



RECORD OF DISCUSSION

| | |
|--|--|
| Meeting date: January 6, 2008 | Group: Management Board Meeting |
| Meeting time: 07:00 Copenhagen time | Meeting place: Telephone Conference |
| Present: Arvydas Laurinavicius (AL), Daniel Forslund (DF), Jennifer Zelmer (JZE), John van Beek (JvB), Karen Gibson (KG), Lene Asholm (LA), Martin Severs (MPS), Sarah Muttitt (SMU), Ted Cizadlo (TJC) and Christina Nilsson (CNI). | |
| Absent: Andy Wiesenthal (AW) & Shelagh Maloney (SMA) | |
| Date of next meeting: 3 rd February, 2009 | Place of next meeting: Telephone Conference |
| Time of next meeting: 07:00 a.m. CPH time | |

06012009:1 Welcome and Apologies

AW and SM did not attend this meeting. MPS chaired the first portion of this meeting and KG thereafter chaired.

06012009:2 Conflicts of Interest

No conflicts of Interests were declared.

06012009:3 Minutes of the Previous Meetings

The MB approved the minutes from December 9th 2008 under the condition that below actions are taken.

Actions

TJC's initials on page eight shall be corrected.

It should state "formal updated proposal" on page eight instead of merely "proposal" (this is the case in two places on page eight).

06012009:4 CEO Report

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

JZE highlighted the feedback from Bill Runciman, progress on work related to compositional grammar, the November Financial Statements, a Request for Proposal for bookkeeping services for 2009, plans for an announcement regarding



license fee exemptions for users in low income countries, plans for an announcement regarding the IHTSDO Workbench, the availability of the January 2009 International Release of SNOMED CT, and the departure of Eveline Castelijns.

KG congratulated the CEO on the progress made with respect to the license fee exemption program and Cyprus's membership.

Actions

MB Members who have not yet provided feedback on the proposal from Bill Runciman are requested to do so as soon as possible. A status report shall be produced for the February Management Board meeting.

JGU to add the endorsement process to the front of the Compositional Grammar document.

Staff to thereafter post the Compositional Grammar document on IHTSDO's website and put a notification about such posting on the Collaborative Space.

The announcement regarding license fee exemptions for low income countries should state that this is the "first phase" of IHTSDO's program instead of "pilot". JZE to change this.

06012009:5a Strategy: IHTSDO Award for Excellence

This paper adds the detail to the proposal approved by the Management Board on October 7th 2008 that there should be an award for 'Excellence' as one of the ways that the IHTSDO shows appreciation to its contributors.

The MB approved the resultant proposal on this call and agreed that the award shall be represented by a physical object that will be given to the Award recipient and should be similar each year. JZE clarified that the intent was that the first award should be handed out in 2009.

Actions

JZE to post an invitation to members of the Community of Practice to nominate an individual for the 2009 IHTSDO Award of Excellent on the Collaborative Space and in other suitable locations.

06012009:5b Strategy: Harmonization with WHO

The purpose of this discussion was for the Management Board Chair to provide an update on the harmonization activities with WHO.

MPS apologised that he could not report on progress in terms of WHO harmonization since the Interim Harmonization Panel meeting had been postponed. If needed, the MB agreed to schedule an upcoming meeting for relevant MB Members and other stakeholders in advance of the February Management Board meeting.



Actions

If required, MPS, TJC, LA and KG to have a meeting in terms of the harmonization activities with WHO after the Interim Harmonization Panel meeting but in advance of the February Management Board meeting. MPS to produce a briefing note for the MB meeting.

Additionally, MPS shall e-mail Bedirhan Ustun, informing him that IHTSDO hopes to receive a draft of the Harmonization Agreement soon.

06012009:5c Strategy: Harmonization with LOINC and IFCC/IUPAC

The purpose of this discussion was for the Management Board Chair to provide an update on the harmonization activities with LOINC and IFCC/IUPAC.

MPS provided an update to the Management Board. The MB agreed to try to schedule a meeting in Washington at the end of February or in early March that shall be attended by representatives of IHTSDO, LOINC, and IFCC/IUPAC.

Actions

MPS shall write to LOINC and IFCC/IUPAC to try to schedule a meeting between in Washington by the end of February/beginning of March.

KG and KSP flagged potential overlaps in terms of the suggested meeting schedule. Follow-up discussion between MPS, JZE, TJC, AL and KSP shall thus be held to decide upon the specific timing of the proposed meeting.

In advance of the meeting, the draft business principles document shall be sent to all attendees, legally drafted (ideally prior to the February Management Board) and thereafter finalized and hopefully signed at the meeting in Washington. Additionally, a detail operational plan and model shall be produced that also shall be finalized and signed at the meeting in Washington.

