



## RECORD OF DISCUSSION

Meeting date: July 7th, 2009	Group: Management Board Meeting
Meeting time: 14:00 Copenhagen time	Meeting place: Telephone Conference
Present: Arvydas Laurinavicius (AL), Zelmer (JZE), John Gutai (JGU), John van Beek (JvB), Lene Asholm (LA), Martin Severs (MPS), Shelagh Maloney (SMA), Ted Cizadlo (TJC) and Christina Nilsson (CNI).	
Absent: none Andy Wiesenthal (AW), Daniel Forslund (DF), Karen Gibson (KG) and Sarah Muttitt (SMU).	
Date of next meeting: 4 <sup>th</sup> August, 2009	Place of next meeting: Telephone Conference
Time of next meeting: 14:00 CPH time	

### **07072009:1 Welcome and Apologies**

DF, KG and SMU did not attend this meeting. SMA and AL were unable to attend the whole meeting. The Management Board meeting therefore officially concluded during the discussion of agenda item 4e when quorum was lost.

### **07072009:2 Conflicts of Interest**

No conflicts of interests were declared.

### **07072009:3 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 following issues:

- Invitations to Comment
- Outreach to Potential New Members
- July 2009 Release
- Review of the IHTSDO Insurance Policies
- Registration for October 2009 Meetings

JZE informed the MB that she had not yet received CAP STS's monthly estimates of expenditures for the remainder of the year. The MB asked the CEO to request Member Operational Liaison Forum (MOLF) feedback on International Organization for Standardization Identification of Medicinal Products (ISO IDMP).



### Actions

MPS and JZE to write to the MOLF representatives to request their feedback on ISO IDMP.

All MB members can address additional questions/comments to JZE off line.

### **07072009:4a**

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

### **07072009:4b Strategy: 2010 Work Plan and Budget**

*The purpose of this discussion was to progress agreement on the 2010 Work Plan and Budget.*

The MB had previously discussed projects in the current Workplan and whether they should remain at the same level or change in scope/priority. At this meeting, the Management Board confirmed the top and next tier priorities among potential new projects as noted below:

The potential new projects that have the most support are:

- Renewal of support services contract
- Migration of the International Release to the Workbench
- ICD-10 mapping
- Workbench hosting and 1st, 2nd, and 3rd line support but not additional improvement of the Workbench (note: successful migration will require some additional development)
- Harmonization with WHO
- Implementation survey

The next set of desired projects might be considered should additional resources become available:

- Pharmacy redesign
- Specify and implement Release Format 2
- Incorporation of improved translation capabilities within the IHTSDO Workbench
- Recruit implementation officer

Questions were also raised about whether the development of a translation policy should be on the priority list.

### **07072009:4c Strategy: Polish Translation**

*The purpose of this discussion was to seek feedback from the Management Board regarding how to respond to a further request received with respect to Polish translation.*

The Management Board approved a larger-scale translation by the Polish National Centre for Health Information Systems (NCHIS) under the conditions that they:



- are an Affiliate License
- request a Namespace Identifier and meets other conditions for smaller research and evaluation translations
- are informed about the Workbench developments
- follow the IHTSDO Translation guidelines
- provide the IHTSDO with more details (to include timelines) about their translation project.

#### Actions

LA was asked to consider with the Translation SIG at what point portions of the translation guidelines should become Standards.

JZE to advise the Polish NCHIS of the MB decisions and ask them for more details (to include timelines) about their translation project. JZE should also advise them that AL would be willing to share translation experiences with them.

#### **07072009:4d Strategy: Committee Terms of Reference and Elections**

*The purpose of this discussion was to update the Management Board on the status of efforts related to Committee elections and to seek approval of proposed actions related to non-attendance.*

The Management Board approved the recommendations of Committee Chairs regarding resignations for non-attendance. Additionally, the MB approved “version 1” of the Implementation and Innovation Committee Terms of Reference. AL and TJC to circulate to the R&I Committee and invite feedback on the “purpose” and “scope” sections that could be considered during election process and/or in future evolutions of the Terms of Reference. Additionally, the MB agreed that the skills matrix should be included in all Committees’ Terms of Reference.

#### Actions

AL and TJC to follow-up with the R&I Committee staff to ensure that all standing Committees’ Terms of Reference include the skills matrix.

Informal Records of Discussion follow (Insufficient MB members were present for quorum to be reached)

#### **07072009:4e Strategy: Terms of Reference for the MOLF**

*The purpose of this discussion was to seek feedback from the Management Board regarding draft Terms of Reference for the Members’ Operational Liaison Forum (MOLF)*

The MB members on the call provided initial feedback on the draft terms of reference for the MOLF and were supportive of the Articles of Association explicitly mentioning the Members Forum.



