



## RECORD OF DISCUSSION

Meeting date: November 3, 2009	Group: Management Board Meeting
Meeting time: 21:00 UTC	Meeting place: Telephone Conference
Present: Arvydas Laurinavicius (AL), Jane Millar (KMI), Javier Etreros (JE), Jennifer Zelmer (JZE), John Gutai (JGU), John van Beek (JvB), Kent Spackman (KSP), Kristina Bränd Persson (KBP), Lene Asholm (LAS), Martin Severs (MPS), Paul Williams (PWI), Sarah Muttitt (SMU), Shelagh Maloney (SMA) and Christina Nilsson (CNI).	
Absent: Andy Wiesenthal (AW) and Ted Cizadlo (TJC)	
Date of next meeting: 1 <sup>st</sup> December, 2009	Place of next meeting: Telephone Conference
Time of next meeting: 22:00 p.m. CPH time	

### **03112009:1 Welcome and Apologies**

AW and TJC did not attend this Management Board (MB) meeting.

### **03112009:2 Conflicts of Interest**

No conflicts of Interests were declared.

### **03112009:3 CEO Report**

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

JZE highlighted translation tooling, recruitment of the Chief Implementation and Innovation Officer, IHTSDO's collaboration with WONCA (the World Organization of Family Doctors), outreach to potential new members, finances, the update from the Chief Technical Architect and the results of an exploration into the possibility of holding meetings in second life.

#### Actions

MB members, who have any questions about the CEO Report, are encouraged to contact JZE.

### **03112009:4a**

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



**03112009:4b Strategy: Approval of new Members**

*The purpose of this discussion was to seek the Management Board's approval for two new Members of the Association.*

The CEO informed the MB that IHTSDO received the ministerial signature from the Slovak Republic just before this meeting. The MB:

- Approved, in principle, admission of the Ministry of Health of the Slovak Republic as an Ordinary Member of IHTSDO, subject to the payment of Joining Fees and Annual Fees.<sup>1</sup>
- Approved, in principle, admission of the Ministry of Health of the Government of Slovenia as Ordinary Member of IHTSDO, subject to the payment of Joining Fees and Annual Fees.

Actions

IHTSDO to:

- Confirm with the designated contacts in the Slovak Republic that they have been approved, in principle, for admittance as an Ordinary Member of IHTSDO subject to the payment of Joining Fees and Annual Fees.
- Confirm with the designed contacts at the Ministry of Health of the Government of Slovenia that they have been approved, in principle, for admittance as an Ordinary Member of IHTSDO subject to the payment of Joining Fees and Annual Fees.
- Alert the General Assembly to the impending Membership of the Slovak Republic and Slovenia, subject to the noted conditions.
- Issue invoices for the Joining Fees and Annual Fees.
- Initiate discussions with the prospective Members regarding communication plans related to the Slovak Republic and Slovenia joining IHTSDO and potential nominations for Standing Committees.
- Advise the Slovak Republic and Slovenia of the General Assembly meeting and other meetings in 2010, as well as the opportunity to nominate a representative (and substitute) for election to the MB for the October 2010 elections.

**03112009:4c Strategy: Mechanism for sharing resources among Members**

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<sup>1</sup> It was subsequently clarified that the agency requesting Membership is the National Health Information Center. This organization has been suitably endorsed by government authorities in the Slovak Republic. Membership for the National Health Information Center was approved by the Management Board through a subsequent email vote.



*The purpose of this discussion was to solicit early feedback from the Management Board on potential mechanisms for sharing resources*

In the formation of IHTSDO, Members agreed to pool resources to facilitate the development and maintenance of SNOMED CT. In the Articles, there are provisions for how derivatives and extensions of SNOMED CT may be brought into the SNOMED CT International Release. This formal process then implies an obligation on the part of IHTSDO as a whole for maintenance of any such derivatives or extensions. At this meeting, the MB confirmed the guiding principles for a supplementary new approach to facilitating sharing of resources among IHTSDO Members and agreed the proposed next steps for development of an implementation plan with the friendly amendment that case studies should be included to ensure clarity.

#### Actions

Staff to progress with plans for a mechanism for sharing resources among Member. IHTSDO to include case studies in the implementation plan.

Efforts related to establishing a basic website for sharing of resources should cease given that feedback suggests that a more sophisticated option is required to meet needs.

A plan should be developed along the lines of the principles outlined at the meeting in consultation with the Member Forum. Such a plan should include options for implementation of the concept that take into account available resources. This may include phased implementation of solutions.

#### **03112009:4d Strategy: Feedback from focus group with implementers**

*The purpose of this discussion was to follow-up from the focus group with Implementers in Bethesda.*

On the afternoon of October 8, 2009, the MB and Affiliate Forum hosted an initial focus group with implementers of SNOMED CT. This informal session was designed to elicit information about current and intended future use of SNOMED CT, what the use of SNOMED CT enables for implementers, key barriers to implementation, and what IHTSDO could do to promote broader and deeper use of SNOMED CT. Representatives of 6 multi-national vendors participated in this session. Written feedback was also received from 2 additional organizations that were not able to participate in the session itself. The attending vendors and the MB were very positive about the value of this opportunity. The MB:

1. Thanked Karen Gibson for taking notes during the session
2. Agreed that follow up meetings between vendors and the Implementation and Innovation Officer should be scheduled on a regular basis from the time of his/her appointment and onwards.
3. Encourages vendor feedback through the Affiliate Forum on an on-going basis
4. Agreed to schedule a similar focus group at the 2010 IHTSDO October Conference.
5. Endorsed the next steps outlined below.



