



RECORD OF DISCUSSION

Meeting date: October 7-8, 2009	Group: Management Board Meeting
Meeting time: 09:45 Bethesda time	Meeting place: Bethesda, USA
Present: Andy Wiesenthal (AW), Arvydas Laurinavicius (AL), Daniel Forslund (DF), Javier Etreros (JE), Jennifer Zelmer (JZE), John van Beek (JvB), Karen Gibson (KG), Lene Asholm (LAS), Martin Severs (MPS), Shelagh Maloney (SMA), Paul Williams (PW), Ted Cizadlo (TJC) and Christina Nilsson (CNI).	GA Members (attended as guests at the beginning of the MB meeting): Betsy Humphreys (BH), Colleen Brooks (CB) as alternate for Sarah Muttitt, Dennis Giokas (DG) Lunn KLU), Kristina Bränd Persson (KBP), and Sally Greenway (SG).
Absent: Sarah Muttitt (SMU)	
Date of next meeting: 3 rd November, 2009	Place of next meeting: Telephone Conference
Time of next meeting: 22:00 hrs CPH time	

07102009:1 Welcome and Apologies

Sarah Muttitt (SMU) did not attend this Management Board (MB) meeting. General Assembly (GA) members were invited to participate at the beginning of the meeting as guests. Please note that Colleen Brooks (CB) was the designated alternate for Singapore on behalf of SMU.

07102009:2 Conflicts of Interest

Dennis Giokas (DG) and Ken Lunn (KL) informed the MB that they are Members of the HL7 Board of Directors. Betsy Humphreys (BH) stated that the National Library of Medicine (NLM) provides support to the Regenstrief Institute for the maintenance and development of the Logical Observation Identifiers Names and Codes (LOINC®).

07102009:3 Minutes of September 2009 Meeting

The purpose of this discussion was to approve the minutes from the last Management Board meeting.

The MB approved the minutes from the meeting in September 2009.



07102009:4a Harmonization strategy

The purpose of this discussion was to solicit General Assembly/Management Board views, regarding IHTSDO's strategic position in a variety of harmonization activities.

The GA/MB reviewed the overall IHTSDO harmonization strategy and proceeded to discuss the updates that were provided for each of the following harmonization activities:

- a. WHO (World Health Organisation)
- b. OpenEHR (Open Electronic Health Records)
- c. Devices
- d. WONCA (World Organization of Family Doctors)
- e. LOINC®/NPU (Logical Observation Identifiers Names and Codes/Nomenclature, Properties and Units)

07102009:4a

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

07102009:4b

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

07102009:4c

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

07102009:4d

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

07102009:4e

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



07102009:4f

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

07102009:5a Long-term strategy issues: Strategy to 2012

The purposes of this discussion were to:

- 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

- [confidential discussion removed as per section 9.1.21 (d) of the Articles of Association.]
- Agreed to the following amendments of the “Strategic Objectives to October 2012” document:
 - The vision stated in the Articles of Association should be included at the beginning of the document to provide context.
 - The listed strategic objectives should be organized into categories (e.g. implementation and development).
 - The objectives should be framed in a more product-oriented way, recognizing the importance of marketing and strategies for implementation.
 - Improve the overall presentation and order of objectives (e.g. strategic objective number three should be listed as strategic objective number one).
 - Reduce the total number of objectives.
- The MB agreed on the process for moving forward with the “Strategic Objectives to October 2012”. Specifically, MPS is to make the above amendments and present an update version at a future MB meeting. The document should thereafter be presented to the GA with a request for comments. After a final review by the MB, it should then be sent to the GA meeting in April 2010.
- Agreed to recommend to the GA that as of October 2012, the Articles of Association should be amended so that it should not be possible to have the same representative in the GA *and* the MB.



It was noted that as the size of Membership grows and there is no longer a direct correspondence between representation on the GA and MB, it is increasingly important to communicate broadly the role and decisions of both bodies. To this end, BH advised that the GA has agreed to schedule telephone conferences in between face to face meetings. It was noted that the GA would like the MB Chair and IHTSDO CEO to participate in informal GA sessions in the future.

Actions

MPS to produce an updated version of the “Strategic Objectives to October 2012” document.

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) will articulate technical aspects that should be incorporated in the document and e-mail these to MPS.

