



RECORD OF DISCUSSION

Meeting date: April 6, 2010

Meeting time: 20:00 UTC

Group: Management Board Meeting

Meeting place: Telephone Conference

Present: Andy Wiesenthal (AW), Arvydas Laurinavicius (AL), Gonzalo Marco Cuenca (GMC), Jane Millar (KMI), Jennifer Zelmer (JZE), John Gutai (JGU), Kent Spackman (KSP), Kristina Bränd Persson (KBP), Lene Asholm (LAS), Martin Severs (MPS), Paul Williams (PWI), Sarah Muttitt (SMU), and Shelagh Maloney (SMA)

Absent: Christina Nilsson (CNI)

Date of next meeting:

28th April 2010

Time of next meeting: 07:30 UTC

Place of next meeting:

Copenhagen, Denmark

06042010:1 Welcome and Apologies

John van Beek (JvB), Ted Cizadlo (TJC), and Christina Nilsson (CNI) did not attend this Management Board (MB) meeting.

06042010:2 Conflicts of Interest

No conflicts of interest were declared.

06042010:3 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 the Sunday dinner at IHTSDO meetings, the announcement regarding antecedent works, the migration to release format 2 (RF2), the financial update, the Management Board and General Assembly (GA) qualifications, the change in Singapore's teleconference number, translation tooling, and the Medinfo Presentations.

Actions

MPS to include the policy regarding antecedent works in the Management Board Chair's report to the GA.

JZE to follow-up with the accountants with respect to updating the budget to more accurately reflect the distribution of expenditures during the course of the year (rather than costs being evenly spread throughout the year).



06042010:4a Preparation for April 2010 Face-to-Face Meetings: Strategic Directions

The purpose of this discussion was to confirm the final draft of the strategic objectives to 2012-2015.

At the last meeting of the Management Board, members reviewed draft strategic objectives for 2012-2015. Updates have been made since then based on feedback received. At this meeting, the Management Board decided that no changes to the draft strategic directions are required (based on the issues that are outlined in the briefing note) and agreed to the next steps as outlined below.

Actions

JCH to circulate the updated draft to the GA for discussion at the April Meetings, with the following two changes:

- Change the shape of the diamonds used to denote accountability targets and shared goals on the PowerPoint slides.
- Add text regarding the priority use cases as a footnote to the text version of the document.

JZE to circulate the updated draft to the Community of Practice for review and encourage them to provide editorial comments to the IHTSDO office and advice on substantive issues via the office or their GA representative.

Committees to continue to progress work on more detailed action plans in their areas of responsibility.

Staff to complete more detailed templates for each strategic initiative, once Committee plans are approved.

Management Board members to plan to formally review the results and future strategic directions in 2012.

06042010:4b Preparation for April 2010 Face-to-Face Meetings: Annual Financial Report

The purpose of this discussion was to approve IHTSDO's 2009 Annual Financial Statements.

Each year, IHTSDO asks external financial auditors to conduct an audit of its financial statements. For 2009, the audit was conducted by Price Waterhouse Coopers. A copy of the preliminary draft of the 2009 audited financial statements was attached to the briefing note, as they would appear if adopted by the GA. It included statements from the auditors, information regarding IHTSDO's 2009 financial position, and a management review of the results. At the meeting, the Management Board:

1. Approved the auditors' terms of engagement for the 2009 financial year.
2. Approved IHTSDO's 2009 annual report, including the annual financial statements as prepared by Price Waterhouse Coopers subject to addressing a grammatical issue on page 17 of the report.



3. Approved IHTSDO's 2009 long form report as prepared by Price Waterhouse Coopers.
4. Recommended that the GA approves IHTSDO's 2009 annual report, including the annual financial statements as prepared by Price Waterhouse Coopers with appropriate changes made to address a grammatical issue on page 17 of the report.
5. Endorsed the attached briefing note for transmittal to the GA at the April 2010 meeting.

The Management Board formally thanked the Finance Group for their review of the draft audit reports.

Actions

MB Members to sign, scan, and return the "Management's Statement on the Annual Report" to the IHTSDO office as soon as possible either by fax (+45 4444 8736) or by email to jze@ihtsdo.org

MB Members to sign, scan, and return the page headed "Pages 32 - 42 were presented at the Management Board meeting on 6 April 2010." from the long form report to the IHTSDO office as soon as possible either by fax (+45 4444 8736) or by email to jze@ihtsdo.org

MB Members to sign, scan, and return the auditors terms of engagement (simply write your name below the list that is already there, sign and date the page) as soon as possible either by fax (+45 4444 8736) or by email to jze@ihtsdo.org. (Only applies to Members who did not sign this for the 2008 report).

MB Members to sign and return 3 copies of the documents referred to in #6 and 7 above in hard copy form to the IHTSDO office as soon as possible if they will not be attending the meetings in Copenhagen.