### Actions

Staff were asked to accelerate work on areas identified through the focus group as high priority in the short-term, many of which are already in the 2010 Work Plan, including:

- a. Clear communications about the agreement with WHO and relationship between ICD and SNOMED once the agreement has been signed
- b. Mapping between SNOMED CT and ICD [although it was noted that plans are not necessarily for the reimbursement use case]
- c. Continued development of implementation guidance, e.g. by updating the Technical Implementation Guide
- d. Prepare Implementation Action Plan, including ways of sharing use cases and examples of implementations

Committees were asked to consider feedback from the focus group for the 3-5 year timeframe in the development of the implementation action plan, content development/maintenance action plan, and quality metrics.

In addition, staff were asked to:

- Follow-up with participants in the focus group to encourage their on-going participation in the Affiliate Forum and Implementation SIG.
- Include highlights from the focus group in IHTSDO communications (e.g. annual Activity Report and eLetter)
- Consider alternative ways of eliciting similar types of feedback from a broader range of system developers on an on-going basis.

### **03112009:4e**

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

### **03112009:4f Strategy: Approach to updating the Technical Implementation Guide (TIG)**

*The purpose of this discussion was to review and agree an approach to updating the Technical Implementation Guide.*

The SNOMED CT Technical Implementation Guide (TIG) was originally produced in October 2000. It is intended to be a key reference for those implementing SNOMED CT. Since its development, it has been updated sporadically, sometimes at six-monthly intervals, at other times yearly. It has not been updated with every release, and has not recently been comprehensively reviewed to ensure it is up to date. The MB agreed:

1. To update the Technical Implementation Guide, with a particular focus on adjustments that would need to be made to reflect the new release format (RF2).



2. That staff should pursue an open RFP to update the Technical Implementation Guide with a scope to include as much as possible of the proposed scope of work listed in the briefing note, as can be obtained within available resources, possibly over a period of time.

### Actions

Staff to issue an RFP to update the Technical Implementation Guide, including all functionalities and possibly phased over two years (2010 & 2011).

IHTSDO shall ensure that the process used with respect to the updating of the Technical Implementation Guide is consistent with the requirements agreed by the General Assembly in the *Development, Approval, Maintenance and Review of IHTSDO Guidelines*.

### **03112009:5a i Committee and Other Updates: Quality Assurance Committee Strategy**

*The purpose of this discussion was to solicit approval from the Management Board for updated Terms of Reference for the Quality Assurance Committee*

Terms of Reference for each of IHTSDO's four Standing Committees must be approved by the MB. The Quality Assurance Committee has recently reviewed its Terms of Reference and proposed changes. The MB approved the updated version and agreed to the communication plan.

### Actions

The updated Terms of Reference for the Quality Assurance Committee should be posted in IHTSDO's eLetter and Collaborative Space, and be communicated to all Standing Committees, the Member Forum and the Affiliate Forum.

### **03112009:5b Committee and Other Updates: Content Committee Implementation & Innovation Committee and the Technical Committee.**

*The purpose of this discussion was for the Content Committee, Implementation & Innovation Committee and the Technical Committee to provide updates.*

AL and LAS informed the MB about their upcoming committee meetings.

### Actions

In accordance with AL, Officers are invited to attend the next Implementation and Innovation Committee meeting.

### **06012009:5e Committee and Other Updates: Approval of Member Forum Vice Chair**

*The purpose of this discussion was to solicit approval from the Management Board for the Member Forum Vice Chair.*



According to the recently agreed Terms of Reference, the Member Forum Chair is appointed by the Management Board. (Kristina Brand Persson is taking on this role). The Vice Chair is elected by the representatives on the Member Forum but must be officially approved by the Management Board since the Member Forum does not have the power to bind the association. At this meeting, the MB approved Vivian Auld as Vice Chair of the Member Forum.

#### Actions

IHTSDO should communicate this to relevant parties.

#### **03112009:6a Minutes of Previous Meetings: October 2009**

*The purpose of this discussion was to approve the minutes of the previous meeting.* The MB approved the minutes from the meeting in October with the amendments on pages 4 and 17.

#### Actions

Staff to update the minutes to reflect the agreed changes on pages 4 and 17.

#### **06012009:7a Any Other Business: Upcoming meeting dates**

*The purpose of this discussion was to confirm plans for IHTSDO upcoming meetings.*

The MB confirmed the schedule of MB meetings for 2010 listed below and approved the proposed dates for IHTSDO meetings for 2011, subject to a brief consultation with the Community of Practice through the Collaborative Space to ensure that there are no major conflicts for 2011 dates. The date for the October 2010 Management Board meeting will be confirmed closer to the time once additional information is available about a related WHO FIC meeting that is adjacent to the IHTSDO meetings.

#### Actions

Staff should schedule MB calls on the first Tuesday of every month at 22:00 Copenhagen time.

Staff should cancel the May 2010 MB call because it is the week after the April face-to-face meetings.

Staff should schedule the April face-to-face MB meetings for April 28 (full day)-29 (morning only).

Dates for Community of Practice face-to-face meetings for 2010 and 2011 are as follows:

- April 26-30, 2010 in Copenhagen (confirmed)
- October 15-19, 2010 in Toronto (confirmed)
- April 11-15, 2011 in Denmark (tentative)
- October 24-28, 2011 (tentative, location to be determined)



Staff encouraged to use UTC instead of Copenhagen time when listing meeting times.

**06012009:9**      **Date of Next Meeting**  
Tuesday December 1<sup>st</sup>, 2009 21:00 UTC Copenhagen time.