



## RECORD OF DISCUSSION

Meeting date: June 3, 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) and Christina Nilsson (CNI).	
Absent:	
Date of next meeting: Tuesday July 1, 2008	Place of next meeting: Telephone conference
Time of next meeting: 21.30 CPH time	

### **04062008:1 Welcome and Apologies**

All MB members attended this meeting.

### **04062008:2 Minutes of the Previous Meetings**

The MB approved the MB minutes from 23<sup>th</sup> and 24<sup>th</sup> April.

The MB agreed that the records from the joint GA/MB meeting on 23<sup>rd</sup> April and the records from the MB meeting on 6<sup>th</sup> May, demonstrate records of discussion rather than formal minutes (the latter because of a lack of quorum).

#### Actions

The records of discussion from the joint GA/MB meeting should be distributed to all GA members.

### **04062008:3 Conflict of Interest**

No Conflict of Interests were declared.



**04062008:4 CEO Report**

JZE presented highlights of information contained in the CEO report. The MB had no major comments on the CEO Report.

Actions

MB members who have detailed comments on the CEO Report should provide such information by e-mail to JZE.

**04062008:5 Follow-up from General Assembly**

*The purpose of the discussion was to update the Management Board (MB) on follow-up from the General Assembly (GA) and seek advice regarding protocols for calculation of Committee attendance rates.*

The MB approved a recommendation to the General Assembly that, for the purpose of calculation of whether or not attendance thresholds for Committee members have been met, the following should be considered to constitute full attendance:

- Participation in Committee meetings at IHTSDO's April and October conferences (note that as per the Articles of Association, members can participate either in person or by teleconference).
- Participation in scheduled Committee teleconferences, up to a maximum expectation of one teleconference per month.

The MB agreed that if the IHTSDO is to address Committee attendance, the formulated attendance principles should be the same for all elected IHTSDO bodies, including the MB.

The MB agreed that the current information concerning Committee attendance should be made available to each Committee Chair, who thereafter should share the information with his/her Committee.

From October 2008 onwards, Committee attendance information will become part of the MB minutes.

The MB determined which that a joint GA/MB session on "who does what" including roles and responsibilities of IHTSDO bodies should be held at the October 2008 conference. There will also be a separate special session on tooling, which GA and MB members (as well as other relevant stakeholders designated by Members) will be invited to attend.

Actions

The General Assembly should be notified about the proposed sessions on "who does what" and tooling. Committee Chairs should follow-up with relevant members regarding non-attendance.



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

CEO to produce a table of MB attendance.

Committee attendance information should state that the tables are based on the minutes that are available on the Collaborative Space. Committee Chairs should notify CNI of any discrepancies between these records and the overall attendance record (e.g. because minutes of meetings have not yet been posted).

MPS should write to all Committee Chairs, informing them that Committee attendance information will be part of the MB minutes from this point onwards and asking them to advise their members of this fact.

**04062008:6**

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

**04062008:7a Strategy: Schedule for Future Meetings**

*The purpose of the discussion was to seek the views of the MB on the schedule for future IHTDO conferences.*

The MB confirmed the preferred approach to scheduling of Committee and SIG/Project Group days and confirmed the resultant change in IHTSDO conference dates for April 2009, 2010, and 2011. The MB agreed to e-mail JZE regarding any elements of the options presented in section C of the briefing note that they would like to see considered or other suggestions for the October 2008 conference.

The MB accepted the friendly amendment that the Committee and MB meetings days should be successive.

The MB further agreed that it is necessary to look at the conference dates for spring 2009, 2010 and 2011 in order to reach an agreement on the schedules for future meetings.

Actions

MPS to include information about the change in the conference schedule in a letter to Committee Chairs to facilitate consultation with Committee members. Subsequently, JZE should put information about the conference in spring 2009, 2010 and 2011 on the Collaborative Space.

In relation to recommendation number three stated in the briefing note (elements of the options presented in section C of the briefing note that they would like to see



considered or other suggestions for the October 2008 conference), all MB members should e-mail two favourite items to JZE.

