



RECORD OF DISCUSSION

Meeting date: October 31, 2008	Group: Management Board Meeting
Meeting time: 09:45 Copenhagen time	Meeting place: Helsingør, Denmark
Present: Arvydas Laurinavicius (AL), Betsy Humphreys (BH) – alternate for Andy Wiesenthal, Colleen Brooks (CB) - observer, Daniel Forslund (DF), Jane Miller (JM), Jennifer Zelmer (JZE), John van Beek (JvB), Karen Gibson (KG), Lene Asholm (LA), Martin Severs (MPS), Mike Sheridan (MS), Sarah Bagshaw (SB), Sarah Muttitt (SM), Shelagh Maloney (SM), Ted Cizadlo (TJC), Ed Cheetham (EC) and Christina Nilsson (CNI).	
Absent: Andy Wiesenthal (AW)	
Date of next meeting: 4 th November, 2008	Place of next meeting: Telephone Conference
Time of next meeting: 21:30 CPH time	

31102008:1 Welcome and Apologies

The Management Board (MB) formally welcomed Singapore's representative Sarah Muttitt (SM). Betsy Humphreys represented the United States, since AW could not attend the conference.

31102008: Minutes of the Previous Meeting

Due to limited time, the MB had in advance agreed to review the minutes of the previous meeting on 4th November.

Actions

MB minutes of the previous meeting to be reviewed at the next MB meeting.

31102008:2 Conflicts of Interest

No conflicts of interest were declared.

31102008: CEO Report

Due to limited time, the MB had in advance agreed that the CEO shall provide a report at the MB meeting on 4th November instead.



Actions

CEO to provide a report at the next MB meeting.

31102008:3 Standards for Standards

The purpose of this discussion was for Richard Dixon Hughes (RDH) to present a report on a study being carried out by DH4 Pty Limited (“DH4”) for the IHTSDO in relation to IHTSDO standards development and approval processes.

RDH formally thanked all actors who contributed to this report. The presentation included information about drivers for the study, the consultancy process, a review of Standards Development Organization and standardization process, a summary of the stakeholder consultation and feedback, and analysis & findings from the consultancy.

The Chair formally thanked RDH for his excellent presentation and stated that the presented research and suggestions were helpful. The MB agreed to discuss recommendations from the consultancy in a staged manner over the coming months leading up to the April 2009 meetings, bearing in mind case studies of the application of potential standards development and approval processes.

Actions

RDH to share slides with all MB members.

MPS to get in touch with RDH the week after this conference.

The MB agreed to discuss recommendations from the consultancy in a staged manner over the coming months to the April 2009 meetings.

31102008:4a Quality Assurance Committee Items: Quality Framework Toolkit

The purpose of this discussion was to recommend that the MB approve the Quality Framework Toolkit document that accompanied the note, as well as the proposed next steps to trial its use in a limited number of content development projects.

The Chair formally thanked Ed Cheetham and the Quality Assurance Committee (QAC) for producing the toolkit. The MB felt that the QA Toolkit was a useful adjunct to the IHTSDO quality framework, and the QAC informed the attendees that it plans to test and further develop the toolkit with a limited number of content development projects.

Actions

The QAC to test and further develop the toolkit with a limited number of content development projects.

EC to clarify that the toolkit has been developed by the QAC in the document. Additionally, EC shall on the front page of the document state that the document is



an early stage in an on-going evolution of IHTSDO's quality assurance processes and that there will be a yearly review of the document.

The Quality Assurance Committee should clarify proposed communication and implementation plans.

Feedback from the initial distribution of the toolkit and proposed next steps should be brought back to the Management Board within a year.

31102008:4b Quality Assurance Committee Items: Quality Issues Prioritization

The purpose of this discussion was to recommend that the MB approve the accompanying documents in principle, and endorse the proposed next steps for wider feedback and implementation.

The MB noted the document and the proposed approach in principle. The MB indicated that intermediate steps are required before wider distribution/trial within the activities of the QAC and Content Committee.

Actions

It was agreed that it is necessary to restate what the *issues* rather than the resolutions are.

After revision, the document will be shared with the Quality Assurance and Content Committees, as well as the MOLF, for further review prior to it being used in a trial way during prioritization activities.

31102008:5 Management Board in Camera Session

No notes were recorded during this session.

