the number of pages required.

04042009:11j Management Board Business Issues: Need for April Teleconference?

The purpose of this discussion was for the Management Board to discuss if an April telephone conference is necessary.

The MB agreed that a telephone conference in April is not necessary.

04042009:12a Access to and Distribution of IHTSDO Workbench: Access to Workbench Application



The purpose of this discussion was to provide information on the different editions of the Workbench application, describe options for providing open access to those editions, and determine the preferred approach.

Four editions of the Workbench application are necessary to support different types of user groups:

- **Workbench Viewer** – to allow browsing of a local copy of SNOMED CT.
- **Workbench Standalone edition** – to allow browsing and editing of a local copy of SNOMED CT. If necessary, changes can be imported and exported manually from this edition.
- **Workbench Small Project edition** – to allow a small team to work collaboratively on a central repository.
- **Workbench International edition** – to allow a large team to work collaboratively at a slower pace.

The MB agreed:

- That eventually all Workbench editions should be made generally available to those who have appropriate licenses for included terminologies/classifications (in the case of SNOMED CT, an Affiliate License), not just Members and their designees.
- To a phased approach, moving towards providing wider access to each of the Workbench editions over time.
- To make the Viewer and Standalone editions generally available as soon as possible to those who have appropriate licenses for any included terminologies/classifications under a validated end-user license agreement based on that shown in Appendix A of the briefing note. These editions would be provided on an “as is” basis. It is proposed that the support needs of Members, their designees, and users involved in international projects would be prioritized over support requests from other users in terms of the support capacity that IHTSDO funds. Other users could, if they so choose, purchase additional support services independently of the IHTSDO.
- That requests for access to Workbench editions from users in Member countries should be managed by Members, and that subsequent support requests from licensees should also be channeled through/triaged by that Member.
- To make the Small Project edition available to IHTSDO or Member approved-projects only at this stage.

Actions

JGU to summarize the agreed position in a document suitable for distribution to Members through the Members’ Operational Liaison Forum.

IHTSDO staff to update the MOLF on the decisions taken.

04042009:12b Access to and Distribution of IHTSDO Workbench: Making Workbench Code Open Source

The purpose of this discussion was to outline options for open sourcing IHTSDO Workbench source code and confirm next steps in this regard.



Following the previous discussion on making run-time versions of the IHTSDO Workbench openly available, the discussion switched to considering whether and how to make source code for the IHTSDO Workbench available.

The MB:

- Agreed that eventually all Workbench source code that IHTSDO owns or can otherwise open source should be made generally available (under either an EPL or an Apache-2 arrangement), rather than limiting it to Members and their designees;
- Reviewed the EPL and Apache-2 options for open sourcing, as well as associated recommendations from the Technical Committee;
- Agreed that Apache-2 was the preferred approach as long as it was possible to incorporate suitable due diligence steps (similar to EPL) prior to open sourcing unless other issues are identified through legal or other review;
- Agreed to a phased approach, moving towards full open sourcing over time as resources permit and components of the Workbench are stable and have appropriate documentation and other resources in place;
- Agreed to make the Application Programming Interface (API), documentation, and a run-time version of the Workbench application immediately available to translation bidders via the IHTSDO workspace under a limited use license for the purpose of the bid
- Agreed to make all non-commercial source code not otherwise available under an open source license available to Members under an approach congruent with the existing Articles/Affiliate License model as soon as possible.

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

Actions

KG to provide a summary of the Technical Committees discussions and recommendations with respect to open sourcing to the MB at the May 2009 meeting.

JGU to proceed to make the Application Programming Interface (API), documentation, and a run-time version of the Workbench application immediately available to translation bidders via the IHTSDO workspace under a limited use license for the purpose of the bid

JGU, with involvement of the Tooling Steering Committee, to make all non-commercial source code not otherwise available under an open source license available to Members under an approach congruent with the existing Articles/Affiliate License model as soon as possible.

JGU with advice from the Technical Committee and involvement of the Tooling Steering Group to map out a path forward with respect to broader open sourcing, including how to incorporate EPL-like due diligence steps into an Apache-2 open source licensing framework.



04042009:13 Meeting Evaluation

The purpose of this item was to encourage Management Board members to fill in the meeting evaluation forms provided.

MB members were encouraged to fill in the meeting evaluation forms for the IHTSDO April Conference and hand such back to the IHTSDO.

04042009:14 Any Other Business

JvB informed the MB that appreciated the work done and the work that is to be done by MPS, JZE, CNI and the rest of the IHTSDO Office.

Actions

JvB suggested writing an executive summary of Management Board meetings that thereafter could be posted on the IHTSDO website to supplement the full minutes. He agreed to consider whether this was something that he could undertake.

04042009:15 Date of Next Meeting

Tuesday May 5th, 2009 14:00 CPH 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