



RECORD OF DISCUSSION

Meeting date: February 3, 2009

Group: Management Board Meeting

Meeting time: 06:00 Copenhagen time

Meeting place: Telephone Conference

Present: 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), Ted Cizadlo (TJC), Andy Wiesenthal (AW), Shelagh Maloney (SMA), Kent Spackman (KSP), John Gutai (JGU), Jane Millar (JMI), and Sarah Bagshaw (SBA).

Absent: None

Date of next meeting:
3rd March 2009

Place of next meeting:
Telephone Conference

Time of next meeting: 2200 CPH time

20090203:1 Welcome and Apologies

All Management Board Members were present for this conference call.

20090203:2 Conflicts of Interest

No conflicts of Interests were declared.

20090203:3 CEO Report

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

JZE highlighted the change in the format of the CEO report to include more “unless otherwise directed” action items than in the past, the year-end budget status and change in bookkeepers for 2009, recent communications from potential new members, and the need to update the policy on election/re-election of Working Group Chairs based on feedback from the Community of Practice (particularly with respect to co-chairs). In the discussion, the Management Board asked that Martin Severs extend a note of appreciation to the United Kingdom for their offer of support with respect to the implementation of the license fee exemption for countries with low income economies.

Actions

MPS to extend the thanks of the Management Board to the United Kingdom for their offer of support with respect to the implementation of the license fee exemption for countries with low income economies.



JZE to follow-up with the United Kingdom and CAP STS regarding the implementation of this option.

MPS to include the clarification regarding the distribution of Member countries by IHTSDO region in his Chair's report to the General Assembly in October 2009.

JZE to follow-up with respect to IHTSDO's membership in the European Health Telematics Association.

MB Members who have not yet provided an update on their country's views with respect to the patient safety proposal to do so to JZE.

C. Nilsson to initiate the follow-up actions required to implement the agreed environmental policy for IHTSDO.

B. Jensen to implement the agreed process for future registration/renewal of domain names that IHTSDO owns.

JZE to indicate interest in principle in collaborating on a proposal with respect to participating in a grant application on informatics training for global health, subject to a review of the full proposal.

Staff to initiate a consultation regarding approaches to antecedent versions of SNOMED CT based on earlier discussions with the Management Board and to put interim measures in place to respond to needs of the Community of Practice while the consultations are underway.

J. Christiansen to schedule a strategic discussion at the April Management Board meetings regarding alignment between terminologies and statistical classifications, including the status of on-going harmonization discussions.

20090203:4a Business Planning for 2010 Work Plan

This paper outlines the business planning process, strategic framework, and timeframe for producing the 2010 Work Plan.

The Management Board confirmed that the IHTSDO should follow a business planning process in 2010 that is similar to the one used in 2009. Members also approved the strategic framing messages to be provided to the Community of Practice in the collection stage of the business planning process. It was agreed that these should be shared with the Community of Practice in a letter from Martin Severs, with a request for any strategic-level feedback to be provided by Wednesday February 25th (revised date) to inform discussions at the March Management Board meeting.

The Management Board also confirmed the proposed key milestones and timelines for the process. They are as follows:

- Management Board review Business Planning paper - Tuesday 3 February
- Collection Stage notification sent out to Community of Practice – by Friday 6 February



- End of collection stage including recommendations from Committees on proposals put forward – Thursday 30 April
- Consolidation stage – May 1-28
- Discussion of options paper for 2010 by Management Board – Tuesday 2 June
- Affordability stage – June 3-30
- Planning assumptions for 2010 to support organization – Thursday 2 July
- Affordability options discussion with Management Board – Tuesday 7 July
- Informal consultation with Members and completion of draft Work Plan - August
- Management Board sign off – Tuesday 1 September
- Papers to be sent out for General Assembly – Monday 7-14 September
- October General Assembly for approval – Monday 5 October

Actions

MPS to finalize and send letter regarding the 2010 business planning process to the Community of Practice by February 6.

Staff to post letter on Collaborative Space with project submission templates.

20090203:4b ICD-10/SNOMED Mapping Proposal

The purpose of this discussion was to update the Management Board with respect to the latest proposals developed by the Mapping SIG and to seek approval, in principle, from the Management Board for proceeding with the first phase of the proposed work.

TJC provided an update on the latest proposals developed by the Mapping SIG. He noted that the current focus was phase 1a work. This covers context-free mapping of a priority subset of concepts, but does not include the external quality assurance validation or mapping usage validation also described in the briefing note. He also indicated that some revisions to the proposed resourcing for the phase 1a work had been made on a Mapping SIG call earlier in the day, particularly confirming the need for face-to-face training of those participating, adjusting the number of days expected to be required from mappers, and needing to add resources to support tooling configuration and the preparation of educational materials.