31102008:6

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

31102008:7 CAP STS Presentation

The purpose of this discussion was to provide an opportunity for the Management Board to meet with and ask questions of CAP STS. Kevin Donnelly (KD) and Steven Castanien (SC) attended this session.

KD formally thanked the MB for the opportunity to provide a presentation at this meeting. KD and ST thereafter commenced their presentations, which included information about the July 2008 International Release, SNOMED CT Release trends, examples of content improvements in the July 2008 Release, change



Request processes and trends, key quality assurance processes, content development quality assurance, and opportunities to improve quality assurance.

The Chair formally thanked KD and SC for their presentation and openness. KD and JZE thereafter informed the MB that CAP STS activities for 2008 are within the agreed budget, although there has been shifting of resources between budget categories. IHTSDO has also now received a budget for 2009 from CAP STS. The MB agreed to an IHTSDO/CAP STS formalized discussion concerning tools and the potential for the Machine Readable Concept Model work to inform quality assurance processes and practices. The former will occur after the best and final offers from the Request for Proposals for the SNOMED CT Workbench are received at the end of November 2008.

Actions

Create a “how do I?” template for submitting a content change request to assist with clear communication of the request process and facilitate the development of quality metrics.

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

KD and SC to present slides on the latest budget status at future MB presentations.

CAP STS to provide information to the MB regarding change requests processed by country (for members) and for non-member countries at or before the April 2009 Meetings. Any high-volume requesters in the latter category should be identified.

Progress work on request submission policies, taking into account the need for clearer prioritization principles and quality checks to ensure both fast response times and high quality submissions/results.

31102008:8 Follow-up from General Assembly Meeting and Committee Meetings

The purpose of this discussion was to ensure that follow-up actions from the General Assembly Meeting and Committee Meetings were understood, agreed, and assigned.

Please see appendix number one [confidential discussion removed as per section 9.1.21 (d) of the Articles of Association.], which includes all actions from the General Assembly meeting, along with the responsible parties.

Actions

GA members to give MPS feedback concerning external funding. BH shall e-mail MPS necessary information.

A subcommittee group of GA members will discuss the nomination process for future Standing Committee elections. BH shall e-mail MPS necessary information.



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

04112008:8 Committee Updates: Content Committee

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

Since AW was not able to attend this conference, LA had chaired the Content Committee meeting. LA informed the MB that Nick Booth has requested that a Primary Care Project Group should be launched, with activities focusing mapping SNOMED CT and ICPC.

Actions

LA/AW will ensure that information concerning the proposed mapping SNOMED CT to ICPC Project Group is distributed to all MB members, likely for discussion at the November MB meeting.

31102008:8 Committee Updates: Quality Assurance Committee

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

MS provided an update concerning the following items that were discussed at the QAC meeting:

- Toolkit
- Education SIG (project proposal)
- Quality assurance processes
- Strategic issues related to implementation (e.g. incident response and metrics).

He indicated that further information on the Education SIG proposal, quality assurance process, and strategic issues related to implementation would be brought forward by the QAC Committee to future MB meetings.

Actions

SM to ensure that information regarding the Education SIG proposal, quality assurance process, and strategic issues related to implementation would be brought forward by the QAC Committee is brought forward as appropriate to future MB meetings.

31102008:8 Committee Updates: Research & Innovation Committee

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

AL presented an overview of the discussions of the Research and Innovation Committee related to progressing technical work, highlighting issues discussed by the Committee. He also informed the MB that one of the practical challenges faced by the Research and Innovation Committee is the difficulty in ensuring consistent attendance on teleconference calls.



AL thereafter informed the MB that a group of Research and Innovation Committee members had suggested that a focused small group meeting of 4-5 days face-to-face would enable the completion of work on the Enhanced Release Format (ERF) and the Machine Readable Concept Model (MRCM). He stressed that this was an urgent request and that a full proposal could be brought forward by the Committee for the MB's consideration if that was deemed appropriate.

AL also gave an update on the joint Technical and R&I Committee meeting (slides) that included a summary of the Committees' discussion on what is needed at this stage to promote implementation (e.g. definition of implementation, evidence of implementation, and process to facilitate updating of the implementation guide).

MPS formally thanked AL for this presentation. He noted that there would be a resourcing issue related to any meeting and it was important to consider how to deal with similar requests in the future to ensure that priorities across the organisation were considered when funds were available.