MB Members attending the Copenhagen meetings to sign the hard copies of the documents referred to in #6 and 7 above on day 1 of the Copenhagen meetings, preferably prior to the beginning of the General Assembly meetings. These copies will be held at the conference registration desk for signature.

06042010:4c Preparation for April 2010 Face-to-Face Meetings: Annual Activity Report

The purpose of this discussion was to seek feedback from the Management Board on the draft Annual Activity Report for 2009.

According to IHTSDO's Articles of Association, the April meeting of the GA should consider and vote on an annual activity report from the Management Board for the prior fiscal year. By April 6th, Management Board members had provided editorial feedback on the report to Sarah Bagshaw and agreed that an updated draft could be forwarded to the GA with their endorsement. Comments at the meeting included:

- Supporting the change in format for the section describing Member updates
- Changing the title of the "year 3" section to 2009



- Ensuring that the references to the Workbench and web-based applications are accurate
- Completing a further front-to-back read for final edits

Actions

Berit Jensen (BJE) and Sarah Bagshaw (SBA) to make updates based on feedback from the Management Board and the Member Forum.

BJE and SBA to arrange that the report will be printed shortly after the April meetings, assuming that the GA approves the Annual Activity report and financial statements.

Copies will be available to Members for circulation to key stakeholders at the national level.

06042010:4d

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

06042010:4e Preparation for April 2010 Face-to-Face Meetings: Implementation SIG Chair

The purpose of this discussion was to confirm a new co-chair for the Implementation Special Interest Group.

Francis Lau recently indicated that due to other commitments he would be unable to continue serving as co-chair of the Implementation Special Interest Group. Tom Seabury coordinated a call for nominations for a new co-chair, which led to Jay Kola from the United Kingdom being nominated to serve as co-chair with Ronald Cornet. His appointment has been recommended by the Implementation and Innovation Committee. The Management Board confirmed Jay Kola as Co-Chair of the Implementation Special Interest Group.

Actions

Tom Seabury to inform appropriate actors about the decision of the Management Board.

BJE to update the references to the co-chairs of the Implementation Special Interest Group on IHTSDO's website.

06042010:4f Preparation for April 2010 Face-to-Face Meetings: Adjustment to Membership Fees

The purpose of this discussion was to confirm how to address upcoming adjustments to Member Fees.

IHTSDO's fees for Members and Affiliates Licensees are designed on a "fair share" basis, scaled using World Bank Gross National Income (GNI) values. The Atlas



method smoothes exchange rate fluctuations by using a three year moving average, price-adjusted conversion factor. According to the Articles of Association, the GNI Atlas values used by IHTSDO will be revised every third 30 September, commencing 30 September 2010, with the most current World Bank GNI Atlas values then published by the World Bank. The Management Board recommended that the GA:

1. Decides whether to retain the current update schedule for revising Member Fees using updated Gross National Income values from the World Bank (i.e. every three years) or to move to an annual update cycle.
2. Decides whether to retain the current implementation schedule for updated fees (e.g. announce in October 2010 what fees will apply as of January 2011) or to move to a delayed implementation (e.g. announce in October 2010 what fees will apply as of January 2012).
3. Confirms that GNI-based banding for countries that are not yet Members of the IHTSDO should be updated on the same schedule as Member Fee calculations based on GNI values are updated.

Actions

JCH to put this item on the GA April agenda.

JZE to update the briefing note for the GA to include additional background information about the implication of different timing scenarios on fluctuations in Member fees.

06042010:4g Preparation for April 2010 Face-to-Face Meetings: Statements of Account and Licensing

The purpose of this discussion was to provide a summary of the Affiliate License Statement of Account reporting for the July-December 2009 period, and the draft policy for delinquent licences based on the principles agreed at the last General Assembly meeting.

IHTSDO and its Members want to make the Affiliate License Statement of Account process as straightforward as possible for everyone. This includes having clear and consistent processes for addressing situations when Statement of Account are not provided or Affiliate License fees are not paid on time. At this meeting, the Management Board:

1. Approved the policy in Appendix A of the briefing note, subject to the clarification that if download privileges were suspended, this should apply to the current and previous releases of SNOMED CT (not just the current release).
2. Approved next steps as outlined below
3. Noted that the IHTSDO will seek ongoing feedback from Members and Affiliate Licensees for improvements to the Affiliate License Statement of Account process.

Actions

SBA to undertake another round of follow up reminders to submit the Jul-Dec 09 report to those licensees through the IHTSDO that are outstanding.



SBA to distribute the approved policy to all Affiliate Licensees registered on SALSA (i.e. licensees through the IHTSDO).

MPS to encourage Members to adopt the policy as soon as possible and to ask the GA to confirm in April 2010 when the policy should be converted to a formal regulation, with which compliance is required.

