



RECORD OF DISCUSSION

Meeting date: January 5, 2010	Group: Management Board Meeting
Meeting time: 22:00 CPH time	Meeting place: Telephone Conference
Present: Andy Wiesenthal (AW), Jane Millar (KMI), 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), Shelagh Maloney (SMA) Ted Cizadlo (TJC), and Christina Nilsson (CNI).	
Absent: Sarah Muttitt (SMU), Arvydas Laurinavicius (AL) and Javier Etreros (JE).	
Date of next meeting: 2 nd February 2010	Place of next meeting: Telephone Conference
Time of next meeting: 21:00 UTC	

05012010:1 Welcome and Apologies

Sarah Muttitt (SMU), Arvydas Laurinavicius (AL) and Javier Etreros (JE) did not attend this Management Board (MB) meeting.

05012010:2 Conflicts of Interest

No conflicts of Interests were declared.

05012010:3 CEO Report

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

Jennifer Zelmer (JZE) highlighted recruitment status, IHTSDO workbench open sourcing, procurement of translation tooling, questions related to patents, transition of administrative functions from the support organisation, outreach to potential new Members, meeting with Finance Group Chair and the current financial position, changes in Danish tax requirements, and the call for workshops and tutorials for 2010. The MB agreed that IHTSDO should compensate Copenhagen-based employees, including the Chief Executive Officer (CEO), for the new Danish tax liability.

JZE formally thanked

- All who have contributed to procuring the translation tooling.
- Lene Asholm (LAS) and Kristina Bränd Persson (KPB) for hosting the Malaysian delegation in December 2009.



- Christina Nilsson (CNI) and Sarah Bagshaw (SBA) for their work on transitioning administrative functions from the support organisation.
- John Gutai and colleagues for work that has made it possible to open source the IHTSDO Workbench

MPS thereafter provided harmonization updates on the World Health Organization (WHO), Regenstrief and LOINC.

Actions

JZE to include WHO and LOINC/NPU harmonization updates, as a standard item in the CEO Report.

IHTSDO to compensate Copenhagen-based employees, including the Chief Executive Officer (CEO), for the new Danish tax liability.

05012010:4a Strategy: Long Term Strategic Objectives

There were three purposes of this discussion:

- 1. State explicitly the strategic direction the Association will follow over the next three to five years.*
- 2. Set out a maximum of 10 objectives that the IHTSDO Management Board will achieve in the next 3 years, that is by the General Assembly meeting of October 2012.*
- 3. Using this direction and these objectives as important components to the IHTSDO decision making including priority setting, communication, and supported activities both of officers and directors.*

The MB agreed that the documentation should address the broader spectrum of information standards and financial sustainability. With this amendment, the MB approved Version 3 for sharing with Officers & Committees with feedback by Friday 29th January, not including the contents of Appendix 1 and 2.

Actions

Any editorial changes should be e-mailed to JZE.

Ted Cizadlo (TJC) to e-mail his comment to MPS for incorporation.

John van Beek (JvB) to e-mail MPS (cc: Shelagh Maloney (SMA)) with sustainable development comments.

MPS to send out version 4 by lunch time on 6th January.

JCH to put this item on the February MB agenda.

In accordance with the briefing note:

- Version 5 to be produced and shared with the General Assembly on Sunday 7th February 2010.



- The General Assembly (GA) will be asked to provide comments by 7th March 2010, which will be incorporated into version 6, which is formally sent to GA with the GA agenda papers for April face to face meeting. IHTSDO Officers should be consulted about the “Strategic Objective to October 2012” on an individual basis so that they then can feedback to the four standing committees.
- Dennis Giokas (DG) has previously agreed to articulate technical aspects that should be incorporated in the document and e-mail these to MPS (awaited).
- At the October joint GA and MB meeting, Ken Lunn (KL) expressed a willingness to establish a mechanism for sharing resources other than the international release of SNOMED CT in a way that might encourage more countries to join the IHTSDO. JZE to prepare a conceptual paper on this idea for discussion at a future MB meeting.
- GA to develop a skills matrix for GA members that can be used by countries to inform their selection of GA delegates.

05012010:4b Strategy: Business Models Paper

The purpose of this discussion was to explore the options for different business models, so that the General Assembly has a focus for a high level discussion in order to set the financial vision for the IHTSDO.