The expectation of the Mapping SIG is that most of the phase 1a work can be completed through in-kind contributions of specialist time facilitated through interested Members. In this context, the Management Board indicated their philosophic support for phase 1a proceeding subject to resourcing being available.

Ted Cizadlo agreed to confirm available resources through representatives on the Mapping SIG and elsewhere.

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

It was also noted that significant on-going resources would be required to maintain the map. Ted Cizadlo agreed to prepare and bring forward a proposal with options



to this end as part of the 2010 business planning process. This will be considered along with other potential new initiatives for the IHTSDO.

Actions

TJC to confirm available resources for phase 1a mapping work through representatives on the Mapping SIG and elsewhere

TJC to prepare and bring forward a proposal with options for the on-going maintenance of a phase 1a map as part of the 2010 business planning process.

20090203:4c Standards for Standards – Part 2

The purpose of this discussion was for the Management Board to begin to make decisions regarding the preferred Standards for Standards process for IHTSDO

At the last Management Board meeting, Members confirmed the process to be followed, agreed to a set of fundamental objectives in establishing 'standards for standards', and reviewed the range of areas of work undertaken by IHTSDO. The focus at this meeting (part 2 of the discussion) built on this foundation. Members began by discussing preferred approaches for ensuring efficient and timely progress in meeting needs for standards and other deliverables. The proposals for development, review/consensus, publication, and revision that had been put forward in the briefing note were generally accepted, with the following provisos:

- Committees will need to clarify the planned revision cycle for existing documents as decisions regarding transition of existing documents are dependent on revision cycles.
- There is a need to ensure that decision processes are consistent with the governance structures/reporting lines laid out in the *Articles of Association*, while also ensuring efficient and timely finalization of documents. JZE was asked to review the current proposals with this proviso in mind and to add an explicit re-consideration of decision-making levels in 2013 (after the election of a new Management Board).
- A step should be added to the process for Standards, whereby there is an explicit decision that a particular document is ready for consideration as a draft Standard. This would result in an explicit status change of the document in question.
- There is a need for clarity about the process for retiring documents that have been approved. This should include a consideration of migration/transition paths, particularly for Standards.

Management Board Members also agreed to provide minor and editorial comments on the document to JZE.

In addition, Management Board Members approved proposed transition plans for already-published documents and the proposed approach for engagement with other standards organizations.

Actions

Committee Chairs to provide any additional feedback from the Committee review and trial of the categories to JZE.



Management Board Members to provide minor and editorial comments on the standards for standards proposals to JZE.

JZE to revise these documents based on feedback at the meeting and that received subsequently. Once revised, these should be circulated to the Members Operational Liaison Forum for comment prior to being included in the package for the April General Assembly meetings.

20090203:4d Committee Actions for the General Assembly

The purpose of this discussion was to complete the outstanding actions concerning Committees from the General Assembly and resolve any issues that have arisen in such a way that the Management Board can make firm recommendations to the General Assembly in April 2009

(1) Committee Scope

The General Assembly had requested that the Management Board provide a skills framework template for Committee Members based on current and past experience. Committee Chairs were asked to populate this framework. The skills matrix for the Quality Assurance Committee was approved as presented. The skills matrix for the Technical Committee was approved, subject to any amendments required given decisions about changing the Committee's terms of reference. AW and AL agreed to complete skills matrices for their Committees by February 25th so that they can be reviewed by the Management Board at the March meeting and thereafter sent to the General Assembly for discussion in April 2009.

The Management Board also agreed that in order to clarify the mandates of the Committees and to ensure a strong focus on implementation within the Committee structure, the Management Board should recommend to the General Assembly that the scope of the Technical and Research and Innovation Committees should be revised as follows:

- The Technical Committee scope should include: tooling specification, tooling implementation policies and procedures, technical architecture, and technical aspects of the terminology (e.g. the Machine Readable Concept Model and the Enhanced Release Format).
- The R&I Committee scope should include: Implementation [links with Implementation SIG & Affiliate Forum, appropriate proposal generation for work plans related to implementation issues, identification of main implementation barriers and proposed innovations needed to overcome them]; education [curricula development, implementation of the curricula, certification of individuals, accreditation of organisations]; and research [e.g. potential future partnerships, sponsorship, external funding for Fellowships, Studentships and in time research projects and programmes]. It should be noted that the R&I will still need technical expertise particularly concerned with SNOMED CT itself, but does need a wider skills base to reflect a stronger implementation focus.