The Management Board agreed that there was support, in principle, for reviewing a proposal from the Research and Innovation Committee for a 4-5 day small group face-to-face meeting if that would enable to completion of the Enhanced Release Format and Machine Readable Concept Model work. It was noted that it would be important to have a clear proposal regarding budget and deliverables for the MB's consideration.

Actions

AL to share his presentation slides with all MB members.

AL/TJC to work with small group to clarify the proposal for a small group face-to-face meeting. This should be brought forward to the MB at an upcoming meeting.

AL to ensure that information regarding additional recommendations from the Research and Innovation Committee is brought forward as appropriate to future MB meetings.

31102008:8 Committee Updates: Technical Committee

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

KG provided an update on the deliberations of the Technical Committee.

As part of this update, she stated that Mapping SIG has done a considerable amount of work and now needs to identify resources for progressing the next stage of their work. The TC recommended that this work be moved forward. JZE informed KG that a request had already been sent to the Members Operational Liaison Forum (MOLF) regarding potential resourcing of the next stage of the Mapping SIG's work, and that responses received have been forward to Jim Campbell.



KG thereafter informed the attendees about Technical Committee discussions related to compositional grammar, IHTSDO's relationship with HL7, binding between terminology and information models, tooling & collaborative modelling, and issue tracking.

MPS thanked KG for her presentation and stated that he looks forward to receiving formal proposals.

Actions

KG to follow-up with Jim Campbell regarding the discussion at the Management Board.

MB members to meet with the Mapping SIG to discuss next steps for the SNOMED CT and ICD-10 mapping project.

KG to ensure that information regarding recommendations from the Technical Committee is brought forward as appropriate to future MB meetings.

31102008:9 Distributed Peer Development of SNOMED CT

This item was postponed to a future meeting.

Actions

JZE to put this item on the agenda for a suitable upcoming MB meeting.

31102008:10 Next Steps on Tooling

The purpose of this discussion was to address key outstanding issues with respect to the procurement and implementation of a SNOMED CT Workbench.

The MB

- Recorded an official vote of thanks for the efforts of Mr Skip McGaughey of Open Health Tools and Mr Duncan McNeil of NHS Connecting for Health, who have played an important leadership role in the RFP process.
- Recorded an official vote of thanks for the efforts of the Technical Committee and the many members of IHTSDO's Community of Practice who have contributed to the RFP development and evaluation process, as well as for Richard England's assistance with the business aspects of the procurement process.
- Endorsed the proposed approach with respect to the procurement of Workbench components, the Workbench environment, and other offerings, as well as transition management and implementation.
- Approved proceeding with tooling procurement as proposed IF the costs of doing in 2008 and 2009 so can be met with voluntary contributions from Members and available IHTSDO reserves.
- Agreed to convene a special General Assembly teleconference on December 2, 2008 to discuss potential alternatives if the costs of proceeding cannot be met in this manner.



Actions

MPS to advise Skip McGaughey, Duncan McNeil, and Richard England that the MB recorded an official vote of thanks for their efforts.

KG to advise the Technical Committee that the MB recorded an official vote of thanks for their efforts in contributing to the RFP development and evaluation process.

JZE to circulate information about the December 2, 2008 joint General Assembly/Management Board call.

MB members to advise MPS and JZE if there are any other outstanding questions related to tooling that should be responded to during this call.

MB members to secure national funding commitments for the Workbench by the December 2, 2008 call.

JG to add the timing/scope of open sourcing of Workbench-related components to the risk management framework.

31102008:11

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

31102008:12 Meeting Evaluation

JZE encouraged all attendees to fill in the two minute evaluation form for this meeting.

31102008:13 Ideas and Issues Raised by Members of the Community of Practice

The purpose of this discussion as to consider ideas and issues raised by Members of the Community of Practice.

David Markwell (DM) made a presentation to the Management Board called “A product-centric perspective on SNOMED CT – Engineering the difference”, drawing on materials that had been provided to the Management Board in advance for review. The Chair formally thanked DM for his presentation, agreeing that engineering is of high importance to the Organisation. Additionally, the MB agreed that a process roadmap is of great importance, as is communication.

Actions

MPS to formulate a letter to David Markwell and others in the Community of Practice who have provided suggestions for the future functioning of the organization during the conference. This letter should express the MB’s sincere appreciation for these



suggestions and should reflecting the breadth of comments and the proposed MB response. A draft letter will be reviewed at the November MB meeting.

31102008: Date of Next Meeting
Tuesday November 4th, 2008 21:30 Copenhagen time.