



RECORD OF DISCUSSION

Meeting date: Feb 5, 2008	Group: Management Board Meeting
Meeting time: 8.30 GMT, 21.30 CPH	Meeting place: Telephone Conference
Present: Martin Severs (MPS), Ulrich Andersen (UAN), Jennifer Zelmer (JZE), Arne Kverneland (AK), Andy Wiesenthal (AW), Daniel Forslund (DF), John van Beek (BJE), Karen Gibson (KG), Mike Sheridan (MS), Russell Craig (RC), Ed Cheetham (EC) and Christina Nilsson (CNI).	
Absent: Arvydas Laurinavicius (AL)	
Date of next meeting: Tuesday March. 4, 2008	Place of next meeting: Telephone conference
Time of next meeting: 8.30 GMT, 21.30 CPH	

05022008:1 Welcome and Apologies

The Chairman formally welcomed to Jennifer Zelmer to her first Management Board.

05022008:2 Minutes of the last Meeting

During this week MPS will together with CNI and JZE edit the MB minutes from today and the previous MB meeting. At the end of the week two options will be available for the Board to choose from. These will be circulated in advance of the meeting so the formal minutes can be signed off.

05022008:3 Conflicts of Interests

The MB agreed that there were no Conflicts of Interests.

05022008:4a Committee Terms of Reference

The MB agreed on all the Committee Terms of Reference documents, but noted that the Quality Committee was missing. They also agreed that:

- The catch all phrase being added to all Committee's ToR, namely: 'The Committee will uphold the Articles of Association and conform to the IHTSDO Regulations, Policies and Procedures where they apply to the Committee activities'
- A Publication Phrase should be added to all Committees ToR namely: 'The Meeting Minutes from each Committee will be published on the



IHTSDO web site and notified to and/or posted on the Collaborative Space'

- A slight amendment should be made to the R&I Committee ToR in that under the scope section on standards it should read: 'Within the scope of IHTSDO harmonisation activities liaise with.....'
- All Committee Terms of Reference should conform to the same editorial style

Action

EC will send the terms of reference document from the Quality Committee to the Copenhagen office.

The catch all phrase and the publication phrase should be added to all terms of references.

The MB agreed that the terms of reference document shall thereafter be published for editorial suggestions.

05022008: 5a Acting IHTSDO – WHO Harmonisation Board

MPS gave an overview about the telephone conference with the WHO on February 4th. He stated that the following items had been discussed:

- 1) Principle of agreeing the IP assignment for all programmes
- 2) Two dates for the two project teams
- 3) WHO relatively positive about the closure of a legal agreement
- 4) Derivative classification
- 5) Related classifications
- 6) Who will own the mapping process and the map

The MB asked how much the legal work will cost and who will make contributions.

Action

MPS stated that he has finished the minutes and papers and these will be shared within 24 hours.

MPS will commission the lawyers to do a draft document, which will be finished for the MB meeting in March.

MPS will ask Joel to estimate the costs.

CNI shall put this item on the next MB agenda.



05022008: 5c Contributions

MPS introduced this item, stating that a paper was discussed at the last MB meeting and that an additional meeting thereafter had been held.

He argued that in relation to “participation” this meant volunteers” and that the IP is owned by the IHTSDO only for direct contributions. In relation to “commercial contributions” MPS argued that the IP was owned by the IHTSDO. He felt that the “Conditions for participation in IHTSDO Forums” document should clearly highlighted volunteers somewhere. It together with the “commercial contributions” document and some explanatory paragraphs will form the “Policy of Contributions”.

The MB felt that the term “voluntary” needs to be clarified in the document. It further argued that even if something is a voluntary contribution the IHTSDO can own the IP and that point 3.5 will not be appreciated as people struggle with the understanding of direct contributions.

Actions

MPS will clarify the document together with legal team.

MPS will arrange a dialogue/call between a sub-group of officers, directors and legal counsel next week regarding this item.

A “Policy of Contributions” will be formulated. This policy should be on the next MB agenda so that it can be signed off.

CNI shall put this item on the next MB agenda.

05022008: 5b Affiliate License Documents

UAN gave an introduction to this item. He explained that multiple responses had been received and that the item has been discussed at the previous Tactical Group meeting. He stated that he now needed a decision from the MB concerning if they will support him to move forward on this item towards implementation.

UAN stated that in accordance with the schedule the deadline for reporting was January 15th but that March 15 is more realistic.

Management Board Decisions

The MB felt that the revised documentation should be produced in line with the Tactical Group agreement.