MPS to ask the GA in April whether IHTSDO should publish the names of those with inactive/suspended licenses at the time that the policy becomes a regulation and every 6 months thereafter.

06042010:4h Preparation for April 2010 Face-to-Face Meetings: Management Board Chair's Report to the GA

The purpose of this discussion was to inform the Management Board about the Report from the Management Board Chair to the GA.

At each GA meeting, the Management Board Chair presents an informative report to the GA. This report is intended to be for information only and provides a summary of activities that have taken place over the preceding six months. The Management Board noted and was supportive of the draft presented.

Action

MPS to update the Chair's report based on feedback provided, including clarifying numerical references in the document (e.g. #66).

06042010:5a Strategy: Mechanism for sharing resources among Members

The purpose of this discussion was to confirm proposals on potential mechanisms for sharing resources between Members.

The 2010 Work Plan includes an action to establish and pilot a mechanism for sharing resources among Members, with a draft strategy being delivered for consideration at the October 2010 meetings. Building on guiding principles agreed in November 2009, the Management Board addressed issues related to:

- Who can contribute to the Member Exchange?
- What would the intellectual property status be vis a vis contributors?
- Should there be incentives to contribute resources? If so, what?
- Who can access resources from the Member Exchange?
- What would the intellectual property status be for resource users?
- How should the Member Exchange be launched and announced?
- Are there obligations for contributed resources to be maintained?
- What technical platform would be used for licensing? For accessing resources?
- What charges (if any) would be levied for resource users?
- What happens if more than one party is updating a resource from the Exchange?
- How would any disputes among participants in the Member Exchange be resolved?



They confirmed the proposals for how to address these issues presenting in the briefing note, noting that:

- Making a contribution to the Member Exchange is optional, but any contributions made would be under a set licensing and intellectual property framework
- The fundamental goal is to encourage use of SNOMED CT. Therefore, the Management Board was supportive of very open access to resources in the Member Exchange.
- Resources will be contributed on an “as is” basis and the value of those contributions may vary. Over time, it may be helpful to develop a wiki-style companion document to allow users to share information regarding their experience in using various resources.

The Management Board also confirmed the next steps as outlined below.

Actions

MPS to seek approval of the GA to establish a Member Exchange along the lines outlined above at the April 2010 meetings, subject to any major issues identified in the review by the auditors that is currently underway.

Staff to present plans for the Member Exchange to the Member Forum at the April 2010 meetings if time is available on the agenda or as soon as possible thereafter to seek feedback on the operational implementation of the initiative.

JZE to accelerate implementation of the Member Exchange because of the immediate opportunities for resource sharing (and resultant benefits for accelerating implementation of SNOMED CT) that several Members have identified. To accelerate the work, additional resources amounting to approximately \$20-30,000 can be used for a project manager to develop plans, launch documentation, and coordinate initial contributions and communications, as well as legal fees to create the necessary licenses.

JZE to seek feedback from IHTSDO’s auditors regarding the financial implications of proceeding with this initiative.

JZE to add a reference in the briefing note to the metrics associated with the Member Exchange that have been built into the accountability targets and shared goals for the Strategic Directions, as well as to the desirability of reviewing the outcomes of work related to the Member Exchange in 12-18 months.

06042010:5b Strategy: Implementation Action Plan

The purpose of this discussion was to seek the Management Board’s support of an Implementation Action Plan proposed by the Implementation and Innovation Committee.

Given the organization’s focus on accelerating use of SNOMED CT, a commitment to develop an Implementation Action Plan was included in the organization’s 2009 Work Plan. The GA asked that this action plan be delivered by April 2010. The Management Board reviewed and provided initial comments on the latest draft of



the Implementation Action Plan. Specifically, there was discussion of the following points:

- Section 2.1 appears to be at a more detailed level than surrounding sections of the document. It was suggested that this be moved to a footnote.
- It should be made clear that the bullets at the top of page 6 are illustrative examples only and are not intended to be exclusive or exhaustive
- The intended audience for the activities related to increasing education and awareness of the use of SNOMED CT should be clarified. Management Board members were keen to ensure that policy makers were included as a target audience.
- There were mixed views on the proportional allocation of resources, with some suggesting that the 25% allocation to better understanding where and how SNOMED CT was used was too high and the 8% allocated to gathering evidence of successful benefits realization was too low.

AWI asked for any additional comments to be provided to him within the next 24-48 hours. He noted that the Committee will be meeting to finalize the Action Plan on April 12th. A revised draft will thereafter be sent by email to the Management Board for approval for presentation to the GA in April 2010. It was noted that given the timing, this would not be included in the main package for the GA meeting but would be sent separately in a later email.

Actions

JZE to send a Word-format copy of the Implementation Action Plan to Paul Williams.

Management Board Members to provide comments on the current draft to AWI within 48 hours.

JCH to add this item to the April 2010 General Assembly agenda.