Suggestions of editorial changes to the objectives should be e-mailed to JZE.

MPS will develop a conceptual paper on potential business models that would ensure that IHTSDO is not solely reliant on SNOMED CT licensing. This will include evaluating current Member joining fees.

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.

The Content Committee was asked to propose a plan and priorities for the future development of SNOMED CT (to coincide with the overall planning to 2014 timeframe).

The Implementation and Innovation Committee has been asked to propose an action plan for implementation of SNOMED CT that would include marketing requirements.



07102009:5b Long-term strategy issues: Turnover of MB members in 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.

A draft Regulation for Managing Management Board Membership until and immediately after the General Assembly meeting of October 2012 was circulated in advance of the meeting (see Appendix 1 to these minutes). Management Board members agreed that this should be transmitted to the GA as a recommendation for approval in April 2010.

The GA members that were present at this meeting agreed with this approach. They also noted that the process for the election of MB members in 2012 would require full nomination packages to be prepared for all nominees.

Actions

The “Turnover of MB Members in 2012” should be discussed at a future GA telephone conference and added to the April 2010 and 2012 GA agendas.

It was agreed that in April 2010 the General Assembly should discuss whether they would prefer to initiate changes to the Articles of Association to embed these changes or to manage the process more informally through the proposed regulation.

07102009:5c Long-term strategy issues: Open sourcing strategy

The purpose of this discussion was to confirm IHTSDO’s strategy for open sourcing the IHTSDO Workbench.

The MB:

1. Agreed the proposed requirements for Open Sourcing Workbench code.
2. Agreed that the sooner the Workbench is open sourced the better, i.e. a timescale of Q4 2009.
4. Agreed to the following Next and Subsequent Steps:

- **Next Steps**

- Development and implementation of a communications plan, based on the timescales agreed for open sourcing
- Completion of the legal review of the end-user licensing agreement and due diligence exercise on license compatibility.
- Inclusion of an Apache 2 header asserting IHTSDO ownership into all Workbench source files.
- Inclusion of acceptance of Apache 2 license terms in the terms for access to the Workspace.



- Implementation of access restrictions for projects holding SNOMED CT, with a process to authorize access to these projects, based on either Member or IHTSDO approval.
- Removal of access restrictions for the projects containing the Workbench source code on the IHTSDO Workspace, so that they are publically available to anyone with access to the Workspace and a license for SNOMED CT (potentially dropping the latter requirement subject to the feasibility study described below).
- **Subsequent Steps**
 - Development of allocation criteria for free seats for non-commercial open source development.
 - Completion of feasibility study on the separation of SNOMED CT content from the Workbench application, and start of development on this work-stream. This work is not a prerequisite for open sourcing, but would (among other things) allow the compiled application to be made generally available to those without a SNOMED CT license. The work would be phased and performed under the existing support arrangements over a period of months.
 - Review options for the management of meta-data within the Workbench, and agree Option 1 as the way forward, where the metadata is made available as open source under the same terms as the Workbench source code.

Actions

Please note next and subsequent steps above.

IHTSDO to consider how the Organisation is to engage with OpenHealthTools on a longer-term basis with respect to open sourcing.

IHTSDO to formulate a formal communication document (including a press release) associated with this strategy.

07102009:5d

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



Association.]

071020095e Proposal regarding Funding Committee Travel (follow up to discussions at the General Assembly)

The purpose of this discussion was to:

- *Raise Management Board awareness of this issue*
- *Describe a set of options for taking this issue forward*
- *Determine the preferred option or short and long term options for taking this forward*

MPS reviewed key points from a briefing note on this subject that was circulated prior to the Management Board meeting. He asked MB Members to note that no funding for Committee travel was included in the 2010 Work Plan and Budget that was approved by the GA on October 5th 2009.

The MB

- Agreed that it is neither viable nor desirable to fund all governance representatives' travel.
- Agreed that IHTSDO shall not fund GA travel as each Member has committed to attendance at meetings.
- Agreed that IHTSDO shall not fund MB travel, at least until 2012.
- Agreed that the Organisation does unfortunately not have the capacity to fund Committee travel at this time, however, that this might be addressed in the future.
- Agreed that increasing member fees to support Committee member or other travel was not a viable option.