MPS to brief the Management Board on an ongoing basis.

06012009:5d Strategy: Tooling Update

The purpose of this discussion was to update the Management Board regarding progress on tooling

The Management Board noted the status of tooling procurement and implementation. The MB stressed their appreciation and formally thanked JZE, Duncan McNeil and John Gutai for their work on putting in place the IHTSDO Workbench.

Actions

JGU to provide information on implementation plans at the February MB Meeting.



06012009:5e Strategy: New Members MB Policy to 2012

The purpose of this discussion was to propose a Regulation for Managing Management Board membership up until and immediately after the General Assembly meeting of October 2012.

The Management Board

1. Generally approved the regulation set out in Appendix 1 based on the following amendments:
 - a. A & B – 6 or 7
 - b. C – 4
 - c. D – stay the same
 - d. E “Senior level management”
 - e. F – stay the same
 - f. G – ¼
 - g. H -1/4
2. Requested that the General Assembly
 - a. Take ownership & maintenance responsibility of the Regulation
 - b. Publish updates [through the officers] on the IHTSDO web site
 - c. Place the Regulation on the April 2009 GA Agenda
 - d. Act on the requirements of the Regulation at its April 2009 meeting
3. Accepted the suggested Skills Matrix for MB membership [Appendix 2] and ask for an update if they deem it necessary before the GA meeting October 2012

Actions

MPS to amend the document as noted above. In addition, it should be clearly expressed in the document that the MB needs to review the document prior to 2012 and that it shall be updated if the GA deems so necessary.

MPS to write to the General Assembly requesting that it:

- a. Takes ownership & maintenance responsibility of the Regulation
- b. Publishes updates [through the Officers] on the IHTSDO web site
- c. Places the Regulation on the April 2009 GA Agenda
- d. Acts on the requirements of the Regulation at its April 2009 meeting

06012009:5f Strategy: Business Planning for 2010

The purpose of this discussion was for the CEO to provide an update to the MB on the business planning process for 2010.

The CEO provided an update to the Management Board. The MB agreed to hold a strategic discussion at the MB February meeting to ensure that strategic framing information is promulgated to the Community of Practice in a timely way. The Chair stressed that a decision-making framework explicitly is needed.

Actions

This item shall be on the February MB agenda to allow for a strategic discussion.



06012009:5g

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

06012009:5h Strategy: Standards for Standards

The purpose of this discussion was to begin to make decisions regarding the preferred Standards for Standards process for IHTSDO

The MB reconfirmed the intent to engage in a staged consideration of options for IHTSDO in terms of a 'standards for standards' process, as follows:

- Phase 1 (January 2009): Confirm the process to be followed, confirm the fundamental objectives in establishing 'standards for standards', and review the range of areas of work undertaken by IHTSDO
- Phase 2 (February 2009): Discuss preferred approaches for efficient and timely progress in meeting needs for standards and other deliverables (e.g. it is likely that we would choose to establish different processes for the content of SNOMED CT and for the definition of the release format for the terminology), agree a transition plan for moving from the current state to the desired future state including how best to consult with the Community of Practice about these proposals, determine how best to engage with other standards organizations in respect of these proposals
- Phase 3 (March 2009): Confirm preferred approaches following February deliberations and initial consultations and discuss how best to communicate IHTSDO's intentions regarding standards for standards
- Phase 4 (April 2009): Review by General Assembly
- Phase 5: If agreed by the General Assembly, detailed procedures will subsequently be developed where required, leveraging work currently being done as part of the "how do I" project.

With respect to objectives in establishing 'Standards for Standards', the MB noted that they had already established that IHTSDO requires a standards development and approval process that is:

- capable of rigorous standards development by consensus building or commission (where required to meet short-term business needs)
- capable of satisfying any National Standards acceptance/adoption policies
- capable of satisfying any specific organisational and governance requirements of the IHTSDO, including section 2.3.1 of the Articles which states that "*all of its activities in accordance with principles of openness, fairness, transparency*" and reinforces the importance of "*accountability to its Members*".

In this context, it was agreed that IHTSDO should build on key principles suggested by Richard Dixon Hughes to establish processes that:

- Leverage recent experience of other standards development organizations, particularly those that reflect newer, faster, standards development and approval pathways and avoid legacy approaches



- Apply the fundamental principles of openness, fairness, and transparency in standards development and decision-making processes
- Be responsive, nimble and flexible, recognizing that IHTSDO's produces different types of deliverables (e.g. the terminology itself, translation guidelines, standardized distribution formats) and that different processes, including different ways of seeking consensus, are required
- Be simple, with relatively few types of documents and approval stages and the capacity for rapid adoption of advanced drafts following comment and consensus
- Have relatively low administrative overhead and be as efficient as possible (both for IHTSDO and for members of the Community of Practice), where possible using existing Working Group and Committee structures
- Facilitates and enables harmonization with other standards development organizations.

