



## RECORD OF DISCUSSION

Meeting date: December 9, 2008	Group: Management Board Meeting
Meeting time: 21:30 Copenhagen time	Meeting place: Telephone Conference
Present: Arvydas Laurinavicius (AL), Jennifer Zelmer (JZE), John van Beek (JvB), Karen Gibson (KG), Lene Asholm (LA), Martin Severs (MPS), Sarah Muttitt (SMU), Shelagh Maloney (SMA), Ted Cizadlo (TJC), Kent Spackman (KSP), John Gutai (JGU) and Christina Nilsson (CNI).	
Absent: Andy Wiesenthal (AW) & Daniel Forslund (DF)	
Date of next meeting: 6 <sup>th</sup> January, 2008	Place of next meeting: Telephone Conference
Time of next meeting: 07:00 a.m. CPH time	

### **09122008:1 Welcome and Apologies**

AW and DF did not attend this meeting.

### **09122008:2 Conflicts of Interest**

No conflicts of interest were declared.

### **09122008:3a Minutes of the Previous Meetings**

*The purpose of this discussion was for the Management Board to approve the minutes from October 31<sup>st</sup>, 2008.*

The MB approved the minutes from October 31<sup>st</sup> 2008 under the condition that below actions are taken.

#### Actions

The action for TJC listed on page three should be removed.

Agreed editorial changes should be made.

### **09122008:3b Minutes of the Previous Meetings**

*The purpose of this discussion was for the Management Board to approve the minutes from November 4<sup>th</sup>, 2008.*

The MB approved the minutes from November 4<sup>th</sup> 2008 and confirmed that abbreviations can be used in the agenda titles as is the current practice, although in the minutes the first time an abbreviation is used, it should generally be spelled out in full.



#### **09122008:4 CEO Report**

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

JZE highlighted several items in the report, including updates on IHTSDO's Joint Initiative membership, contribution agreements, license fee exemptions for low income countries announcement, Cyprus Membership announcement, discussions with Hong Kong regarding enabling the use of SNOMED CT, and the upcoming IHTSDO October meeting. KG congratulated the CEO on progress related to the license fee exemption and Cyprus membership.

MPS noted that he was disappointed that IHTSDO was not invited to participate in a recent workshop to discuss/explore linkages between standardised terminologies and the ICF (International Classification of Functioning, Disability, and Health).

#### Actions

In terms of the low income countries announcement, the following shall be produced by the CEO as part of the announcement:

- Frequently Asked Questions
- A list of the low income countries covered by the announcement (CEO informed the MB that this list can also be found in the briefing note from the last Management Board meeting)
- An update on the availability of free Affiliate Licenses in low income countries to be published in the news section of IHTSDO's homepage and Collaborative Space.

KG to follow up with the National Library of Medicine (NLM) concerning the possibility of sharing the Australian Medicines Terminology with NLM for a joint project.

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

#### **09122008:5a Timing of Future Meetings: Management Board**

*To confirm plans for upcoming Management Board meetings with the Management Board.*

The MB confirmed the schedule of MB meetings for 2009 outlined in Appendix 1 of the briefing note with one change. The MB additionally agreed that the MB meeting originally scheduled for April 7<sup>th</sup> can either be cancelled or postponed depending on the number of issues that need to be discussed.

#### Actions

JZE to circulate an updated list of meeting dates/times to the Management Board.

#### **09122008:5b Timing of Future Meetings: Conference Schedule to 2011**

*To confirm plans for IHTSDO upcoming conferences with the Management Board.*



The MB approved the proposed dates for IHTSDO meetings between 2010 and 2011 (inclusive), subject to a brief consultation with the Community of Practice with Committees through the Collaborative Space to ensure that there are no major conflicts for 2010 and 2011 dates.

Actions

JZE to add the location of the meetings in 2010 and 2011 and then circulate to Committee Chairs.

Committee Chairs to share dates with Members and forward any identified conflicts as soon as possible to the office.

**09122008:5c Timing of Future Meetings: Education tutorials in April/October 2009**

*To confirm plans for IHTSDO upcoming meetings with the Management Board.*

The MB confirmed the proposed approach for educational sessions in conjunction with IHTSDO meetings in April and October 2009. KG informed KSP that his recorded presentation on SNOMED CT is greatly appreciated in Australia and that multiple people have expressed how helpful these educational sessions are. KG thus formally thanked KSP for his work on this.