Actions

IHTSDO to identify who is funding Committee travel today (e.g. Members, Committee members' employers, other sources).

JCH to put Committee Travel on a future MB agenda once this feedback has been received.

IHTSDO to assess options for improving the telephone conference system and online meeting facilities of the Organisation, including exploring the possibility of video conferencing.

07102009:6 Long-term strategy issues (continued from morning)

This agenda item represented a continuation of the discussions under agenda item 5 above.



07102009:7 New Member Plans, including World of Health IT

The purpose of this discussion was to seek advice from the Management Board regarding potential strategies for recruiting new Members.

IHTSDO welcomes new Members to the organization. An update on the current status of discussions with prospective new Members was circulated prior to the meeting. Attendees were informed that communications with representatives from several countries have taken place since the briefing note was written, and oral updates were provided in this regard.

The MB:

- Confirmed that they are comfortable with the organization's approach to encouraging new Members to join IHTSDO.
- Agreed to continue to use country-to-country communication channels to share information about the benefits of joining IHTSDO and to identify prospective new Members
- Recognized the importance of attending appropriate events in different geographical regions to showcase SNOMED CT and IHTSDO and agreed with the events proposed for Europe, the Americas, and Africa. CB indicated that she could suggest potential events in Asia.
- Suggested that IHTSDO should review interest in Membership in G20 and Organisation for Economic Co-operation and Development (OECD) countries in the coming year.

Actions

CB to email the IHTSDO office with information on potential events that IHTSDO should consider attending in Asia in 2010.

DF and JvB to discuss ideas for leveraging communications opportunities related to the World of Health IT conference in Spain in 2010.

All MB Members to email JZE with information about potential contacts in G20 and OECD countries that are not yet members of the IHTSDO.

DF to liaise with his OECD contact, copying BH and MPS.

07102009:8 Preparation Affiliate Forum and CAP STS Meetings

The purpose of this discussion was to prepare for the meetings with the Affiliate Forum and CAP STS representatives that are taking place later in the Management Board meeting agenda.

Management Board members noted the upcoming meetings with Affiliate Forum and CAP STS representatives. They welcomed the opportunity to engage with both



groups on a face-to-face basis in a positive manner so as to enable constructive progress.

Actions

Where possible and relevant, presentations from groups meeting with the Management Board should be posted to the IHTSDO website along with the meeting minutes.

07102009:9 and 10 Meeting with Support Organisation

The purpose of this discussion was to provide an opportunity for the Management Board to meet with and ask questions to the Support Organisation.

Kevin Donnelly (KD), Monique van Berkum (MvB), Steven Castanien (SC) and Kirsten Haake (KH) attended this session. KD formally thanked the MB for this opportunity. The Support Organisation thereafter presented its report, addressing the following areas:

- Financial Summary – January – August 2009
- July 2009 International Release
- July 2009 Content Submissions
- NHS Batch Change Request – Surgical Procedure
- Danish BOH Batch Change Requests
- Infectious Disease Proposal
- Areas of Content Focus
- Observable Model Project Launch
- The Meaning of “Quality”
- Quality Perspectives
- Quality Dependencies
- Data on Batch Requests for New Concepts (July 2009 Release)
- Consolidated Request Data (January & July 2009 Release)
- Quality Metrics in New Concept Submission
- Data Reflecting Changes to Existing Content
- July 2009 International Release
- Collaboration on Better Ways of Working

The MB Chair formally thanked the Support Organisation for the valuable presentation. The MB Directors thereafter asked questions in a number of areas, including the process and costs related to the migration of the SNOMED CT International Release to the IHTSDO Workbench platform, quality versus production metrics, and the transparency of editing rules for SNOMED CT.

The request submission process and results were also discussed. It was noted that a relatively small (albeit growing) proportion of requests for content additions,



deletions, or changes were being added to the International Release without modification. Key issues with such requests were discussed. It was noted that the MB expects that National Release Centres should evaluate their submitted request to avoid issues such as spelling mistakes or incorrectly formatted Fully Specified Names. Staff and Committees were asked to consider known issues and challenges in the development of the action plan for collaborative authoring that is part of the 2010 Work Plan.

Actions

Future presentations to include high-level summary information (e.g. details of the request submission should be presented to the MB on one slide).