The MB noted that the end result should be rules and processes that are clear, widely available (transparent) and are demonstrably applied to govern the IHTSDO's work in a predictable way.

Committee Chairs agreed to provide feedback on the range of areas of work undertaken by IHTSDO and associated implications for 'standards for standards' (as per section D of the briefing note). They also suggested that the standing committees be consulted for valuable feedback.

Actions

JZE, JGU, KSP, JMI to populate a template with a few use cases and distribute to the standing committees for comment.

The Standing Committees will thereafter populate the template with deliverables relevant to their Committee, providing feedback to the MB that will allow for improvement. The CEO stated that it would be ideal if this item can be on the Committees' January meeting agendas.

06012009:6a Items brought forward by IHTSDO Bodies: Chair of Education SIG

The purpose of the briefing note was to ask the Management Board to formally agree to a new Chair of the Education Special Interest Group (SIG)

The MB approved the appointment of Sarah Ryan as Chair of the Education Special Interest Group, effective immediately. The MB Chair welcomed Sarah Ryan and formally thanked her for volunteering as Education SIG Chair. Members also thanked Anne Casey for her excellent prior service in this role.

Actions

SMA to thank Anne Casey on behalf of the MB and to advise Sarah Ryan of the confirmation of her appointment as Chair of the Education SIG.



06012009:6b Items brought forward by IHTSDO Bodies: Implementer's Curriculum

As SMA was not on the call, the MB agreed to discuss this item at the MB February meeting.

Actions

CNI to put this item on the February MB agenda.

06012009:6c Items brought forward by IHTSDO Bodies: ICPC mapping

LA informed the MB that she had no update on this item at this time. The MB agreed to discuss this at the February MB agenda instead if information was available.

Actions

CNI to put this item on the February MB meeting agenda.

06012009:6d Items brought forward by IHTSDO Bodies: MOLF Update

The CEO informed the MB that she had not received a briefing note for this item. MB Members thus agreed to discuss this item at the February MB meeting instead.

Actions

This item to be put on the MB February meeting agenda.

06012009:7a Committee Updates: Content Committee

The purpose of this discussion was for the Content Committee to provide an update to the Management Board.

LA provided an update in terms of the progress of discussions regarding translation deliverables.

Actions

LA to send the draft translation guideline document to JGU.

06012009:7b Committee Updates: Quality Assurance Committee

The purpose of this discussion was for the Quality Assurance Committee to provide an update to the Management Board.

This item was postponed as SMA was not on the call. The CEO informed the MB that ECH has provided assistance to the Quality Assurance Committee during JMI's absence. The MB formally thanked ECH for his continued service.

06012009:7c Committee Updates: Research and Innovation Committee



The purpose of this discussion was for the Research and Innovation Committee to provide an update to the Management Board.

AL gave an update on the out-of-cycle meeting that will take place in Salt Lake City in February. TJC gave an overview of the meeting plans and informed the MB that ten people will attend the meeting. KSP and JGU will represent IHTSDO.

06012009:7d Committee Updates: Technical Committee

The purpose of this discussion was for the Technical Committee to provide an update to the Management Board.

KG provided an update in terms of:

- IHTSDO Workbench procurement process, informing the MB that a more detailed document regarding implementation plans is to be prepared.
- Endorsement of the compositional grammar (the nature of endorsement is standard for trial use before final endorsement). KG informed the MB that this can go in the standards for standards table.
- Plans of the UK to develop an Asset Registry. MPS reminded members that he circulated a letter related to this item and would appreciate a response from all MB members.
- Applicability of map investigated. KG informed the MB that Ken Lunn has confirmed that UK is willing to share previous work regarding mapping ICD.10.

TJC thereafter provided an update in terms of SNOMED CT and ICD-10 Mapping and indicated that an updated proposal should be ready for consideration by the MB at the February MB meeting. TJC thereafter informed the MB that the QA process is close to finalization.

Actions

JZE to re-circulate MPS's letter.

JZE will ask Steven Castanien about the status of the development of the proposal for changes to the current mapping tool.

JGU shall attend the next Mapping SIG call to establish a point contact regarding the IHTSDO Workbench.

06012009:8 Any other Business

JvB reminded MB members that Eveline Castelijns no longer works at the Ministry of Health in the Netherlands. Thus, all e-mails directed to the General Assembly representative of the Netherlands should be sent to JvB.

Actions

All e-mails directed to the General Assembly representative of the Netherlands should be sent to JvB.



06012009:9 **Date of Next Meeting**
Tuesday February 3rd, 2009 07:00 a.m. Copenhagen time.