



## RECORD OF DISCUSSION

Meeting date: August 4, 2009	Group: Management Board Meeting
Meeting time: 14:00 Copenhagen time	Meeting place: Telephone Conference
Present: Andy Wiesenthal (AW), Karen Gibson (KG), Jennifer Zelmer (JZE), Ted Cizadlo (TJC), John van Beek (JvB), Sarah Muttitt (SMU), Shelagh Maloney (SMA), Kent Spackman (KSP), Jane Millar (JMI), Sarah Bagshaw (SBA)	
Absent: Arvydas Laurinavicius (AL), Lene Asholm (LA), Martin Severs (MPS), Daniel Forslund (DF)	
Date of next meeting: September 1, 2009	Place of next meeting: Teleconference
Time of next meeting: 14:00 CPH time	

**20090804:1 Welcome and Apologies**  
AL, LA, MPS, and DF did not attend this meeting.

**20090804:2 Conflicts of Interest**  
No conflicts of interest were declared.

**20090804:3 CEO Report**  
JZE presented a report to the Management Board and highlighted the following issues:

- Progress of development of an agreement on harmonization principles with the International Council of Nurses
- Feedback from Members on the relative priority of work related to dermatology terminology and complementary and alternative medicine terminology
- A decision not to apply for ANSI accreditation
- Investments of additional resources available relative to original expectations
- Biannual Affiliate License statement of accounts reporting
- Outreach activities with potential new Members

In addition, she noted that in the interests of time, the CEO report contained a number of recommendations for action on the items noted above and others. The Management Board endorsed these recommendations and the associated next steps.

## Actions

JZE to coordinate implementation of the recommendations outlined in the CEO report.

Members from countries for which Affiliate License Statement of Accounts have not yet been received to follow-up with relevant staff in their jurisdictions.

### **20090804:4a Strategy – ISO Processes and Ballot Responses**

*This item recommended a proposed approach to identifying which ISO New Work Item Proposals (NWIP) and standards in development require input from IHTSDO and the level of input needed. It also sought feedback from the Management Board on a draft response with respect to the current Identification of Medicinal Products (IDMP) proposals.*

The Management Board agreed with the proposed approach to contributing to ISO NWIP and standards in development. Specifically, the Chief Quality Officer will scan the work of ISO TC 215 and communications from the Joint Initiative Council on an on-going basis in order to triage each item based on the appropriate action status.

NWIPs will be categorized as follows:

1. Not relevant to the work of IHTSDO – no further action required following scanning and will not require any input throughout development.
2. Not relevant to the work of IHTSDO at this point – will require scanning at next stage of balloting in case scope has changed to include developments of relevance to IHTSDO.
3. Relevant and helpful to the work of IHTSDO but not directly related to key priorities/work plan activities/strategy of the IHTSDO – provide input in shaping the proposal to optimize synergies but usually detailed activity on an on-going basis not required.
4. Relevant to the work of the IHTSDO but potentially duplicative or other issues identified – consult with Members.
5. Relevant to key priorities/work plan activities/strategy of the IHTSDO – IHTSDO needs to actively engage. Where appropriate, may consider requesting that this work item be identified as a work item for the Joint Initiative Council with IHTSDO co-lead.

Likewise, products/standards in development (e.g. drafts for comment/ballot) will be categorized as follows:

1. Not relevant to the work of IHTSDO – no further action required following scanning.
2. Related to the work of IHTSDO at a technical level – prepare specific/technical comments in collaboration with relevant Special Interest Groups and Member countries.
3. Related to the work of IHTSDO at a strategic level – engage with networks and potentially Management Board to determine appropriate action.

The Management Board also reviewed the draft response that had been prepared with regard to the Identification of Medicinal Products NWIPs. JMI noted that she had received some further feedback from the UK since this draft was prepared and would be making minor edits to take this into account. The Management Board was

supportive of the nature of the proposed response and agreed to provide any additional comments prior to the submission deadline of August 12<sup>th</sup>. They also confirmed IHTSDO's interest in engaging with these NWIPs and in responding to a request for exploratory discussions regarding the maintenance process for the IDMP standards.

#### Actions

Management Board members to provide any further feedback on the ISO IDMP draft response to JMI prior to the submission deadline of August 12<sup>th</sup>.

JMI to submit a response on behalf of IHTSDO to the ISO IDMP new work item proposals.

