



## RECORD OF DISCUSSION

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|-------------------------------------|-------------------------------------|
| Meeting date: March 3rd, 2009       | Group: Management Board Meeting     |
| Meeting time: 22:00 Copenhagen time | Meeting place: Telephone Conference |

Present: Arvydas Laurinavicius (AL), Andy Wiesenthal (AW), Daniel Forslund (DF), Jane Miller (JM), Jennifer Zelmer (JZE), John Gutai (JGU), John van Beek (JvB), Kent Spackman (KSP), Lene Asholm (LA), Martin Severs (MPS), Sarah Muttitt (SMU), Shelagh Maloney (SMA), Ted Cizadlo (TJC) and Christina Nilsson (CNI).

Absent: Karen Gibson (KG)

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| Date of next meeting:<br>3 <sup>rd</sup> April, 2009 | Place of next meeting:<br>Helsingør, Denmark |
| Time of next meeting: 09:45 a.m. CPH time            |  |

### **03032009:1 Welcome and Apologies**

KG did not attend this meeting.

### **03032009:2 Conflicts of Interest**

No conflicts of interests were declared.

### **03032009:3 CEO Report**

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

JZE highlighted the status of audits conducted by PriceWaterhouseCoopers, a request for feedback on working principles with HL7, an update on the submission of IHTSDO's accounts to the tax authorities, and the next steps with respect to the SNOMED CT Editor's Curriculum.

#### Actions

Management Board (MB) members who have major comments on the CEO Report shall e-mail JZE.

MB members who have feedback on the preliminary working principles with HL7 shall e-mail JGU.

MB members who would like the SNOMED CT Editor's Curriculum to be put on the next MB agenda shall e-mail JZE within 2 weeks.



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

**03032009:4a Preparing for the April 2009 Meetings: Meeting Agendas**

*The purpose of this discussion was to seek feedback from the Management Board regarding plans for the upcoming IHTSDO meetings in April 2009 in Helsingør, Denmark.*

The MB noted the draft agenda for the April 2009 General Assembly meeting and confirmed the draft agenda for the April 2009 Management Board meeting.

Actions

MB members to register for the conference if not already done.

MB members to book hotel rooms at the Marienlyst as soon as possible to ensure their reservation if not already done.

MB Members to advise the IHTSDO office as to whether or not they will be able to join their Management Board colleagues for an informal dinner on the evening of April 2<sup>nd</sup> if not already done.

**03032009:4b Preparing for the April 2009 Meetings: Annual Financial Statements**

*The purpose of this discussion was for the Management Board to approve IHTSDO's 2008 Annual Financial Statements.*

JvB formally thanked the auditors and the IHTSDO office for their work on the 2008 Annual Financial Statements and associated documentation. JvB noted that the Finance Group had reviewed these materials including the Annual Financial Statements, the long form report, the tax statements, and the auditing procedures. He then presented highlights to the Management Board. The MB recommends that the General Assembly approves IHTSDO's 2008 annual report, including the annual financial statements, as prepared by PriceWaterhouseCoopers and endorsed the attached briefing note for transmittal to the General Assembly at their April 2009 meeting.

Actions

JZE shall resend the Annual Financial Statements and related materials that MB members shall sign and return to the office as soon as possible.

JZE shall double check if Mike Sheridan is listed in the documentation instead of SMA.



**03032009:4c      Preparing for the April 2009 Meetings: Reappointment of the Auditor**

*The purpose of this discussion was to confirm the appointment of an external financial auditor for IHTSDO for the current fiscal year (2009).*

The Management Board recommended that the General Assembly approves the reappointment of Price Waterhouse Coopers as the external financial auditor for IHTSDO for the current fiscal year (2009).

**03032009:4d      Preparing for the April 2009 Meetings: Annual Activity Report**

*The purpose of this discussion was to seek feedback from the Management Board on the draft Annual Activity report for 2008.*

JZE apologized that MB Members will not receive the pdf version of the document until Thursday. She thereafter formally thanked all IHTSDO Members who had provided their national reports and related materials to the IHTSDO office.

Actions

MB Members shall raise any substantive issues regarding the draft report and provide any editorial feedback on the report to Sarah Bagshaw by 10<sup>th</sup> March.