06042010:5c

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

06042010:5d

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

06042010:5e Strategy: Potential Change to the Affiliate License Terms

The purpose of this discussion was to seek advice from the Management Board regarding potential changes to the Affiliate License Terms.

A number of questions have arisen with respect to the Affiliate License terms. Addressing one that has arisen in the question of the LOINC agreement is urgent at this time. While changes are being made, it seems timely to also introduce language



that would confirm IHTSDO's commitment to providing Affiliate Licenses at no cost to users in low income countries.

The Management Board agreed to recommend to the GA in April 2010 that changes be made to the Articles of Association to address questions that have arisen with respect to fees for the use of SNOMED CT in countries that are not yet Members of the IHTSDO, as presented in the Management Board briefing note, subject to any modifications recommended by IHTSDO's Danish legal counsel.

Actions

JCH to put this item on the GA April meeting agenda.

JZE to confirm the drafted changes to the Articles with Danish legal counsel.

06042010:5f Strategy: IHTSDO Input to Current ISO Developments

The purpose of this discussion was to outline a number of ISO standards that are currently being balloted which have relevance to IHTSDO activity and to ask for Management Board consideration and approval of proposed ways forward.

At the August 2009 meeting of the IHTSDO Management Board, members agreed a process for managing ISO TC 215 requests for comments and balloting as part of its commitment to harmonization with other standards bodies. As was mentioned at the March Management Board meeting, several recent ISO developments have relevance to IHTSDO. The Management Board approved the draft response to the New Work Item Proposal (NWIP) "Standards Convergence to Promote Electronic Health Record (EHR) Interoperability" in Appendix 1 of the briefing note. JMI noted that IHTSDO's response to a ballot related to procedure terminology had also been posted to the Management Board Distribution Centre.

Actions

JMI to submit IHTSDO's response to the New Work Item Proposal (NWIP) "Standards Convergence to Promote Electronic Health Record (EHR) Interoperability" to ISO.

06042010:5g Strategy: Guidelines for the Management of Translation

The purpose of this discussion was to ask the Management Board for approval of the 'Guidelines for the management of translations of SNOMED CT'.

The 'Guidelines for the Management of Translations of SNOMED CT' (appendix 1) was developed by the IHTSDO Translation Standards Process Project Group. It focuses on supporting the 'Guidelines for the Translation of SNOMED CT' which have previously been approved by the Management Board.

The Management Board approved the 'Guidelines for the Management of Translations of SNOMED CT' and confirmed the next steps outlined below. This concludes the work of the Project Group for Translation Management Guidelines. The Management Board thanked the Project Group for their work and noted that



responsibility for on-going monitoring and updates of the guidelines will transfer to the Translation Special Interest Group.

Actions

JMI to update the draft document to ensure that “Members” is capitalized.

SMA to advise the Project Group and Translation Special Interest Group that the Guidelines were approved and to thank the groups for their efforts on behalf of the Management Board.

BJE to publish the guidelines on the IHTSDO website in the ‘publications/translating SNOMED CT’ section along with a reference on the front page of the website, as well as to update the list of Project Groups on the website.

CNI to include an announcement of the approval of the Guidelines in the next eLetter.

JMI to provide a briefing to the next Management Board meeting regarding the Translation Special Interest Group’s views on the process for moving from translation Guidelines to Standards.

A review date of 20120401 (i.e. April 1, 2012) is set as per the agreed IHTSDO process.

06042010:5h Strategy: Update from Barcelona and Paris Meetings

The purpose of this discussion was to provide an update from the Barcelona and Paris Meetings.

JZE spoke at the High Level eHealth Conference 2010 in Barcelona in March 2010, as did several Management Board and GA members. IHTSDO also had a booth at the World of Health IT in Barcelona with CNI taking the lead. Additionally, the IHTSDO held an information session for current and prospective Members. [confidential discussion removed as per section 9.1.21 (d) of the Articles of Association.]

06042010:6a-e Committee and Other Updates: Quality Assurance Committee, Implementation & Innovation Committee, Technical Committee, Content Committee and Member Forum.

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

The Content Committee and the Implementation and Innovation Committee had provided written updates in advance of the meeting. Oral updates on progress were provided by the other Standing Committees.



06042010:7a Minutes of Previous Meetings: March 2010

The purpose of this discussion was to approve the minutes of the previous meeting.
The MB approved the minutes from the meeting in March. They also noted the approval by email of minutes from the December 2009, January 2010, February 2010, and March 2010 meetings.

Actions

CNI to make appropriate arrangements.

06042010:8 Any Other Business

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

MPS noted that he plans to call a special closed meeting of the Management Board on April 21, 2010 at 2000 UTC (2200 Copenhagen time).

06042010:9 Date of Next Meeting

Wednesday 28th April 2010 at 07:30 UCT.