



RECORD OF DISCUSSION

Meeting date: October 7, 2008	Group: Management Board Meeting
Meeting time: 21:30 Copenhagen time	Meeting place: Telephone Conference
Present: Arvydas Laurinavicius (AL), Andy Wiesenthal (AW), Jennifer Zelmer (JZE), John van Beek (JvB), Karen Gibson (KG), Lene Asholm (LA), Martin Severs (MPS), Sarah Bagshaw (SB), Ted Cizadlo (TJC), Ed Cheetham (EC), Kent Spackman (KS) and Christina Nilsson (CNI).	
Absent: Daniel Forslund (DF) and Mike Sheridan (MS).	
Date of next meeting: 31 st October, 2008	Place of next meeting: Helsingør, Denmark
Time of next meeting: 09.45 CPH time	

07102008:1 Welcome and Apologies

DF and MS did not attend this meeting, but the Chair had received notes from MS in advance. The MB formally welcomed the newly appointed Business Manager, Sarah Bagshaw (SB).

07102008:2 Minutes of the Previous Meeting

The minutes of the previous meeting were approved by the MB.

07102008:3 Conflicts of Interest

No conflicts of interest were declared.

07102008:4 CEO Report

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

JZE presented highlights of information contained in the CEO report. KG informed the MB about the current status of tooling initiatives, stating that tooling will be discussed at the upcoming Technical Committee and other meetings in Helsingør. The MB was positive in terms of Professor Dudeck's proposal of a SNOMED CT meeting in Germany.

The MB had no major comments on the CEO Report.

Actions

MPS to brief the MB as more information becomes available concerning a potential SNOMED CT meeting in Germany.

MB members to send any additional questions on the CEO report to JZE by e-mail within a week.



02092008:5a Proposal for Granting Broad-Based License Fee Exemption

The purpose of this discussion was to seek the Management Board's views on a proposal to grant a broad-based license fee exemption for use of SNOMED CT in low income countries.

In principle, the MB approved granting a broad-based license fee exemption for the use of SNOMED CT in low income countries (as defined by the World Bank) on a trial basis based on the humanitarian exemption outlined in the Articles of Association. A public announcement of the initiative will be made in late November or early December 2008.

The MB also agreed that the CEO should contact the Health Metrics Network regarding potential collaborative opportunities.

Actions

JZE to evaluate expenses related to this proposal (e.g. cost of assistance and education).

JZE to prepare a public announcement regarding the license fee exemption for low income countries.

JZE to contact the Health Metrics Network to discuss the proposal for granting broad-based license fee exemption and potential collaborative opportunities.

07102008:5b

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

07102008:6a IHTSDO Meetings in 2009

The purpose of this discussion was to confirm the IHTSDO meeting schedule for 2009.

The MB agreed to:

- Hold the April 2009 Meetings on April 1-5.
- Hold the October 2009 Meetings in Washington DC, subject to identifying a suitable venue.
- Ask General Assembly Members to identify whether they wish to offer to hold additional Community of Practice meetings in 2009 or early 2010 and the preferred location and timing of any such events.

Actions

JZE to ask General Assembly Members to identify whether they wish to offer to hold additional Community of Practice meetings in 2009 or early 2010 and the preferred location and timing of any such events.



07102008:6b Approval of new members

The purpose of this discussion was to seek the Management Board's approval for a new Member of the Association and to outline considerations related to the timing of membership.

The MB approved, in principle, admission of MOH Holdings Pte Ltd., Singapore, as an Ordinary Member of IHTSDO, subject to the payment of Joining Fees and Annual Fees. In addition, the MB approved the proposed approach to addressing issues arising from the timing of official Membership for prospective Ordinary Members.

Actions

MPS to produce a policy on membership management for a future MB meeting. JCH shall put this item on the agenda when so advised by MPS.

MPS or JZE to inform Singapore and Spain that they can either schedule a private call with the IHTSDO regarding tooling and/or attend the tooling sessions at the upcoming IHTSDO Conference in Helsingør.

JZE to inform the GA about the approved approach to addressing issues arising from the timing of official Membership for prospective Ordinary Members.

07102008:6c

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

07102008:6d Distributed modelling pilot

The purpose of this discussion was to propose to the Management Board a distributed modelling pilot as a novel mechanism of undertaking organisational development across the IHTSDO community of practice.

The MB approved the pilot approach proposed to develop and evaluate how best to introduce and implement tooling in order to enable peer reviewed distributed clinical authoring (involving the Support Organization and others), subject to securing sufficient voluntary contributions to enable this project to proceed. Additionally, the MB agreed to request that relevant Standing Committees and Working Groups shall consider how they might best engage with this project at the upcoming IHTSDO Conference in Denmark.

The MB stressed that the principles of a distributed modelling pilot can be relevant for areas of SNOMED CT work such as mapping, in addition to terminology editing. However, the MB agreed that it is important to first make sure that the process is correct first (through a pilot with limited scope) and to then hold strategic discussions in terms of broadening the scope of distributed modelling efforts.

Actions



Committee Chairs to ensure that relevant standing Committees and Working Groups shall at the upcoming IHTSDO Conference in Denmark consider how they might best engage with this project/process.

07102008:6e Harmonization

The purpose of this discussion was to provide the Management Board and subsequently the General Assembly with a summary position on the harmonization activities.

