



## RECORD OF DISCUSSION

Meeting date: July 8, 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), Mike Sheridan (MS), Ted Cizadlo (TJC), Daniel Forslund (DF), and Ed Cheetham (EC).	
Absent: Martin Severs (MPS), Lene Asholm (LA)	
Date of next meeting: Tuesday August 5, 2008	Place of next meeting: Telephone conference
Time of next meeting: 21.30 CPH time	

### **20080708:1 Welcome and Apologies**

The following Management Board members attended this meeting: AL, AW, JVB, KG, MS, TJC, and DF. In MPS's absence, KG chaired the July 8, 2008 teleconference call.

### **20080708:2 Minutes of the Previous Meetings**

The MB reviewed the list of action items from the July 1, 2008 Management Board meeting. The Minutes of this meeting will be reviewed at the August 5, 2008 Management Board meeting.

### **20080708:3 Conflict of Interest**

No Conflict of Interests were declared.

### **20080708:4 CEO Report**

JZE presented highlights of information contained in the CEO report. The MB had no major comments on the CEO Report.



### Actions

MB members who have detailed comments or questions on the CEO Report should provide follow-up by e-mail with JZE.

#### **20080708:5a CTO/CQO Interview Process**

KG provided an update on the status of the interview process for the Chief Technical Architect. JZE provided a similar update with respect to recruitment process for the Chief Terminologist and Chief Quality Officer.

#### **20080708:5b Follow-up on the 2009 Workplan**

*The purpose of the discussion was to confirm Management Board-recommended priorities for the 2009 Workplan.*

JZE reviewed feedback on priorities for the 2009 Workplan received from Management Board members at and after the July 1, 2008 meeting. Management Board members concurred with the general directions outlined in the briefing note for strategic resource balancing in 2009.

With respect to content-related work, it was noted that the emphasis needed to be focused on areas where users of the standards see gaps or limitations that affect their ability to implement SNOMED CT (i.e. a need for strategic focus), rather than the quantity of work per se. This applies both with respect to work conducted directly by IHTSDO staff and the Community of Practice, as well as work commissioned from the Support Organization. As agreed at the July 1, 2008 meetings, the Content and Quality Committees will be asked to help prioritize work within this domain.

With respect to other areas of IHTSDO activity, it was agreed that the following items should be considered candidates for resourcing, either immediately or as additional funds become available:

- Provision of project support for priority working groups
- Review/revamp of request submission process
- Investment in shared tooling
- Acceleration of the communications strategy
- New member orientation package.

It was also agreed that the following items should be considered candidates for resourcing should additional resources become available:

- Machine readable concept model – further development (subject to Management Board decision in October 2008)
- Pilot of interoperability tools to support distributed modelling



- Provision of project support and/or other staffing for priority harmonization efforts

Given the Large Scale Pilot work underway at a European level, it was agreed that it was important to stay abreast of this work and potentially supplement the European work on comparing summary health records used in different member countries with information from other member nations (possibly focusing on areas that are being codified as a way of informing content-related priorities for SNOMED CT work in the future).

It was agreed that other potential new initiatives would generally proceed with volunteer contributions and core IHTSDO support (e.g. Collaborative Space, conference call system, website) only. IHTSDO will not commit to timelines and deliverables for these projects.

It was also agreed that a dialogue should be held with potential new members likely to join before October 2008 to ensure that these priorities are consistent with their views and expectations.

#### Actions

JZE/MPS to discuss priorities for 2009 with potential new members likely to join IHTSDO before October 2008.

#### **20080708:5 RFP/RFI Process for Tooling**

*The purpose of the discussion was to obtain feedback from the Management Board on the draft RFP for tooling and to confirm timing of this process*

The draft Request for Proposals (RFP) was circulated in advance of the meeting. No substantive issues were raised with regard to the draft RFP; the broad nature of the RFP/RFI was deemed appropriate given the current state of tool development in this area. The Management Board gave the Tooling Steering Group authority to release the RFP when the Steering Group deemed appropriate (i.e. no further review by the Management Board is required).