**03032009:4e      Preparing for the April 2009 Meetings: Award for Excellence**

*The purpose of this discussion was for the Management Board to review nominations for the 2009 Award for Excellence.*

The Management Board reviewed nominations received for the 2009 Award of Excellence. Members commented on the breadth and depth of nominations, reflective of a strong global community of practice. They agreed to provide comments to Martin Severs by Friday April 6<sup>th</sup>. Martin Severs agreed to consolidate comments received by this date for a briefing for the General Assembly. The decision on the Award rests with the General Assembly.

The MB asked the CEO to contact nominees in advance of the conference to congratulate them on their nomination and to determine who would be in attendance at the award ceremony.

Actions

MB Members were asked to provide comments to MPS by Friday 6<sup>th</sup> April. MPS will thereafter produce a document during the weekend that will go out to all MB members and officers on Monday 9<sup>th</sup> March 2009.

MPS to prepare a briefing for the General Assembly regarding the Award, the nominations received, and considerations for selection of the first award recipient based on feedback from the Management Board.

CEO to contact Award for Excellence nominees in advance of the conference.



**03032009:4f            Preparing for the April 2009 Meetings: Standards for Standards**

*The purpose of this discussion was to confirm next steps in IHTSDO's strategy regarding standards for standards.*

The MB endorsed the draft briefing note circulated in the pre-meeting package for transmittal to the General Assembly at their April 2009 meeting, including the proposed next steps as outlined.

**03032009:4g            Preparing for the April 2009 Meetings: Potential Changes to the Articles**

*The purpose of this discussion was to determine whether or not to propose additional amendments to the Articles of Association.*

The MB agreed to recommend changes to the *Articles of Association* to officially recognise Standing Committee Co-Chairs as Committee Members. The MB agreed that it was important to address issues related to the transfer/cessation of Membership, but asked that IHTSDO's Danish lawyers be consulted regarding options for achieving the goals outlined.

Actions

JZE to discuss the suggestion to amend the criteria for the cessation of Membership with IHTSDO's Danish lawyers.

**03032009:4h            Preparing for the April 2009 Meetings: Antecedent Versions of SNOMED CT**

*The purpose of this discussion was to confirm next steps in IHTSDO's strategy regarding antecedent versions of SNOMED CT.*

The MB endorsed the draft briefing note for transmittal to the General Assembly at their April 2009 meeting, including the proposed next steps as outlined. It was noted that it was important to be clear that IHTSDO does not hold any responsibility for old versions of SNOMED CT.

Actions

JZE to make it explicit that IHTSDO does not hold any responsibility for antecedent versions of SNOMED CT in any future communications to the community of practice.

**03032009:4i            Preparing for the April 2009 Meetings: Paper on Committees**

*The purpose of this discussion was to determine what the Management Board wishes to recommend to the General Assembly with respect to changes to the Articles of Association and policy/practice related to Standing Committees.*



1. To update the Management Board on the revised and extended contents to this paper taking into consideration recent submissions
2. To specifically comment on the suggestion from the General Assembly created Ad Hoc Committee with regard to geographical representation on Committees

The MB:

- Approved the Research and Innovation Committee Skills Matrix;
- Approved the Content Committee Skills Matrix;
- Reviewed the GA Ad Hoc Committee recommendations
- Approved the finalization of proposed changes to the *Articles of Association* by Officers and the Chair based on their response to the Ad Hoc Committee's recommendations.

In the course of the discussion, members agreed to a number of changes to the briefing note for the General Assembly and also finalized advice to the General Assembly with respect to the recommendations of the Ad Hoc Committee.

#### Actions

SMA to consolidate the skills matrix for the Quality Assurance Committee to make it more consistent with the structure of those prepared by other Committees.

MPS and CEO shall make minor amendments to point 11 in the briefing note after legal feedback. If any major issues are identified, an additional MB meeting shall be set up to discuss the issues.