The MB noted the implication of the current harmonisation activity funding when determining next year's budget. The MB agreed that is necessary to clarify the term "liability" used in the letter for the Harmonization Board Chair's employer before approving letter for the potential Harmonization Board Chair's employer.

Actions

CEO to verify whether current Directors' liability insurance also covers others.

07102008:6f

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

07102008:6g Joint Activities with WONCA

The purpose of this discussion was to update the Management Board on recent activities and seek approval for next steps.

The MB approved the general direction to the WONCA and IHTSDO Business Principles document, as well as the potential for WONCA to serve as a co-ordinating body for a Family Medicine/General Practice SIG. The MB noted that, given that the 2009 Work Plan has been finalized, any project work in 2009 will occur with voluntary support and core IHTSDO infrastructure (e.g. Collaborative Space, meeting rooms at IHTSDO conferences, teleconference services) only unless there are voluntary financial contributions from Members or others to accelerate this work.

07102008:6h

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

07102008:6i Request from David Markwell

The purpose of this discussion was to discuss a request from David Markwell to share ideas with the Management Board in a face-to-face session at the upcoming meetings

The Management Board reinforced its commitment to IHTSDO being an open, listening organisation and the value that is seen in engaging in a variety of ways with experts in the Community of Practice. Members noted that it was important that good ideas should continue to be propagated through Working Groups,



Committees, the MOLF, the Affiliate Forum, and dialogue with the Officers. At the same time, the MB also welcomed the concept of direct dialogue with individual members of the Community of Practice who wish to raise strategic issues or opportunities of importance to the organisation.

To this end, the Management Board agreed to trial an approach that would dedicate a portion of the upcoming Management Board meeting on 31st October in Helsingør to this type of dialogue.

Actions

MPS to respond to David Markwell's letter.

JZE to send out an invitation to the Community of Practice.

07102008:6j Contributions and Recognition

The purpose of this discussion was to create a framework for managing appreciation which is endorsed by the MB and which can be implemented according to the values of the Association.

The MB

- Approved the basic premise that the IHTSDO should show appreciation to its contributors.
- Approved the constructs within the contributions and recognition framework, noting that it would be possible to add to it and modify it over time as experience was gained
- Agreed that implementation should begin with the upcoming conference and that further work should then be done to flesh out additional initiatives.

Actions

MPS to draft a proposal for consideration by the Management Board regarding a Founders Medal and Leadership Awards.

07102008:6k Chair Election and Tenure for Special Interest Groups

The purpose of this discussion was to describe the mechanism and tenure of Special Interest Group Chairs so that can be developed into an IHTSDO Policy by officers if agreed by the MB.

The MB approved the nomination process and agreed that the election process and tenure process should be discussed by Committees at the upcoming IHTSDO Conference in Denmark. It should also be formalized for future distribution, including describing Project Groups and Special Interest Groups in terms of election and conflict of interest.

Actions

Committee Chairs to ensure that Working Group leadership roles and transition are reviewed and discussed at the upcoming meetings in Helsingør.

JZE to formalize a policy regarding tenure and election of Working Group Chairs for consultation with the Community of Practice based on the discussions at the Management Board meeting.



07102008:6l Traditional Chinese Medicine Terminology, China and ISO

The purpose of this discussion was to brief the MB about a potential Traditional Chinese Medicine Terminology Project within ISO and discuss potential responses from IHTSDO

The MB noted with interest the potential ISO project. They agreed to communicate with their ISO national representatives to confirm national positions and advise the MB if any issues emerging from these discussions relevant to IHTSDO should be discussed by all.

07102008:6m Machine Readable Concept Model

The purpose of this discussion was to update the Management Board on the progress made to date and proposed/recommended next steps regarding the development of a Machine Readable Concept Model as part of the SNOMED CT standard suite of products.

The MB appreciated receiving the update from the Project Group. Members noted the descriptions of the current and anticipated deliverables for this project. The MB approved the Project Group's proposed first and second next steps in principle (as described in briefing note and on the understanding that they would be cost neutral). KG and ECH agreed to clarify the understanding of the language used in the next step section of the briefing note and to follow-up with JZE before finalizing.

The MB also agreed that the Project Group could develop a project proposal as outlined in the third proposed next step for consideration as a potential initiative to be included in the 2010 work plan. In terms of ensuring that the current deliverables satisfy the requirements in the statement of work, it was noted that the process agreed in discussions with the contractor should be followed.

Actions

KG and ECH to clarify the understanding of the language used in the next step section of the briefing note. The revised version should thereafter be send to JZE for approval so that the agreed actions can be taken.

07102008: 7a Committee Updates: Content Committee

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

AW informed the MB that he has been approached about incorporating terminology references to medical devices. A formal proposal from the Content Committee will be produced for the MB meeting in December 2008.

07102008: 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.

ECH informed the MB that the Quality Assurance Committee did not have any updates to report at this time.



07102008: 7c Committee Updates: Research & Innovation Committee

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

AL informed the MB that Corey Smith now is the Chair of the Enhanced Release Format Project Group and formally thanked Donna Truran, the previous Chair, for her work.

07102008: 7d Committee Updates: Technical Committee

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

KG informed the MB that the members of the Technical Committee are currently involved in the tooling procurement process.

02092008:10 Date of Next Meeting

Friday October 31st, 2008 09:30 Copenhagen time.