Actions

JZE to post request for proposals for education workshops to Collaborative Space and circulate to the Members' Operational Liaison Forum (MOLF).

**09122008:6a Strategy: Priorities to April 2009**

*The purpose of this discussion was to ensure the MB and officers agree on and deliver priority action items during the period leading up to April 2009.*

The MB agreed on the following priorities for activities involving the Management Board for the period leading up to April 2009.

ISSUE	LEAD DIRECTOR	LEAD STAFF	COMMENT
January 2009 release of SNOMED CT	n/a	KSP	
Draft Annual Activity Report	MPS	JZE	To be printed after review/approval at April meetings.
Annual Financial Report	JVB	JZE/S. Bagshaw	
Arrangements for next IHTSDO Conference	LA	S. Bagshaw	
Deliver outstanding actions from last two General Assembly meetings	MPS	JZE	
'How do I/we' framework	MPS/SMA	JZE/S. Bagshaw	
≥5 example processes under	SMA	JZE/S.	Operationalization to be led



“how do I?” framework		Bagshaw	by Officers, consulting with the Quality Assurance Committee as necessary
Procure Tooling Platform [6/7]	KG	JGU	
Tooling strategy for Translation	KG with LA, AL, D Forslund	JGU	
Review of Committee scope with regard to technical specifications and products, outcomes of How do I/we and with regard to education	TJC	JZE	
Have agreement with LOINC and IFCC-IUPAC signed	MPS	KSP	Liaise with B Humphreys
Have agreement with WHO signed or alternative process proposed	MPS/KG	JZE	
Have an agreed ‘Standard for Standards’ proposal including evidence from How do I/we activity	MPS	JZE/J. Millar	
Initiation of Business Planning Process for 2010, including strategic framing discussion	MPS	JZE /S. Bagshaw	

KG agreed to take the lead in the procurement of the Tooling Platform and Tooling strategy for Translation in her role as Technical Committee Chair but requested assistance from other Management Board Members with expertise in this area. LA and AL offered support during the call, and MPS suggested that D. Forslund (DF) might also be able to assist in this regard.

#### Actions

SMA agreed to address some of the process issues raised during the call at the next Quality Assurance Committee telephone conference.

LA, AL, and possibly DF to provide support to KG in the development of proposed next steps for tooling related to translation for consideration by the General Assembly and Management Board at the April IHTSDO meetings.

#### **09122008:6b Strategy: New Members Policy for the Period Up Until October 2012**

*The purpose of this discussion was to create a common understanding and position for the Management Board and General Assembly on how the IHTSDO will deal with representation of new Members on the Management Board until the General Assembly meeting of October 2012.*

The Management Board

- approved that until October 2012, new Ordinary Members who join before the nomination cut-off for October elections in any given year will be able to nominate Management Board members for election at the October General



Assembly Meeting until 12 members have been obtained or when there is a vacancy resulting from the end of term/resignation of one or more Management Board Members elected from among countries other than Charter Members.

- Agreed that new Members elected to the Management Board are elected to a term of up to two years in length, with all terms expiring in October 2012 as per section 9.1.6 of the Articles.
- Approved the position that Members who join between elections will not normally be invited to participate as standing observers in Management Board meetings, but may be invited to participate in particular discussions of relevance at the discretion of the Management Board.
- Agreed that these decisions are put into an internal policy and prior to publication are shared with the GA and are formally agreed at the April 2009 GA meeting.

#### Actions

MPS to put these decisions into an internal policy, which is to be shared with the GA prior to publication for feedback.

#### **09122008:6c Strategy: Tenure and Election of Working Group Chairs**

*The purpose of this discussion is to seek feedback from the Management Board on questions related to the tenure and election of Working Group Chairs.*

The MB

- Agreed that the term of a Working Group Chair is normally 2 years, with the possibility of re-election for a maximum term of 6 years.
- Approved the proposed turnover dates for current Special Interest Group and Project Group Chairs where election/confirmation processes have not occurred since IHTSDO was formed.
- Approved the proposed election/re-election process for Special Interest Group and Project Group Chairs.
- Agreed that IHTSDO staff should post these proposals to the Collaborative Space for feedback from the Community of Practice.