#### **20090804:4b          Namespace Allocation Policy**

*The purpose of this item was to update and confirm IHTSDO's policy regarding the allocation of namespaces*

The Management Board approved the proposed Namespace Allocation Policy, which represents the Regulations referred to in section 9.2 of IHTSDO's *Articles of Association*. They also noted that the final draft had been posted to the Collaborative Space following the July Management Board meeting and were advised that no objections to the proposed disposition of comments had been received. Any additional comments will be considered as part of future review processes. They also approved additional next steps related to the policy, as noted below under "actions".

#### Actions

Officers to refer comments relating to ancillary documents or potential new work items to the relevant individuals/groups.

Staff to include an announcement regarding the policy in the next eletter.

Staff to post the policy and associated form on the IHTSDO website.

JZE to confirm with CAP STS that they should begin using the new policy and associated form to request a namespace as soon as the policy becomes official.

SBA to ask CAP STS to confirm the contact information, particularly email addresses, for current holders of namespaces if they have not already done so since January 2009. They should then use this process to populate information on the last year in which confirmation of contact information has been received that will appear for the first time in the namespace register in the January 2010 International Release. If attempts to contact current holders of namespaces fail, they will be repeated for the 3 times specified in the policy but namespaces will not be made inactive for non-response until the July 2010 release at the earliest.

Staff to add a new "how do I obtain a namespace?" to the "how do I?" section of the IHTSDO website.

**20090804:4c**

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

**20090804:4d**

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**20090804:4e            Progress Update: ICD-10 Mapping**

*The purpose of this item was to Update the Management Board regarding progress made by the Mapping SIG in planning for SNOMED CT and ICD-10 mapping.*

TJC provided an update in terms of recent progress made by the Mapping SIG in planning for SNOMED CT and ICD-10 mapping. He noted that technical document should be done in the next 2-3 weeks. He also mentioned that the Mapping SIG was interested in publishing the first set of terms that they will map.

In addition, TJC discussed the work that is underway with respect to customizing the IHTSDO Workbench to meet the needs of the Mapping SIG. He noted that members of the SIG have been in discussion with developers at the UK Terminology Centre regarding requirements. Further discussions and testing are planned for the October 2009 meetings. These meetings coincide with the next WHO Family of International Classifications meeting in the Republic of Korea. The Mapping SIG is preparing a draft briefing for this meeting.

**Actions**

TJC and JZE to follow-up regarding intellectual property implications of publishing the initial set of terms that the Mapping SIG intends to map.

TJC to ensure that the draft briefing for the WHO Family of International Classifications meeting in the Republic of Korea is reviewed by IHTSDO staff and/or Management Board prior to being submitted.

**20090804:4f            October 2009 meetings**

*The purpose of this item was to update the Management Board on the status of preparations for the October 2009 meetings and request specific decisions regarding the event*

JZE reviewed the status of preparations for the October 2009 conference. Management Board members were invited to register for the meetings and book hotel rooms as soon as possible if they have not already done so. AW reinforced the importance for planning purposes of indicating on the registration form whether members wish to participate in the Kaiser site visit on October 9<sup>th</sup>.

Management Board members noted the official invitation for the General Assembly meetings on October 5<sup>th</sup> and the change in schedule from previous meetings. For future meetings, it was suggested that we consider returning to the former schedule, which allowed for joint General Assembly and Management Board meetings on the first day of the conference, since these sessions were seen to be of high value. In lieu of this opportunity for October 2009, it was agreed that key strategic discussions

would be scheduled for the first morning of the Management Board meetings on October 7<sup>th</sup> and that General Assembly members would be invited to participate in these discussions.

Members agreed to advise JZE if they would like to propose their country as the location for the October 2010 meetings and/or to host face-to-face out-of-cycle meetings by August 24<sup>th</sup>. JZE was also asked to specifically contact new Members to invite them to participate in this process.

Members confirmed that staff should proceed with planning for a focus group with the Management Board and a sample of health information system implementers/vendors for October 8<sup>th</sup>. It was recommended that we approach the vendors' association for nomination of potential participants who have a multi-national focus. AW agreed to provide contact information in this regard.

### Actions

Management Board members to register for the October 2009 meetings, including the Kaiser site visit, and book hotel rooms as soon as possible if they have not already done so.

JZE to include an invitation to General Assembly members to participate in the first morning of the Management Board meeting on October 7<sup>th</sup> with the notice of the General Assembly meeting.

Members to advise JZE if they would like to propose their country as the location for the October 2010 meetings and/or to host face-to-face out-of-cycle meetings by August 24<sup>th</sup>.

JZE to contact new Members to determine if they would like to propose their country as the location for the October 2010 meetings and/or to host face-to-face out-of-cycle meetings.

Members to advise JZE of any items that they would like included in the October 2009 Management Board meeting agenda by August 24<sup>th</sup>.