**04062008:7b Strategy: Follow-up to Medical Product Meeting**

*The purpose of the discussion was to consult the Management Board on how best to ensure development and implementation of an agreed SIG vision and strategy:*

The MB approved sharing the plan presented in the briefing note with the Members' Operational Liaison Forum (MOLF), Committees and GA members to get initial support to proceed and take in any friendly amendments. The MB further confirmed that there will be up to two further workshops with SIGs in Denmark in October to progress the methodology. These two SIGs will be chosen by the officers.

Actions

MPS to produce a letter and distribute the document to the MOLF, Committees Chairs and GA members to get initial input and take in any amendments.

Up to two workshops with SIGs in Denmark in October will take place based on the agreed methodology. These two SIGs are to be chosen by the officers.

**04062008:7c**

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

**04062008:7d**

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

**04062008:7e Strategy: Next Steps for Tooling**

The MB approved proceeding with an IHTSDO Tooling Request for Proposal/Request for Information [light] Process in 2008 and agreed to provide any additional feedback on the IHTSDO High Level Technical Architecture and Principles developed by the Technical Committee through the Collaborative Space.

Actions

The MB agreed that if there are any products that the Steering Group has agreed upon for external distribution, they should also be distributed to all MB members.



**04062008:7f Strategy: Potential European Funding for Tooling**

*The purpose of the discussion was to seek feedback from European Management Board members as to interest in pursuing a potential European source for resourcing SNOMED-related tooling.*

The MB determined that there is interest among European members in pursuing this opportunity and agreed that a global approach to tooling should be discussed further. The MB further determined that AL and DF will work together to coordinate the proposal development effort, both for the specific funding opportunity that was identified in the briefing papers for this meeting as well as for potential broader opportunities through the European Commission.

Actions

AW will investigate if it is possible for non EU member countries to obtain related funds to participate in this type of initiative.

Interested countries should contact AL and DF.

MB members to come forward with ideas about tooling at a global scale so that this issue can be discussed at the MB meeting in July, i.e. MB members shall consider how European countries would be able to go forward globally in relation to tooling.

DF will explore potential link with the broader the European framework. If DF needs any assistance, JvB stressed that the Netherlands is happy to assist if so desired.

**04062008:7g Strategy: Strategic Considerations Related to Personal Health Records**

The MB agreed to defer this item, since AW no longer was on the call due to personal reasons.

Actions

CNI to put this item on the next MB agenda.

**04062008:8a Workplan: Overview/update and CAP STS Services for 2009**

*The purpose of the discussion was to update the MB on the status of the 2009 Work Plan and to seek input on the preliminary documentation being provided by CAP STS regarding designated services for 2009.*

The MB was very pleased with the analysis in appendix number one of the briefing note. The MB Chair thus formally thanked BJE, EC and KS for their excellent work.

The MB identified a small number of areas of disagreement with the expected direction of areas of work for CAP STS in 2009 listed in the briefing note. The MB



further agreed that JZ should ask CAP STS to provide quotes for the additional potential work items specified.

With respect to potential new initiatives for IHTSDO for 2009, the MB stressed the importance of prioritization. It was felt that ensuring the success of items currently on the work program was more important than initiating new ones. Only 2-3 new initiatives for 2009 should be expected.

A more detailed discussion regarding the IHTSDO 2009 Workplan will take place at the July MB meeting. To support this discussion, the MB agreed that the expected direction for the IHTSDO components of the Workplan should be analyzed in the same way as was done for the CAP STS designated services.

#### Actions

A discussion on priorities for 2009 is needed for the MB meeting in July.

Furthermore, it is necessary to address resources in relation to the various work plan items. These aspects should be followed up by relevant MB members and JZE per e-mail. MB members agreed to identify 1-2 top priority new projects to JZE by email.

IHTSDO components of the Work Plan should also be analysed in the same way as was done for the CAP STS designated services.

#### **04062008:8b            Workplan: Potential New Item – Scan of National Summary Records**

The MB philosophically supported this item and agreed that a formal proposal is needed.

#### Actions

LA, DF and KG should discuss this item further and produce a formal proposal for the MB meeting in July.