#### **03032009:4j            Preparing for the April 2009 Meetings: General Assembly Package**

*The purpose of this discussion was to seek feedback from the Management Board regarding materials prepared for consideration by the General Assembly at their April 2009 Ordinary Meeting.*

The MB agreed to provide any feedback on the attached materials for the General Assembly circulated under agenda item 4j in the pre-meeting package to Jennifer Zelmer as soon as possible.

#### Actions

The MB agreed to provide any feedback on the materials circulated under agenda item 4j in the pre-meeting package to Jennifer Zelmer as soon as possible.

#### **03032009:5a**

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



**03032009:5b Strategy: Harmonization with ICN**

*The purpose of this discussion was to update the MB on the Agreement on Harmonization Principles with the International Council of Nurses (ICN).*

The MB approved the presented process.

**Actions**

JZE to contact Anne Casey as Chair of the Nursing Special Interest Group to request her input on the draft Harmonization Principles.

JZE to follow-up with the International Council of Nurses

**03032009:5c Strategy: Proposal to seek EC funding of Anatomy Mapping project**

*To obtain approval from the MB to join a proposal from the European Bioinformatics Institute (EBI), for funding from the European Commission, for the purpose of mapping SNOMED's anatomy to the Foundational Model of Anatomy (FMA). Specifically, the opportunity is to seek funding from the European Commission (EC) Foundation Programme 7 (FP7) in cooperation with the Virtual Physiological Human (VPH) project's Core Databases and Ontologies (CORDO) proposal.*

The MB approved proceeding with the development and submission of the proposal and agreed that the general proposed approach to the mapping intellectual property appears acceptable. The MB Chair stressed that he was delighted with this approval as the link is essential.

**Actions**

KSP to follow-up regarding the proposal development and submission.

**03032009:5d**

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

**03032009:5e**

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

**03032009:6 Minutes of the Previous Meetings**

The MB approved the minutes from the previous meeting.

**03032009:7ai Updates: Committees: Out-of-Cycle Meeting**



*The purpose of this discussion was to provide an update on the out-of-cycle meeting.*

JG provided an update to the Management Board, stating that the release format and refset was discussed and agreed, and that a new specification document is being produced and will be finalized to be done prior to the April meetings. MB Members indicated their appreciation for the work completed and looked forward to seeing the results. Based on the experience of attendees at this meeting, it was suggested to limit the number of attendees to 5-6 people at similar meetings in the future in order to optimize the changes of progress.

**03032009:7a ii Updates: ICPC Mapping**

*The purpose of this discussion was to provide an update on activities related to mapping SNOMED CT and the International Classification of Primary Care.*

The MB Chair informed attendees that the President of WONCA would like to come to the upcoming IHTSDO April Conference. It is hoped that this will accelerate the process of finalizing an agreement between the two organizations.

Actions

LA to send a briefing note to MPS.

MPS, LA, KSP and KG to push forward with next steps with respect to the collaboration with WONCA.

**03032009:7a iii Updates: Committee Updates and Recommendations**

*The purpose of this discussion was to provide written updates as submitted by Committee Chairs.*

The Management Board approved Gwen Smith as the Chair of the new RefSet Editor Project Group.

**03032009:7b i Updates: Harmonization LOINC/IUPAC**

*The purpose of this discussion was to update the Management Board on discussions between the owners and managers of three laboratory terminologies namely LOINC, NPU, and SNOMED CT*

MPS provided an update on the progress of harmonization discussions between the three groups. The MB agreed to support the continued harmonisation of laboratory terminology in particular LOINC, NPU, and SNOMED CT.

Actions

JZE send the briefing note on this item to MB Members.



**03032009:7c Updates: IHTSDO Workbench Status**

*The purpose of this discussion was to provide an update on the current status of Workbench Implementation to the Management Board and the Technical Committee.*

JGU provided an update on the progress of activities related to the IHTSDO Workbench. He informed the MB that acceptance testing is due to be completed in 2 weeks time and results will thus be available in March. Additionally, JG informed the MB that there will be two training sessions at the upcoming IHTSDO April Conference, four pilot projects are being considered, and discussions are underway with CAP STS regarding migration planning.

**06012009:9 Date of Next Meeting**

Friday 3<sup>rd</sup> March, 2009 at 09:45 a.m. Copenhagen time (Helsingør, Denmark).

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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