The desire for SNOMED CT and associated products and services to evolve quicker and faster means undertaking more (and different) work. This work is not free and may have non-recurring and often recurring financial implications. The IHTSDO has as one of its bedrock principles financial sustainability and equally has a commitment that all or as much as possible of its resources should be focused on the improvement and implementation of its products and not sales and marketing for the purposes of revenue generation. At this meeting, the MB amended the suggested briefing note to address the following issues:

- The options presented should be triaged based on likelihood. IHTSDO should not spend resources pursuing options that are unlikely to materialize.
- Options should be divided into those that would affect on-going “operating” resources, versus those that might generate one-time “project based funding”.
- The project focus should be highlighted in terms of opportunistic funding sources.
- The document should explicitly state that while the MB prefers to not re open a discussion concerning baseline funding, the GA may prefer otherwise.
- All items after number four in the briefing note should be considered unlikely.

Actions

MPS to make above amendments.

MPS to circulate the briefing note to AW and JvB in advance of the February MB meeting.



JCH to put this item on the February MB Meeting for a final review of the contents of the briefing note before the material is included in the package for the General Assembly in April.

05012010:4c Strategy: January 2010 Release of SNOMED CT

The purpose of this discussion was to confirm plans for the January 2010 SNOMED CT International Release.

Updates to the International Release of SNOMED CT are issued every six months. Prior to each release, potential changes to the structure of the terminology are considered by the Content Committee and other stakeholders. At this meeting, the MB:

1. Endorsed the approach taken to respond to Member feedback regarding the addition of a metadata hierarchy for the January 2010 release including plans for the official public release (RF1 format) to rollback the proposed changes.
2. Decided to make the RF1 format including the metadata hierarchy changes available, as a technology preview alongside the RF2 technology preview.
3. Endorsed the proposals regarding processes and quality metrics related to addressing formal introduction of the Machine Readable Concept Model into the SNOMED CT User Guide.

Actions

Feedback about challenges encountered during the RF1 and RF2 International Releases should be solicited and considered in informing decisions regarding future releases.

The bullet points on page two of the briefing note should be put into a table that includes the criteria on what needs to be done for the July 2010 International Release.

Once the table has been produced, Officers should circulate it to the MB and the Member Forum in advance of the February MB meeting.

05012010:4d Strategy: Request Submission Survey

The purpose of this discussion was to provide a summary of the survey findings and solicit Management Board input regarding next steps.

In July/August 2009, the Quality Assurance Committee surveyed a number of users of the request submission process in order to establish a base line of satisfaction and identify areas for improvement. Shelagh Maloney presented results from this survey. The Community of Practice is generally satisfied with the request submission process and the survey yielded thoughtful responses that will be useful in improving the process going forward. Having reviewed the findings, the MB approved the next step as outlined below.



Actions

SMA to include a communication plan in the documentation and implement it in order to share the results of the survey with key stakeholders for whom they are relevant.

05012010:4e Strategy: Technical Implementation Guide

The purpose of this discussion was to seek the Management Board's endorsement on proposed next steps with respect to updating the SNOMED CT Technical Implementation Guide document.

IHTSDO aims to provide support to implementers of SNOMED CT, including by ensuring that the SNOMED CT Technical Implementation Guide (TIG) is accurate, up-to-date, and useful to implementers. The MB confirmed selection of Bidder A, as the preferred bidder and agreed to perform next steps, as described below.

Actions

In the future, briefing notes that have funding implications should clearly state whether funding has already been included in the organization's approved budget.

IHTSDO to start contract negotiations with Bidder A, aiming to sign contracts by mid-January 2010.

JGU to invite two members from the Affiliate Forum to participate in the Technical Implementation Guide Editorial Group.

JGU to complete the formation of the Technical Implementation Guide Editorial Group.

IHTSDO to trigger work on Phase 1, to start mid-January 2010 once contracts are finalized.

05012010:4f Strategy: IHTSDO Help Desk

The purpose of this discussion was to seek initial feedback from the Management Board on the approach that IHTSDO should take regarding help desk support.

With increasing use of SNOMED CT in new applications and more Members joining the IHTSDO, it is timely to consider the association's role with respect to responding to queries related to IHTSDO and SNOMED Ct. In 2009, the MB asked staff to produce a discussion paper regarding help desk support. At this meeting, the MB approved the proposals outlined above on IHTSDO's role with respect to Help Desk Functions.

Actions

JZE to clarify how people are going to be helped when they have a problem outside the helpdesk capacity.

JZE to incorporate a communication plan and tool(s).



05012010:5a-d Committee and Other Updates: Implementation & Innovation Committee, Technical Committee and Content Committee.

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

No updates were necessary.

05012010:6a Minutes of Previous Meetings: December 2009

The purpose of this discussion was to approve the minutes of the previous meeting.

The MB approved the minutes from the meeting in December.

05012010:7 Any Other Business

The purpose of this discussion was to address any other business.

None were identified.

05012010:9 Date of Next Meeting

Tuesday 2nd February 2010 at 21.00 UTC