Staff to follow-up with CAP STS regarding migration of the SNOMED CT International Release to the IHTSDO Workbench platform.

Staff to continue to work with CAP STS to progress quality and production metrics work, both in terms of the metrics themselves and in terms of sharing the resulting information with the broader Community of Practice.

CAP STS to provide clearer information to those submitting requests for content additions/deletions/changes to SNOMED CT about what information should be submitted and in what form (e.g. by providing a template).

Staff to coordinate a small-scale review of requests submitted by large requestors to better understand reasons for changes that need to be made to requests prior to their inclusion in the International Release

07102009:10a Committee Updates: Content Committee

The purpose of this discussion was for the Content Committee to provide oral updates to the Management Board.

AW presented the following updates from the last Content Committee meeting:

- Considerable progress has been made, and significant further efforts are planned, with respect to SNOMED CT style guides, authoring policy decisions, and related issues.
- The success of a Working Group is highly dependent on the person chairing that group and his/her availability. This will be further addressed by a subgroup of the Content Committee.
- Project tracking tools may be useful to help progress activities being undertaken by Working Groups.
- Changes in the substance hierarchy were suggested.



- The committee intends to develop a road map for ending “excessive pre coordination”.

The Content Committee will present its specific recommendations to the MB at the MB November meeting. Please note that the committee agreed that it was a goal that a large number of actions should be finished for the January 2010 International Release.

The Management Board noted that it is necessary to assess the “person dependency” within the Organisation, particularly for projects that have been given a high priority in the annual Work Plan by Members. In some cases, targeted funding may be required to progress high priority projects.

Actions

IHTSDO should also assess the possibility of project tracking tools.

JCH to put recommendations from the Content Committee on the MB November agenda.

07102009:10b Committee Updates: Technical Committee

The purpose of this discussion was for the Technical Committee to provide oral updates to the Management Board.

KG provided an update from the last Technical Committee meeting, addressing harmonization, collaborative modelling, project registry and potential new project groups (e.g. a Work Bench Developers Special Interest Group & Work Bench User Special Interest Group). The formal recommendations to the MB will be presented at the MB November meeting.

Actions

MB to address collaborative modelling, the Machine Readable Concept Model, education and “post coordination” in the Workbench at future meetings.

JCH to put recommendations from the Technical Committee on the MB November agenda.

07102009:10c Committee Updates: Implementation & Innovation Committee

The purpose of this discussion was for the Implementation & Innovation Committee to provide oral updates to the Management Board.



AL stressed that the most important issue that had been discussed at the Implementation & Innovation Committee meeting was progress with respect to the Machine Readable Concept Model (MRCM). AL thereafter outlined the following recommendation:

IHTSDO is recommended to

- Consult with the Implementation & Innovation Committee on phase one implementation of the Machine Readable Concept Model
- Redefine phase two by mid November 2009
- Consider establishing post CC Project Group that is to report to this committee.

As the Chief Technical Architect John Gutai (JGU) and the Chief Terminologist Kent Spackman (KSP) did not attend this session, a decision on whether it was more important to put phase 1 of the MRCM into the Workbench or to sort stage two out was not made at this meeting. This requires discussions around risk management, product based planning and value proposition.

Actions

JCH to put this on a future MB agenda.

07102009:10d Committee Updates: Quality Assurance Committee

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

SMA provided the following update on the recent Quality Assurance Committee (QAC) meeting:

- Sarah Ryan presented the 6-Month Report of the Education Special Interest Group. The group is currently developing a glossary and a non-technical guide to SNOMED CT.
- Kathy Giannangelo presented the results of the request submission survey.
- Christina Nilsson demonstrated a potential tool that can facilitate the capturing of metrics.
- The Support Organisation presented what work had been done on quality assurance during the last six months.
- The QAC is working towards establishing a “quality culture” in the Association.

The QAC also recommended that:

- In the context of a collaborative authoring environment, all authors who contribute to the International Release should be accredited.



- Information on quality should be included in the IHTSDO eLetter.
- A consultancy be undertaken to accelerate work on broad-based quality metrics related to SNOMED CT content and use.

The MB thanked the SMA and the QAC for this report and supported the concept of the consultancy. The MB also discussed the value of establishing a small number of key performance indicators for the organization, balanced between SNOMED CT content/use and other dimensions of organizational performance. PW, MPS, and JvB agreed to work with staff in this regard in 2010.