It was agreed that the Management Board should recommend to the General Assembly that the *Articles of Association* be amended accordingly. In addition, it



was agreed that the name of the Research and Innovation Committee should be amended to reflect its changed scope. MPS and JZE were tasked with identifying a proposed new name based on the discussion at the meeting.

(2) Terms of Office

The General Assembly at its October 2008 meeting recommended that the Management Board should: 'Change of Articles should remove the 'three terms' and maintain the maximum 6 years for consideration at the next GA meeting.' This was captured as action 19 in the Action Tracking Table and the next meeting was April 2009. The Management Board agreed to a set of proposed changes to respond to this action.

(3) Eligibility for Membership

The General Assembly also raised the issues about re-appointment onto the same Committee and appointments onto other Committees following the end of a Member's terms of office. The Management Board felt that this general point should be addressed at the same time and advises that a new general provision 9.4.15 which should state (subject to legal review of the specific wording):

'At the end of the maximum tenure of a Committee member, re-appointment is possible at the next General Assembly election meeting [i.e. a minimum of one year from the date they left the Committee]. There is no impediment to a Committee member leaving one Committee and being elected onto another Committee at the same General Assembly meeting.'

In addition, the majority of Management Board Members agreed that individuals with direct or indirect contracts with the IHTSDO should be eligible to be members of an IHTSDO Standing Committee provided that they have signed an appropriate Contributor's Agreement and they leave the meeting during items which would impact in any way on their contract. It is recommended that the responsibility to declare the potential conflict is the individual Committee Members' and the decision on the action is the Chair's responsibility. If there is doubt, a formal vote should be held with the individual concerned not participating in the discussion or vote. (LA abstained from this decision). If confirmed by the General Assembly, this policy would need to be included in all Committee Terms of Reference and the Committee nomination process.

Actions

AW and AL to complete skills matrices for their Committees by February 25th so that they can be reviewed by the Management Board at the March meeting.

MPS to prepare a briefing for the General Assembly regarding the proposals related to Committee scope, name, terms, eligibility, and membership discussed at this Management Board meeting.

MPS and JZE to identify a proposed new name for the Research and Innovation Committee.

JZE to obtain legal review of the proposed amendments to the Articles of Association.



JZE to update Committee Terms of Reference and the Committee nomination process if the Management Board's proposals are confirmed by the General Assembly.

20090203:4e (i) IHTSDO Workbench: Implementation Plan

The purpose of this discussion was to update the Management Board regarding implementation plans for the IHTSDO Workbench and seek concurrence with a plan to initiate an IHTSDO Workbench RefSet Module Project.

JGU provided an update on the status of the IHTSDO Workbench to Management Board members. KG confirmed that the implementation plan had been shared with the Technical Committee and that Members were supportive of the recommendations presented in the briefing note.

Members agreed to provide feedback on the draft Implementation plan directly to JGU. They also confirmed the need and intent to establish an IHTSDO Workbench RefSet Module Project reporting to the Technical Committee, as well as Gwen Smith as the Chair of this Project Group. In addition, where appropriate, Members promised to coordinate with their Member Operational Liaison Forum representatives regarding nomination of representatives to serve as active participants in all stages of this project.

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

Actions

Members to provide feedback on the draft Implementation plan directly to JGU.

KG to confirm with Gwen Smith the establishment of the IHTSDO Workbench RefSet Module Project Group.

Staff to update the website and communication materials to reflect the new Project Group.

Members to coordinate with their Member Operational Liaison Forum representatives regarding nomination of representatives to serve as active participants in all stages of this project, where appropriate.

20090203:4e(ii)

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

20090203:4f Implementer's Curriculum

The purpose of this discussion was to confirm the Management Board's preferred approach with respect to accelerating work on an Implementer's Curriculum



Members expressed their appreciation for the proposal that had been developed by the Education SIG and noted its strong relevance to the organization's strategic focus on implementation. They agreed, in principle, to accelerate this work, subject to feedback on the proposal by the other Committees (particularly its scope) and confirmation of required funding levels and available funds. The confirmation of required funding levels may be obtained through a Request for Quotation process with a minimum of 3 vendors.

Actions

Content, Research and Innovation, and Technical Committees to review and comment on the proposal to develop and implementer's curriculum.

Following this review, JMI to coordinate with the CEO, Chair of the Education SIG, and Chair of the Quality Assurance Committee regarding initiation of a Request for Quotation process.

