



## RECORD OF DISCUSSION

Meeting date: May 5th, 2009	Group: Management Board Meeting
Meeting time: 14:00 Copenhagen time	Meeting place: Telephone Conference
Present: Arvydas Laurinavicius (AL), Andy Wiesenthal (AW), Daniel Forslund (DF), Jane Miller (JMI), Jennifer Zelmer (JZE), John Gutai (JGU), John van Beek (JvB), Karen Gibson (KG), Kent Spackman (KSP), Lene Asholm (LA), Martin Severs (MPS), Sarah Muttitt (SMU), Shelagh Maloney (SMA), Ted Cizadlo (TJC) and Christina Nilsson (CNI).	
Absent: none	
Date of next meeting: 2 <sup>nd</sup> June, 2009	Place of next meeting: Telephone Conference
Time of next meeting: 14:00 CPH time	

### **05052009:1 Welcome and Apologies**

All MB members attended this meeting.

### **05052009:2 Conflicts of Interest**

No conflicts of interests were declared.

### **05052009:3 Minutes of Previous Meeting**

*The purpose of this discussion was to approve the minutes of the previous meeting.*  
The MB approved the minutes from the previous meeting with two amendments.

#### Actions

CNI to make two corrections in the minutes.

LA to send the translation guidelines to JMI for her review and assistance with next steps in the release process.

### **05052009:4a CEO Report: Monthly Report**

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

JZE highlighted the:



- trial of prospective modelling that is underway with respect to the Regenstrief Institute for the Logical Observation Identifiers Names and Codes (LOINC) and the International Federation of Clinical Chemistry – International Union of Pure and Applied Chemistry (IFCC-IUPAC) for the Nomenclature, Properties, and Units (NPU)
- financial update
- outreach activities to potential new Members
- International Organization for Standardization Identification of Medical Products (ISO IDMP)
- report from the Chief Terminologist
- [confidential discussion removed as per section 9.1.21 (d) of the Articles of Association.]

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#### Actions

JvB and JZE to review the format of the financial update for the next MB financial report.

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

JZE to provide additional information about the Joint Initiative Council to KG.

#### **05052009:4b CEO Report: 2009 Work Plan 1<sup>st</sup> Quarter Update**

*The purpose of this discussion was to update the Management Board on progress on the 2009 Work Plan.*

Having reviewed the status of progress on the 2009 Work Plan, the MB agreed that the presented information was very helpful.

#### Actions

2009 Work Plan updates should be presented on a regular basis to the Management Board, using the same format for the next 2-3 meetings on a trial basis.

JZE to provide LA with information about member support.

#### **05052009:5a Strategy: Director Duties and strategic implications from October 2009**

*The purposes of this paper were to:*



- *To feedback to MB members the results of the one to one discussions the MB Chair had with MB members regarding specific roles of each person*
- *To raise additional strategic issues which emerged during that exercise and suggest solutions*

MPS formally thanked all MB members for their valuable input and feedback. The MB:

- Agreed to approve the MB Members' roles as set out in the table in Appendix 1 after review by MPS and JZE.
- In terms of approving the strategic objective for a Chief Implementation Officer and its inclusion in the 2010 budget and Work Plan, the MB agreed that it might be desirable to move this decision forward if IHTSDO receives additional funding in 2009. If IHTSDO does not receive additional funding in 2009, the General Assembly shall in October 2009 consider its inclusion in the 2010 Work Plan and budget. Given the strategic importance that the MB and GA have placed on enabling broader implementation of SNOMED CT, the MB shall recommend to the GA that it is made a high priority for 2010. To enable as swift progress as possible, the MB agreed that the recruitment materials should be prepared in advance of the IHTSDO October Conference.
- Approved included the Officers in the table after review by MPS and JZE.
- Approved sharing this table with the GA when updated and finalised.
- Decided to extend the Chair and Vice Chair tenures for another term.
- Agreed to wait until updated draft Terms of Reference for the Members' Operational Liaison Forum were received before making decisions about the role, mandate, and reporting relationship of this group.

### Actions

MPS and JZE to review the MB Member and Officer roles as set out in the table.

The MB agreed that recruiting a staff member who could focus on implementation support issues is a high priority for the organization. This should be considered should additional funding become available in 2009 or as part of the 2010 budget. To enable quick progress once resources are identified, JZE should develop recruitment materials as soon as possible.

TJC will finalize the draft Terms of Reference for the upcoming MOLF meeting that is scheduled early next week and subsequently bring forward updated draft Terms of Reference to the Management Board for its consideration.

JCH to put the MOLF Terms of Reference on the June MB meeting agenda.