JZE also reviewed the process for obtaining feedback from members of the Technical, Content, and Quality Assurance Committees, and requested that Management Board members who had not already done so identify potential experts to participate in the review process, particularly with regards to the translation tools.

In addition, the Management Board discussed the timing of the RFP/RFI process. Feedback from the Members Operational Liaison Forum was discussed, along with correspondence from several members circulated prior to the meeting. After discussion, it was agreed that the RFP process should proceed along the current



timelines given the urgency for securing appropriate tooling and resource availability for some Members, as well as the clear indication in the RFP that if appropriate bids are not received in all areas, IHTSDO and its members are not committed to moving forward.

#### Action

Tooling Steering Group to authorize release of the RFP when it deems appropriate.

Members to identify potential experts to participate in the RFP review process if they have not done so already.

#### **20080708:5d      HL7 Harmonization/Liaison**

*The purpose of the discussion was to seek the views of the Management Board on how to pursue harmonization/liaison activities with HL7.*

The Management Board confirmed the strategic importance of harmonization efforts with other standards bodies, including HL7. They noted that a large number of such activities were currently underway and the organization's strategic capacity (both at the Management Board and staff level) are currently stretched. Nevertheless, there was agreement that:

- IHTSDO should pursue high-level discussions with HL7 regarding harmonization/liaison efforts, recognizing that efforts may not proceed as quickly as would be ideal given the current resource constraints.
- As specific operational projects are identified, these should be costed and reviewed relative to other priorities in the 2009 Workplan.
- Given resource constraints, JZE should review with EC the resources required for liaison/harmonization activities (e.g. attending face-to-face meetings, contributing to working documents) and consider whether additional volunteer support could be secured to progress these activities.

KG also noted that she is working with K. Lunn to organize a workshop on clinical model development separate from, but adjacent to the IHTSDO October 2008 meetings.

#### Actions

MPS to discuss strategic harmonization opportunities and priorities with K. Lunn.  
MPS to do the same with D. Giokas.

EC to draft a note on specific immediate operational level opportunities for consideration by IHTSDO Management and/or the Management Board.



JZE and EC to discuss resource requirements and options for progressing liaison/harmonization activities.

**20080708:5e WHO Update**

*The purpose of the discussion was to update the Management Board on recent discussions with the World Health Organization (WHO).*

KG and JZE provided an update to the Management Board on recent discussions with WHO and noted that a meeting of the interim harmonization panel would take place shortly.

**20080708:5f International Classification of Patient Safety**

*The purpose of the discussion was to seek the Management Board's views and sense of relative priority regarding interest expressed in initiating a collaboration with IHTSDO with related to patient safety.*

The Management Board strongly endorsed the importance of patient safety and good information related to patient safety in Member countries. In this context, Members welcomed the approach from the developers of the International Classification of Patient Safety. They agreed that Bill Runciman should be invited to present to the Management Board at the October 2008 meetings, with a particular focus on understanding the scope and potential of the proposal.

Members agreed to seek feedback from patient safety authorities and policy-makers within their countries on the relative priority of this initiative within their jurisdictions.

Actions

JZE to invite B. Runciman to present to the Management Board in October 2008.

Members to seek feedback from patient safety authorities and policy-makers within their countries on the relative priority of this initiative within their jurisdictions.

**20080708:5g NATO**

*The purpose of the discussion was to obtain Management Board consent for licensing models applicable to NATO.*

JVB provided an update of recent discussions with NATO about their desire to use SNOMED CT as part of medical services provided under NATO auspices. The Management Board noted that IHTSDO's Articles of Association provide for use of



the standard without additional charge by Members' government facilities or offices where personnel or agents of such governments are engaged in activities by, on behalf of, or at the discretion of such governments. Accordingly, they agreed to waive the fees for an Affiliate License for the use of SNOMED CT as part of NATO missions conducted by military forces from countries that are Members of IHTSDO. They also agreed that if NATO command (separate from the countries' military forces) intends to use SNOMED CT data, they could acquire an Affiliate License at the usual cost (e.g. \$1500 per year for a data analysis system). This provision would be reviewed annually.