The attending MB Members were positive in principle about providing secretariat support to the Members Forum in the future when additional resources become available.

#### Actions

All MB members are encouraged to provide additional feedback on the draft to TJC (cc JZE) within a week.

The attending MB members suggested that a new version of the Terms of Reference should be drafted by the Members Forum for consideration at the next MB meeting in August.

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

#### **07072009:4f Strategy: Research Interests in IHTSDO**

*The purpose of this discussion was to confirm an approach to ensure that research interests, opportunities and knowledge are supported by the IHTSDO.*

The attending MB members were philosophically positive about the formation of an IHTSDO Research Special Interest Group, but stressed that this was dependent on interest from the Community of Practice.

#### Actions

The attending MB Members suggested that AL and TJC consult the R&I Committee about this philosophical standpoint so that possible leads for a planning meeting at the October Conference may be identified.

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

#### **07072009:4g Strategy: Namespace Management Policy**

*The purpose of this discussion was to update and confirm IHTSDO's policy regarding the allocation of namespaces.*

JZE provided an overview of the consultations to date, including updates since the briefing note was prepared. The attending MB members recommended that the policy is referred to as the "Namespace Allocation Regulation" instead of the "Namespace Allocation Policy" to be consistent with the Articles.

It was agreed that the MB shall approve the "Namespace Allocation Regulation" and the proposed next steps at the August MB meeting. However, in principle, the attendees approved the next steps identified in Appendix 1 at this meeting and agreed that even if the regulation may be officially approved in August, the final draft should be posted to the Collaborative Space in July.

#### Actions

Any editorial changes should be e-mailed to JZE.



JZE to look into what “inactive” means in terms of the Articles of Association and the Affiliate License Terms of Reference (i.e. to investigate if it is possible to terminate an Affiliate License if a namespace is improperly used).

JZE to add a box for the source of one’s Affiliate License in the Application Form.

JZE shall post this draft on the Collaborative Space in July.

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

**07072009:4h Strategy: US Bank accounts**

*The purpose of this paper was to recommend that the Management Board agree a resolution that IHTSDO can act according to regulations outlined in Appendix 1 of the briefing note.*

The attending MB members recommended approving resolution as per Appendix 1 of the briefing note.

Actions

JZE to evaluate if it would be possible for the MB to approve resolution as per Appendix 1 of the briefing note by e-mail.

If not, JZE to schedule a separate meeting or JCH to put this item on the August MB meeting agenda.

**07072009:4i Strategy: ANSI Accreditation**

*The purpose of this paper was recommended that the Management Board reviews comments with regard to ANSI accreditation as outlined in the briefing note.*

The attendees recommended that the MB confirms that staff should **not** pursue the possibility of ANSI accreditation for IHTSDO.

Actions

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

**07072009:4j**

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

**07072009:5a Progress updates: WHO**

*The purpose of this discussion was to*

- 1. update the Management Board on the current state of negotiations with WHO*
- 2. make the Management Board aware of the scale of ICD 11*



*3. make the Management Board aware of the IHTSDO responsibilities related to the ICD 10 mapping work*

This item was postponed to the August MB meeting.

Actions

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

**07072009:5b Progress updates: ICD-10 Mapping**

*Please see item above.*

This item was postponed to the August MB meeting.

Actions

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

**07072009:5c Progress updates: openEHR**

*The purpose of this discussion was*

- *to update the MB on recent developments and to use the briefing as a basis for updating the General Assembly*
- *To gain support for the plans outlined*

This item was deferred to the August MB Meeting.

Actions

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

**07072009:5d**

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

**07072009:6 Committee Updates: Content Committee**

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

This item was deferred to the August MB meeting.

Actions

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



**07072009:6 Committee Updates: Technical Committee**

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

An update was circulated in the meeting package.

Actions

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

**07072009:6 Committee Updates: Implementation & Innovation Committee**

*The purpose of this discussion was to for the Implementation & Innovation Committee to provide an update to the Management Board.*

This item was deferred to the August MB meeting.

Actions

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

**07072009:6 Committee Updates: Quality Assurance Committee**

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

An update was circulated in the meeting package.

Actions

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

**07072009:7 Minutes of Previous Meeting**

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

This item was deferred to the August MB meeting.

Actions

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

**07072009:8 Any Other Business**

None were identified.

**07072009:9 Date of Next Meeting**

Tuesday 4<sup>th</sup> August 2009 at 14:00 CPH time.