MPS and KG to at any time ask for assistance by other MB members as required in their roles as Chair and Vice Chair respectively.



**05052009:5b Strategy: Work Plan 2010**

*The purpose of this discussion was to confirm Management Board-recommended priorities for the 2010 Work Plan.*

The MB

- Confirmed the proposed process for next steps in the preparation of the 2010 Work Plan.
- Agreed to provide information to the CEO on the preferred strategic resource balance by e-mail (will be compiled and fed back at the next Management Board meeting for validation)

Actions

JZE to add information about the baseline for each of the defined areas in the briefing note (e.g. the baseline percentage of resources with and without consideration of the Workbench procurement).

All MB members to provide information to the CEO on the preferred strategic resource balance. JZE to send out a reminder about this per e-mail after the meeting.

JZE to thereafter compile the information for the upcoming MB meeting.

JCH to put this item on the June MB meeting agenda.

**05052009:5c Strategy: Quality Assurance Recommendations from April 2009**

*The purpose of this discussion was to update the Management Board on progress with respect to the outcomes of discussions at the Quality Assurance Committee meeting in Helsingør as well as providing an update on existing work items.*

SMA updated the MB on progress made and informed the attendees that the proposal with respect to the Implementer's Curriculum has been withdrawn, pending further discussions between the Education and Implementation Special Interest Groups.

**05052009:5d Strategy: Technical Committee Recommendations from April 2009**

*The purpose of this discussion was to update the Management Board on the Technical Committee Recommendations from April 2009.*

KG introduced the following recommendations:

It is recommended that

- Implementation of the workbench (and CAP migration) is treated as a "business change" not a "technology" project, and that any migration activities occur with the end goal in mind (don't just replicate existing process).



- The Chief Technical Architect should establish and manage processes and service for maintaining the code base which IHTSDO owns
- The Technical Committee be given another month to review Namespace policy.

The MB approved the Technical Committee recommendations. Additionally, the MB agreed that recommendation number two should be included in the 2009 Work Plan activities.

#### Actions

KG to advise the Technical Committee of the Management Board's approval of their recommendations.

Recommendation number two to be included in the 2009 Work Plan activities and associated reporting.

All relevant Standing Committees to put the Namespace Policy review on their upcoming agendas so that feedback can be provided to the IHTSDO office by the end of May 2009.

Based on recommendations coming forward, the MB to discuss which committee shall own the Namespace policy in the future.

JCH to put the Namespace Policy on the July MB agenda.

#### **05052009:5e Strategy: Open Biomedical Ontologies**

*The purpose of this discussion was to update the MB on Open Biomedical Ontologies (OBO) and suggested next steps.*

AL introduced the document, which reflected advice from the Research and Innovation Committee in response to a request from the Management Board. The MB expressed appreciation for the Committee's work and noted its *philosophical* agreement with the suggested approach. As a first step, it was agreed that IHTSDO staff/Management Board members should approach OBO to explore opportunities for collaboration between the two groups. Next steps, as well as timing and approach, would be determined on the basis of the outcomes of this meeting.

#### Actions

IHTSDO shall with an opportunistic spirit undertake initial discussions on a semi formal basis with OBO regarding opportunities for collaboration.

TJC and JZE were tasked with identifying options for ensuring a robust home for research interests and issues within the IHTSDO governance and advisory structures.

#### **05052009:5f Strategy: Translation Requests**



*The purpose of this discussion was to recommend that the Management Board adopt a policy regarding when to permit translations of a part of SNOMED CT for research and evaluation purposes.*

The MB approved

- the proposed policy with respect to requests to translate SNOMED CT for research and evaluation purposes, with the amendment that it should be clearly stated that in order to ensure consistency and interoperability of terminology used in clinical and other implementations, such deployment would not be permitted under the special program for translations for research and evaluation purposes. That IHTSDO staff can post this policy on the IHTSDO website.

The request from researchers in Brazil attached as Appendix A to the briefing note for this item, subject to the standard conditions outlined in the newly-approved policy and provided that support-in-principle from the relevant agency of the national government can be confirmed

#### Actions

JZE to update the policy for requests to translate SNOMED CT for research and evaluation purposes based on the Management Board's discussion.

JZE to follow-up with the researcher from Brazil who had requested permission to undertake a partial translation of SNOMED CT based on the Management Board's discussion. This should include referencing and noting the latest version of the translation guidelines.

#### **05052009:5g Strategy: WHO Harmonization Update**

*The purpose of this discussion was to provide an update on harmonization discussions with the World Health Organization (WHO).*

MPS provided an update to the attendees, informing the MB members that he and JZE are planning a meeting with WHO in June to discuss the proposal that they had provided to IHTSDO on April 1, 2009. Since this agreement was developed by WHO's lawyers, it was agreed that IHTSDO's legal counsel should also review it.