#### Actions

JVB to communicate to NATO regarding the provisions in the Articles of Association on the use of SNOMED CT by the military forces of IHTSDO member nations, as well as the option for NATO Command to secure an Affiliate License to use the standard separately from the use by individual military forces.

#### **20080708:5h Strategic Considerations Related to Personal Health Records**

AW provided an update on recent developments with respect to the development and deployment of personal health records. He indicated that he would monitor these developments and alert IHTSDO to any emerging opportunities. This may include securing introductions to some of the major vendors or preparing a letter to them inviting them to consider SNOMED CT as part of their solutions.

#### Actions

AW to monitor developments with respect to personal health records and alert IHTSDO to any emerging opportunities.

#### **20080708:7f Potential European Funding Update**

*The purpose of the discussion was to update the Management Board with respect to interest in pursuing a potential European source for resourcing SNOMED-related tooling.*

AL and DF provided an update on developments since the last Management Board meeting. It was agreed that European members were interested in pursuing opportunities for funding through the European Commission, but that there may be capacity problems in the short-term in terms of responding to the immediate opportunity at hand. It was suggested that it might be better to propose a larger-scale initiative in the fall, which might be timed strategically given the rotating Presidency of the European Commission.



European Members agreed to follow-up with colleagues within their jurisdictions to determine interest in pursuing and in leading this type of opportunity.

#### Actions

AL and DF will investigate opportunities for a large-scale joint project to be funded by the European Commission.

European Members to follow-up with colleagues within their jurisdictions to determine interest in pursuing and in leading this type of opportunity.

#### **20080708:5j**

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

#### **20080708:6a           Content Committee Recommendations**

*The purpose of the discussion was to seek advice from the Management Board on recommendations made by the Content Committee at the April 2008 IHTSDO Meetings*

The Management Board welcomed the recommendations from the Content Committee and endorsed the proposed disposition outlined in the briefing note. It was noted that one of the items (a common glossary of terms used to define project work) had been considered as part of the 2009 Workplan. It was endorsed to proceed volunteer effort and core IHTSDO resources (Collaborative Space, website, teleconference services). No staff resources are available at this time.

With respect to the proposal to develop a formal process for retiring concepts and for making changes to the concept model, it was agreed that such processes should be brought back to the Management Board and Members' Operational Liaison Forum after further development by the Committee.

For further information about the specific recommendations and decisions, please see appendix number 1.

#### Action

AW to advise the Content Committee of the Management Board's response to the recommendations made at the April 2008 meetings.

JZE and Committee Chairs to prepare a reporting template and process outline for the October 2008 meetings.



**20080708:6b Quality Assurance Committee Recommendations**

This item was deferred to the August 2008 Management Board meetings to allow for further discussion by the Quality Assurance Committee.

**20080708:7 MOLF Report/Recommendations**

*The purpose of the discussion was to agree on responses to recommendations made by the Members' Operational Liaison Forum (MOLF) at their April 2008 meeting.*

The Management Board welcomed the recommendations from the MOLF and endorsed the proposed responses outlined in the briefing note.

Actions

JZE to communicate the Management Board's responses to the MOLF recommendations to MOLF members.

**20080708:8 Committee Updates**

AL noted that Jeremy Rogers is proposed as the new Chair of the Machine Readable Concept Model Project Group. It was agreed that this should be confirmed by the Research and Innovation Committee, with notification to the Management Board once the appointment had been confirmed.