#### **04062008:9a            Committee Recommendations for Management Board: Machine Readable Concept Model**

*The purpose of the discussion was to approve funding to enable the next stage of the MRCM project to proceed according to the plan as recommended by the Research and Innovation Committee.*

The MB was supportive of KG's Committee Recommendation table and asked JZ to circulate as a template to other Committee Chairs. The MB agreed that the table should include cost estimates made by the specific Committee and that one table for each Committee should be produced.



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

### Actions

When presenting recommendations to the MB, Committees need to provide resource estimates related to each recommendation. Thus, an extra column stating resource requirements (e.g. in terms of person months of work and/or US dollars required) should be included in the table.

An identification number should also be provided in the recommendation table in order to allow for the tracking of various recommendation.

Recommendations from at least two of the Committees (one being the Technical Committee) should be discussed at the next MB meeting.  
KS, KG, AL and JZE to work on this issue in order to take it forward.

MPS will produce a document concerning the agreed process for bringing forward Committee recommendations, including reviews by the appropriate officer(s). This document should thereafter be circulated to relevant actors by the Committee Chairs.

JZE to secure a written contract to progress the MRCM work between May and October/November that incorporates the agreed provisions. The MB specifically approved a sole source contract in this case, even though the amount of the contract (taking into account previously expended resources) is expected to exceed IHTSDO's normal sole source contract thresholds.

### **04062008:9b Committee Recommendations for Management Board: Committee Meeting Procedures**

*The purpose of the discussion was to recommend the adoption of common meeting procedures across all IHTSDO Standing Committees to facilitate participation, discussion and orderly resolution of issues.*

The MB welcomed the recommendations presented by the R&I.

The MB agreed effective communication and decision-making in Committees and other IHTSDO bodies is important. Approaches used must be appropriate given the multi-lingual and multi-cultural nature of the IHTSDO Community of Practice, the different perspectives and experiences of members of the Community, the nature of the work being done, and the structures of meetings (e.g. teleconference compared with face-to-face). It was agreed that this is an issue that merits further discussion with the Community of Practice as a whole. Principles to guide the decisions about approaches to use should be developed prior to the October 2008 meetings. Further consultation may take place at that time.



Actions

MPS to formulate a response to the R&I Committee.

JZ to explore options for the development of principles and consultations on this issue.

**04062008:10a Harmonization: Guidance on Harmonization**

*The purpose of the discussion was to seek the views of the MB on draft guidance for decision-making on future harmonization activities.*

The MB accepted the proposed criteria as guidance for decision-making on future harmonization activities.

**04062008:10b Harmonization: Update on Harmonization Activities**

MPS provided a brief update on harmonization activities and indicated that a longer briefing would be presented in July.

Actions

KG would like a short briefing paper on the WHO status for the next MB meeting in July.

**04062008:8c Harmonization: Update from Goteborg**

MPS provided a brief update on recent meetings with other standards organizations in Goteborg (Wider Coordination Group, ISO, HL7, and others).

**04062008:11a Committee Updates: The Content Committee**

AW was not on the call anymore due to personal reasons and an update was therefore not given.

**04062008:11b Committee Updates: The Quality Assurance Committee**

MS stated that the Quality Assurance Committee has had a good review of the discussions in Evanston. He informed the MB that the Committee is now working on next steps such as piloting the Quality Assurance Framework.

In addition, EC informed the MB that there is a sub group that evaluates how to identify and prioritize quality issues.



**04062008:11c Committee Updates: The Research and Innovation Committee**

AL informed the MB that he does not yet have the minutes from the R&I Committee meeting in Evanston.

He thereafter informed the MB that the Committee is discussing the approach to the Enhanced Release Format.

**04062008:11d Committee Updates: The Technical Committee**

KG informed the MB that the Content Committee is focusing on getting the architectural roadmap finalized. She stated that the document on this issue will be finalised this week or next week.

The document will thereafter be distributed to the MB and all Committees. KG stressed that people will hopefully understand the high priority of this issue.

**04062008:12**

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

**04062008:13 Date of Next Meeting**

Tuesday July 1, 2008 21:30 Copenhagen time.