20090203:4g Translation Guidelines

The purpose of this discussion was to update the Management Board regarding progress of the Translation Guidelines

AW and LA provided an update regarding progress on the Translation guidelines. It was noted that this continues to be work in progress, but that the Content Committee expects that there will be an approved first version of the guidelines within 6 weeks that will be sufficiently stable to inform tooling procurement decisions.

Action

LA to clarify the status of the Translation Guidelines with the leadership of the SIG and to reinforce the importance of finalization of this document.

20090203:4h April 2009 Meetings

The purpose of the briefing note was to confirm plans for the April 2009 Meetings

The Management Board noted the update on the meeting schedule for the April 2009 meetings and the request to register and book hotel rooms as soon as possible. They also agreed to advise the office as to whether or not they wish to participate in an informal Management Board dinner on the evening of April 2nd.

In addition, the Management Board agreed to remind their contacts of the opportunity to submit nominations for the IHTSDO Award for Excellence. They also promised to advise MPS of any Special Interest Groups or other Groups with which the Management Board should plan to meet in April 2009.

Actions

Members to register for the April 2009 conference and book hotel rooms as soon as possible.

Members to advise the office as to whether or not they wish to participate in an informal Management Board dinner on the evening of April 2nd.



Members to remind their contacts of the opportunity to submit nominations for the IHTSDO Award for Excellence.

Members to advise MPS of any Special Interest Groups or other Groups with which the Management Board should plan to meet in April 2009.

20090203:4i Harmonization with LOINC and IFCC/IUPAC

The purpose of this discussion was to seek Management Board feedback on actions to date with respect to harmonization with LOINC and IFCC/IUPAC and to clarify the IHTSDO's position in upcoming discussions

MPS provided an update on the current status of harmonization discussions with LOINC and IFCC/IUPAC, as well as plans for a joint meeting at the end of February 2009 in Washington, USA. He noted that Kristina Brand Persson and Betsy Humphreys have agreed to co-chair this event. He also indicated that he had received a positive letter from the President of IFCC/IUPAC and offered to share this with Management Board members.

Members agreed with the 14 recommendations as outlined in the briefing note on this topic. They also noted that in order for the proposed test to be successful, a sufficient quantity of requests for new terms would be required. The feasibility of obtaining additional proposals through Members should be explored with the MOLF. It was also noted that while this was not in the initial plans, there may be a need for the use of the IHTSDO Workbench during the proposed pilot project suggested by the LOINC Committee.

Actions

MPS to respond to the LOINC Committee with appreciation for their participation in the upcoming meeting and feedback regarding their proposals for a pilot project.

MPS to respond to IFCC-IUPAC with appreciation for their participation in the upcoming meeting and an invitation to participate in this or another pilot project.

MPS to contact relevant Members regarding accelerating requests for observable terms during the pilot period.

20090203:4j Harmonization Activities with WHO

The purpose of this discussion was to brief the Management Board and General Assembly on progress with respect to harmonization activities with WHO

The Management Board noted the briefing prepared by Martin Severs and agreed to plan for a strategic discussion of related issues at the April 2009 meetings. They also agreed to provide any additional suggestions for the Chair of the Harmonization Panel to MPS. In addition, Management Board Members agreed that the population of the working groups to sustain the SNOMED CT to ICD-10 programme should be determined by recommendations made by the Officers and Jim Campbell to the Content Committee.

Actions

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



Members to provide any additional suggestions for the Chair of the Harmonization Panel to MPS

20090203:4k Alternative Funding of the Association

The purpose of this discussion was to discuss the principle of possible alternative means of funding the Association over and above Membership fees

JvB reviewed the briefing note presented to the Management Board and agreed to lead the development of a paper on this topic for the General Assembly's consideration in April 2009.

Actions

JvB to lead the development of a paper on alternative funding options for the General Assembly's consideration in April 2009.

All Members to assist in the research and planning by informing JvB and JZE of any experience with 'outside' financing and funding.

20090203:5 Minutes of the Previous Meetings

The MB approved the minutes from January 6, 2009 with no amendments.

20090203:6a Committee Updates

Management Board Members noted with appreciation the Committee updates that had been tabled as part of the briefing package for this meeting. KG noted that recent discussions by the Technical Committee related to the development of an asset register may be relevant to the General Assembly.

Actions

KG to provide a short briefing on the Technical Committee's discussions with respect to an asset register that MPS could include in his report to the General Assembly for April 2009.

20090203:6b

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

20090203:7 Any Other Business

None identified.

20090203:8 Date of Next Meeting

Tuesday March 3rd, 2009 2200 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