Actions

The QAC to produce an executive summary of the request submission survey results and a plan for their broader communication.

08102009:11 and 12 Meeting with Affiliate Forum

The purpose of this discussion was to provide an opportunity for the Management Board to meet with and ask questions of the Affiliate Forum.

In April 2009, it was agreed that IHTSDO's Affiliate Forum (AF) would be invited to present at face-to-face Management Board meetings in April and October. To this end, Jack Bowie (JB), co-chair of the Affiliate Forum planning group, joined this session that was hosted by TJC. Unfortunately, Thyra Jart, the other co-chair, was unable to attend.

The MB formally thanked JB and his colleagues on the planning group, as well as TJC, for the work that the AF has done. JB in turn thanked the MB for this valuable opportunity and the support provided. Together with the AF, the MB thereafter discussed what had worked well, what the next steps are and how the MB and the Organisation as a whole can assist the AF.

JB provided an update on the current status of the AF, stressing the importance of communication. The MB also stressed how pleased they were that the AF had already completed Terms of Reference. JB noted that a joint meeting with the Member Forum was planned for October 9th and indicated that this was a good opportunity to establish strong connections with Members and with organizations that they may have established for connecting with users of SNOMED CT.

The MB noted that they would very much welcome nominations from the Affiliate Forum for IHTSDO's four standing committees in 2010.

Actions

AF to e-mail IHTSDO information that the group would like posted on the IHTSDO website.



AF to inform IHTSDO about suggested updates to the Collaborative Space.

AF to address national newspapers, sites and educational sessions at the joint AF-Member Forum (MF) meeting on 9th October.

Considering the importance of Affiliate Licensees, IHTSDO to coordinate its conferences with other events at which large numbers of Licensees may be present (e.g. HL7 meetings) where possible.

08102009:13 Quality Assurance Framework Progress

The purpose of this discussion was to update the Management Board on work since the April 2009 meetings on testing the Quality Assurance Framework, across different use cases, as well as to provide feedback on these early uses and suggested actions.

The Quality Assurance Framework was approved for trial use by the Management Board in October 2008. Since then, it has been tested through several different use cases. Based on this experience, the Quality Assurance Committee (QAC) recommends that the word “draft” should be removed from the QA framework and toolkit so that it can be finalized and widely communicated as an IHTSDO Regulation. Minor editorial changes are also required. The Management Board approved these recommendations.

Actions

MPS, JvB, PW, JMI, SMA and Ian Green to work on corporate quality metrics.

All Committees are strongly encouraged to use the QA framework and toolkit.

All Committee Chairs are strongly encouraged to add QA as a standard item on their agendas.

The QAC to make editorial changes to the framework and the toolkit, including removing the word “draft”. The framework should thereafter be widely publicized within the IHTSDO Community of Practice (e.g. through the website, Collaborative Space and eLetter).

08102009:14 In Camera Session

No minutes were taken during the in camera session.



08102009:15a Operational Issues: Workbench migration

The purpose of this discussion was to review and agree a high level approach to collaborative authoring and for the migration of the International edition to the Workbench

The IHTSDO Workbench is intended to be used by both Members for national releases and by IHTSDO and its support organizations for the International Release. A number of Members are in the process of transitioning their technical infrastructures to the Workbench. IHTSDO is also in the process of a phased transition with respect to the International Release.

The Management Board confirmed the following principles to assist with identification of suitable options as part of the migration strategy:

- IHTSDO is committed to migrating the development, maintenance, and production of the International Release of SNOMED CT to the IHTSDO Workbench technical environment.
- This should be done in collaboration with Members who wish to use the IHTSDO Workbench for national releases to minimize duplication of effort and streamline future terminology development and maintenance.
- The IHTSDO Workbench has the capacity for several functions (e.g. terminology editing and production of a release). It is possible, and probably desirable, to migrate these functions in a staged manner for the International Release.
- [confidential discussion removed as per section 9.1.21 (d) of the Articles of Association.]
- It is important to consider both technical capabilities and the development of appropriate policies, processes, training, system configuration, testing, and data migration to ensure successful migration of the International Release.
- While it would be possible to migrate to the Workbench within the current organizing framework for the development and maintenance of the International Release, to the extent possible the migration process should be an enabler of a more collaborative authoring environment.