Staff to plan for a focus group with the Management Board and a sample of health information system implementers/vendors for October 8<sup>th</sup>.

AW to provide contact information for the vendors association to facilitate requests for nominations of focus group participants.

### **20090804:4g      Licensing Requests from Germany**

*The purpose of this item was to determine how to respond to licensing requests that have been received from Germany*

JZE reviewed the formal and informal requests that have recently been received about the use of SNOMED CT in Germany, including access to the now out-of-date German translation. The Management Board agreed with the proposed approach regarding access to the German translation and a request to translate and use

SNOMED CT in a publisher's products, subject to feedback from German officials who are currently on vacation.

#### Actions

JZE to follow-up with the relevant German official once she returns from vacation to solicit feedback on the proposed approach to addressing licensing requests that have been received from Germany.

JZE to follow-up with the requestors regarding next steps once this feedback has been received.

#### **20090804:5a Governance and Advisory Structures – Working Group Reporting Relationships**

*The purpose of this item was to review and update Working Group reporting relationships*

Each IHTSDO Working Group (Project Groups and Special Interest Groups) reports to an IHTSDO Standing Committee. Following a request from a Special Interest Group, the Management Board indicated that they would like to undertake a full review of Working Group reporting relationships.

The Management Board agreed that the following principles should be used to guide decisions regarding which Working Groups report to which Committees:

- Each Working Group must have a primary reporting relationship to a one Standing Committee. Additional reporting relationships may be agreed when the mandate of a Working Group relates to more than one Committee.
- Project Groups should report to the Committee with which their work is most closely associated. To the extent possible (but not in all cases), Special Interest Group reporting relationships should be aligned with those of relevant Project Groups.
- To simplify logistics, where Working Group Chairs are members of Standing Committees, this should be considered in identifying reporting relationships.
- A balance in the workload of the Committees is desirable.
- When proposed changes in reporting relationships between Committees are planned, the relevant Working Group should be consulted first.

It was also noted that is important that the reporting relationships be bi-directional in terms of information sharing and communications. At a minimum, this means that the lead Committee will:

- provide direction and advice to Working Groups;
- ensure that there is effective and appropriate leadership for the Working Groups (e.g. through the agreed election process);
- ensure that Working Groups have the information about overall IHTSDO developments and strategy that they need to effectively perform their roles;
- consider and appropriately follow-up on advice from Working Groups that will help to shape the overall direction of IHTSDO;
- request, review, and provide feedback on 6-monthly progress reports from Working Groups;

- review and make recommendations regarding any proposed Work Plan items or other suggestions brought forward by the Working Group;
- ensure appropriate quality assurance of Working Group deliverables and processes, as well as use of resources allocated to the activity of the Working Group through the Work Plan;
- provide advice to the Management Board regarding the mandate, progress, and continued role of the Working Group; and
- undertake similar functions.

A set of primary reporting relationships and transition timing were also proposed. The first set of changes would occur just after the October meetings, providing an opportunity for Officers to introduce themselves to the relevant Working Groups at the meetings. The second set of changes would occur just after the April meetings, assuming that the Innovation and Implementation Officer is in place in sufficient time for this transition timing to be appropriate.

Committee Chairs agreed to contact the Working Groups with proposed changes in reporting relationships to confirm that they are comfortable with the planned changes.

#### Actions

Committee Chairs to contact the Working Groups with proposed changes in reporting relationships to confirm that they are comfortable with the planned changes.

JZE to include a reminder to this effect in the action items list that is circulated to Management Board members after each meeting.

#### **20090804:5b Committee Elections**

*The purpose of this item was to update the Management Board on the status of efforts related to Committee elections and to seek approval of the second set of proposed actions related to non-attendance*

JZE updated the Management Board on the Committee election process. In advance of the meeting, SMA had recommended that two members of the Quality Assurance Committee who had been absent from 50% or more meetings should not be deemed to have resigned from the Committee due to extenuating circumstances. These recommendations were approved by the Management Board. It was noted that a recommendation regarding one additional member will be coming later.

#### Actions

JZE to advise the General Assembly regarding the Management Board recommendations with respect to Committee members who might potentially have been deemed to have resigned due to non-attendance.

SMA to provide a recommendation regarding how to address the status of the remaining Quality Assurance Committee member who has been absent from 50% or more meetings.

Informal Records of Discussion follow (insufficient Management Board members were present for quorum to be reached)

**20090804:6a            Quality Assurance Committee Update**

Management Board members noted with appreciation the update from the Quality Assurance Committee.

**20090804:7            Minutes of Previous Meetings**

This item was postponed to a future meeting due to the lack of quorum.