The meaning of database in this context needs clarifying.

The MB approved that the Chairman and KG shall sign the revised set of documentation.



Actions

UAN will produce revised documentation as agreed.

Chairman and KG shall sign the revised set of documentation.

05022008: 5d Work Plan Report 2007

The MB was generally satisfied with this detailed document.

However, the MB agreed that changes need to be done. Blanks need explaining; comments removed; colour schemes quality assured and validated.

The final document should be available to the General Assembly.

A shorter version of the Work Plan 2007 Results as part of the Annual Report shall be produced.

The prime focus is the GA; however, the document should be available to the whole community after the GA has looked at it.

Actions

The CEO should ensure that:

- Any blanks in the document should be checked.
- Comments should be removed from the document.
- The colours are quality assured
- There is clarity of action identified for red and yellow projects

The Annual Report shall be produced which contains a high level summary of the results from this 2007 Work Plan.

CNI shall put this item on the next MB meeting agenda.

05022008: 5e Communication Strategy

The Board accepted the report and all its recommendations.

Action

The CEO would lead implementation and report back as necessary.

The CEO would publish the approved document with the minutes as it was of general interest.

05022008: 5f+g Confidentiality Agreement & Conflict of Interest

The Board confirmed that these documents needed significant up grade especially the confidentiality document which not acceptable.



The Board supported the chairman in producing a corporate governance manual in which the issue of confidentiality should be discussed in a positive manner within a Policy of Personal Conduct.

Actions

Officers and selected MB members shall produce new versions of the papers within a corporate governance manual or framework for the next MB meeting.

The set of documents shall be signed off/accepted at the MB meeting in March.

CNI shall put this item on the next MB agenda.

05022008: h “A Standard for Standards” – Deadline

Statements of Requirements are due end of February and when agreed by all it will be outsourced.

05022008: I The actual use of SNOMED CT for its various purposes.

MPS stated that this proposal is to include member activity as part of the Annual Report. He asked if the MB supports the document.

AW argued that this is a great idea. However, he stressed that something more than text is needed. AW therefore argued that something like Wiki software is necessary. However, for the GA in April this should not be a must.

Management Board Decisions

The MB agreed that Member activity as part of the Annual Report would be positive and stress the Community of Practice aspects of the endeavour.

The MB agreed on the suggestion made by AW that a method of managing this knowledge which is more than text eg a wiki is considered and stated that the MB shall look at this issue in June.

Actions

Ask the Officers to come to a proposal on how they wish to manage the Member information as “knowledge management”.

The MB shall look at this issue in June.

MPS should send out the letter to the GA.



05022008: j Work Plan 2007 & 2008: Shall the final versions of Work Plan 2007 and 2008 up on the Collaborative Space?

The MB agreed that the final versions of Work Plan 2007 & 2008 shall be published on the Collaborative Space and IHTSDO web site.

Actions

Put the final version of Work Plan 2007 & 2008 up on the Collaborative Space and IHTSDO web site.

05022008:6 a Ongoing Activities: Report from Slovenia

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

05022008:k I Quality Metric CAP Contract

Ongoing discussions were being held and the Chief Quality Officer will report back at the next MB meeting.

05022008: 9 a Translation of the Articles of Association

The MB were overwhelmingly clear that it should not begin translating the Articles of Association for any Country or Region.

05022008: 9 b Telephone Conference List

The MB agreed that the Telephone Conference Schedule process should be put on the Collaborative Space. Thus, a policy in relation to this shall be produced and put on the Collaborative Space.

Actions

The Telephone Conference Schedule process should be put on the Collaborative Space.

Consequently, the Copenhagen office shall produce a policy regarding the process of Telephone Conference Scheduling.

This policy shall be posted on the Collaborative Space.



05022008: 9 Any Other Business – The IHTSDO Spring Conference in Chicago

The MB agreed to discuss the item of Logistics in relation to the Chicago Conference at the next MB meeting.

05022008: 9 Medicine Terminology & Device identification

KG informed the MB that a project within ISO has been initiated and that this project is called Medicine Terminology. She argued that it is important to understand its links with SNOMED CT. MPS stated that he has e-mailed the HL7 colleagues as the proposal was on their notepaper but that he has not yet received an answer about their interest.

Actions

All MB members are to find out more about this item. A portfolio should thereafter be put together.

MPS shall try and contact Tim Buxton with EC.

05022008: 10 Date of Next Meeting

Tuesday 4th March 2008 21.30 CPH time.