The MB also agreed the proposed approach for moving forward with assessing technical developments needed to ensure that the IHTSDO Workbench can readily support development, maintenance, and production of the International Release of SNOMED CT

The MB noted that it would be important that allocation of work undertaken with respect to Workbench migration, as well as the work itself, should be open, transparent, and fair. The MB also noted that good communication with Members and the Support Organisation during the migration process is critical.

Actions

MB members to provide any feedback on directions proposed in the draft Collaborative Authoring Vision Statement that was circulated prior to the Management Board meeting within the next two weeks.



08102009:15b Operational Issues: Allocation of resigning Vice-chair roles

The purpose of this discussion was to know who of the newly elected and newly formed MB will be doing the roles previously filled by Karen Gibson who has resigned from the Management Board

This item was addressed during the in camera session.

08102009:15c Operational Issues: Translation QA Proposal

The purpose of this briefing note was to recommend that the Management Board approves the Translation QA Proposal.

The MB approved the proposal (not including the proposed \$5000 in “miscellaneous” funding) under the condition that LAS and JZE should agree upon the final cost of this project including any tooling resources required.

Approved the formation of a new Translation Quality Assessment Project Group (TQAPG), subject to agreement on the project proposal and the completion of terms of reference for this group.

Actions

LAS to investigate what the reference to “semantic representation” in the proposal means.

LAS and JZE to confirm costs and next steps for the proposed translation QA project.

08102009:15d Operational Issues: IHTSDO Release File Naming Standard

The purpose of this discussion was to gain IHTSDO Management Board approval to transition the SNOMED CT International Release to the new file naming standard.

A number of organisations that use SNOMED CT release files have reported issues with the predictability of file names across releases and, in some cases, with file name clashes across the International edition and national editions. In response to requests from Members and Affiliates, a new file naming convention has been proposed.

The MB agreed to implement the new naming convention for the January 2010 International Release.

The National E-Health Transition Authority (NEHTA) plans to adopt this standard for their November 2009 release, the United Kingdom Terminology Center (UKTC) plans to adopt the standard for their April 2010 release.

Actions



It is proposed to start using this naming convention from the January 2010 International release for the existing release format and from the first release of the new release format (RF2).

JGU and KSP to ensure that quality assurance checks that this naming convention is enforced will be performed as part of the International release process. It is expected that equivalent checks will be performed as part of each National Release Centre's release process.

JGU and JMI to coordinate a public consultation process with respect to the proposed Final Naming Standard.

08102009:15e Operational Issues: epSOS project request

The purpose of this discussion was to confirm the response to a request from the epSOS project for access to a subset of SNOMED CT

The MB welcomed the use of SNOMED CT within the epSOS project. Members approved the transmittal of a letter offering a fee waiver on humanitarian grounds for use of SNOMED CT within the European Patients Smart Open Services (epSOS) project under the condition that the following amendments are made:

- The letter should ask the epSOS project to report back on outcomes of the use of SNOMED CT to the IHTSDO on an ongoing basis.
- SNOMED-CT related products from the epSOS project, including extensions and derivatives (e.g. subsets), should be freely shared with the international community
- The letter should indicate that the request for a fee waiver was granted under a "humanitarian exemption" as per the IHTSDO Articles of Association.
- The timeline of the humanitarian exemption is limited to three years. Any users after that time would need to hold a standard Affiliate License and applicable fees would be changed in non-Member countries.

Actions

JZE to make the above amendments and transmit the letter to the epSOS project.

08102009

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



08102009:15e Operational Issues: CEO Report

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

JZE highlighted the following items in the CEO Report:

- Recruitment of the Chief Implementation and Innovation Officer.
- Communication with potential Members
- Financial Update – John van Beek (JvB) volunteered to suggest a format for additional information that would be of use to the MB
- Release Format 2 (RF2)
- Working Group 6 Months Updates (these will shortly be posted on the IHTSDO website).
- Recent Report from France

Actions

All MB members are encouraged to read the recent report from France.

08102009 Date of Next Meeting

Tuesday 3rd November 2009 at 22:00 hrs Copenhagen time.