**04062008:9 Any Other Business**

Members indicated whether or not they would be attending the August 5, 2008 Management Board teleconference call.

**20080708:10 Date of Next Meeting**

Tuesday August 5, 2008 21:30 Copenhagen time.



## APPENDIX 1

**Content COMMITTEE MEETING**  
**Recommendations to Management Board**  
**After meeting in April 2008**

#	Recommendations	Proposed Disposition by MB/Update
	<b>Meeting 27th March</b>	
2008-04 1	<i>Recommendation to MB:</i> Create a formal mechanism for SIGs and PGs to deliver information and work products to the Content (and other) Committees	Discussed by the MB in Evanston.  <i>Proposed MB response:</i> reporting template and process outline
2008-04 2	<i>Recommendation to MB:</i> A common glossary of terms used to define project work is required	Discussed by the MB in Evanston.  <i>Proposed MB response:</i> Potentially convene CEO, CQO, CTO to develop a web-based (Wiki?) glossary accessible to all
2008-04 3	<i>Recommendation to MB:</i> The Committee will develop a formal process for retiring concepts and another process for making changes to the concept model. We will need MB vetting of these processes and of the means of communicating them	<i>Proposed MB response:</i> Approval of intent to develop policies and processes along with a communication plan.



## APPENDIX 2

### **MOLF Chair report to IHTSDO Management Board**

Please see below a report to the Management Board on actions, recommendations and issues raised at the MOLF, 24<sup>th</sup> April 2008, for your consideration. The minutes of the meeting are attached as Appendix 1.

All the items are here for the Management Board to note, unless otherwise specified.

#### **1) Terms of Reference**

**MB Advice required:** *Does the MOLF require formal ratification from the General Assembly? This might be something we can discuss during the meeting next Thursday.*

**Proposed MB Response:** The General Assembly and Management Board have agreed to hold a ½ day planning session on “who does what” in Copenhagen in October 2008. The intent is to hold consultations with relevant groups, such as the MOLF, prior to this meeting.

#### **2) Communications with IHTSDO**

*There is still uncertainty in the MOLF as to how the group should work operationally and how reporting works between the MOLF and other governance bodies in the IHTSDO. This might be something to discuss at the meeting.*

#### **3) Resources to support the MOLF**

*The MOLF suggested that a Deputy Chair should be elected, formal consultations items were to go to official MOLF representatives and the IHTSDO might provide a dedicated resource to support the Forum.*

**MB Advice required:** *Does the Management Board support these recommendations?*

**Proposed MB Response:** The Management Board concurs that identification of a Deputy Chair would be helpful to ensure continuity and distribute workload. In the short term, the Management Board understands that a Member has agreed to provide secretariat support for the MOLF and welcomes this initiative. In the future, it may be possible to consider additional support through IHTSDO (e.g. electronic distribution centre for MOLF materials).



#### **4) New Members Manual**

The MOLF are willing to volunteer to assist in putting together a new Members Manual, the recommendation from the group was that this piece of work should be resourced and prioritised along with other projects in the Community of Practice.

**MB Advice required:** *Does the MB see this as a feasible project?*

**Proposed MB Response:** The development of a toolkit for new members was also suggested by the joint General Assembly/Management Board planning sessions in April 2008. It is being considered as one of several possible new initiatives for the 2009 Workplan. Prioritization is currently underway.

#### **5) Licensing Review**

Since the licensing review Members assume that they need to get their licences correct in order to avoid falling foul of the Articles of Association. The MOLF requested to ask the MB to direct Members with regards to timescales for getting their licences in order.

**MB Action:** *Please can the MB advise Members as to what expectations they have with regard to amending their licences where necessary and appropriate timeframes and penalties if this is not completed.*

**Proposed MB Response:** The Management Board noted that Member nations' representatives have received the report prepared by Milbank on this subject and agreed to address an issues in their jurisdictions. The Management Board is investigating whether there is any associated risk to IHTSDO.