KSP noted that he had been asked to provide feedback to an advisory group of the WHO on specific questions regarding the use of SNOMED in the ICD-11 development process. It was agreed that as the harmonization agreement was overarching, such feedback should wait until after the meeting in June.

#### Actions

JZE and MPS to send the agreement to all MB members after feedback from IHTSDO's lawyers.

#### **05052009:5h Strategy: Brief Update on some of AW's activities in the US**

*The purpose of this discussion was for AW to provide a brief update on some of the US activities.*

AW informed the MB about:



- [confidential discussion removed as per section 9.1.21 (d) of the Articles of Association.]
- Recent experiences with the use of data transferred to Google Health and the potential use of SNOMED CT to improve the accuracy of such information transfer
- Arrangement of visit at Kaiser Permanente either before or after the upcoming IHTSDO Conference for GA, MB and Officers (morning or afternoon).

On behalf of the MB, MPS thanked AW for this generous proposal.

#### Actions

MB members that have questions are encouraged to e-mail AW.

All Members and Officers to advise JZE about their ability to participate in the proposed site visit with Kaiser Permanente in the Washington area.

MPS and JZE to formulate a formal request to AW regarding this site visit (MPS and JZE to include preferred dates in the request).

#### **05052009:6 Committee Updates**

*The purpose of this discussion was to for the four Standing Committees to provide an update to the Management Board.*

- Content Committee: AW informed the attendees that the Content Committee had had good discussions at the last IHTSDO Conference. If any MB member would like more information, he/she can either contact AW, LA, and/or KSP directly or read the minutes that have been posted on the Collaborative Space.
- Quality Assurance Committee: SMA referred to the briefing note that she had prepared for this MB meeting.
- Technical Committee: KG informed the MB that the Technical Committee work is going well.
- Implementation and Innovation Committee: AL informed the attendees about the work being done on prioritization, and that the committee will present a prioritised list of proposals for the 2010 Work Plan at the June MB meeting.

#### **05052009:7 Any Other Business**

None identified.

#### **05052009:8 Date of Next Meeting**

Tuesday 2<sup>nd</sup> June 2009 at 14:00 CPH time.



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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



**PROPOSED MANAGEMENT BOARD MEMBER ROLES  
FROM OCTOBER 2009**

<b>ROLE</b>	<b>MB Lead</b>	<b>OFFICER</b>	<b>COMMENT</b>
Content Committee	Lene Asholm	Kent Spackman	
Quality Committee	Shelagh Maloney	Jane Millar	
Implementation & Innovation Committee	Andy Wiesenthal	TBC*	*A key post for 2010 budget TBD?
Technical Committee	Ted Cizadlo	John Gutai	
Affiliate Forum	Sarah Muttitt	TBC *	*Officer support a key post for 2010 budget TBD?
MOLF	Karen Gibson	Jennifer Zelmer	*Officer support a key post for 2010 budget TBD?
Chair MB	Martin Severs	Jennifer Zelmer	
Deputy Chair	Karen Gibson	Jennifer Zelmer	
Open Health Tools	Karen Gibson	John Gutai	
Harmonisation Lead {HL} WHO	Martin Severs	Jennifer Zelmer (governance) Kent Spackman (content)	Deputy Chair to support
HL	Martin Severs	Jennifer Zelmer (governance) Kent Spackman (content)	
HL LOINC-NPU	Martin Severs	Jennifer Zelmer (governance) Kent Spackman (content)	
HL Continua Alliance	Martin Severs	Jennifer Zelmer	
HL IEEE 11073	Martin Severs	Jennifer Zelmer	
HL HL7	Karen Gibson	John Gutai	
HL Open EHRF	Martin Severs	Jennifer Zelmer	
ISO/TC 215	Karen Gibson	Jane Millar	
Joint Initiative Council	Karen Gibson	Jennifer Zelmer	
International Council of Nurses	Arvydas Laurinavicius	Jennifer Zelmer	Supported by Nursing SIG Chair
Clinical Data Interchange Standards Consortium	Andy Wiesenthal	Jennifer Zelmer	
MedDRA Medical Dictionary for Regulatory Activities (ICH)	Martin Severs	Jennifer Zelmer	
Finance Sub-group	John van Beek	Jennifer Zelmer	Chair to support



	and Sarah Muttitt		
Geographic Region Strategy Lead	Daniel Forslund	Jennifer Zelmer	Chair to support
International Clinical Body Liaison Lead	Arvydas Laurinavicius	Jennifer Zelmer	Chair to support