#### Actions

JZE to include the issue of conflict of interest in the proposed document prior to posting on the Collaborative Space. After having updated the document in terms of the feedback received during this meeting, JZE shall post the proposals on the Collaborative Space for feedback.

#### **09122008:6d Strategy: Namespace Management**

*The purpose of this discussion was to confirm the organization's policy for the allocation of Namespaces.*

The MB

- Asked that a pre-amble be added to the draft policy providing context for the proposals.
- Agreed that IHTSDO should circulate an updated draft of this policy to the Members' Operational Liaison Forum (MOLF), Affiliates' Forum, and other members of the Community of Practice through the Collaborative Space with



the deadline for comment of January 31, 2009. If no substantive issues are raised during this period, this version (with any minor editorial corrections) would become official policy of the organization and be posted on the IHTSDO website.

- Agreed that Namespace Allocation should be one of the issues considered as part of the “How Do I...?” framework and materials that are being prepared in response to the joint General Assembly/Management Board session in October 2008.

#### Actions

JZE shall update the draft policy based on feedback provided by the Management Board, including adding a preamble to provide additional context, noting the need to develop a mechanism to notify Members of namespaces that have been allocated, and clarifying the language of the draft in accordance with the feedback TJC provided.

To ensure that members of the Community of Practice, particularly Committees, have sufficient time to review the draft policy, the comment period will be extended to the end of February 2008.

Committee Chairs to ensure that this draft policy is reviewed by their Members where relevant.

After the Committee and the MOLF have been consulted, the finalized version shall be put on the MB agenda for March 2009. JZE shall bring back the feedback of the consultation to the MB.

#### **09122008:6e Strategy: Opportunities for Collaboration Related to Patient Safety**

*The purpose of this discussion was to discuss the outcomes of consultations regarding potential opportunities for collaboration related to patient safety.*

The CEO provided an update on the nature and status of feedback received related to Members’ consultations with national patient safety authorities, and commented on the desirability of the potential options for proceeding outlined in the briefing note, taking into account the results of those consultations. SMU provided an update from Singapore.

#### Actions

All Members who have not yet provided the CEO with relevant feedback shall do so within a month.

JZE to put MPS’s letter that he sent to the UK on the MB Distribution Centre for the information of Management Board Members.

#### **09122008:6f Strategy: Open Biomedical Ontologies (OBO)**

*The purpose of this discussion was to recommend that the Board consider how IHTSDO can engage productively with the open biomedical ontologies (OBO).*



The MB Chair formally thanked KSP for the helpful briefing that he had prepared. Creation of this briefing was part of 2008 work plan item 8.4 “To develop a board position statement with respect to a relationship between SNOMED CT and the Open Biomedical Ontologies”. The MB considered the information presented about OBO and approved the next steps required to decide on strategic direction.

AL agreed that the Research and Innovation Committee would take the lead on next steps for this issue, with support from KSP.

#### Actions

The Research and Innovation Committee to:

- a. Identify OBO ontologies that overlap with SNOMED CT and review their status
- b. Identify implications for IHTSDO with respect to content harmonization, quality assurance and quality improvement, tooling, and distributed editing
- c. Suggest options and propose specific project(s) for the 2010 work plan

If a suitable opportunity arises, Jane Miller, Jeremy Rogers, JZE, and KSP (if available) to open a dialogue with the European participants in OBO who have already been in contact with Jeremy Rogers.

#### **09122008:6g Strategy: Update on Tooling**

*The purpose of this discussion was for the involved actors to provide an update on the current tooling process.*

MPS and KG provided an update on the progress of Workbench procurement. The Management Board (MB) approved that MPS and JZE shall progress purchase of the Workbench components discussed at the joint General Assembly/Management Board meeting, including signing contracts for this procurement on behalf of the MB in December 2008 and January 2009.

#### Actions

MPS will write a letter to the General Assembly (GA) and MB informing them about the decision taken and progress on its implementation.

#### **09122008:7a Issues Raised by Committees: Compositional Grammar for SNOMED CT Expressions in HL7 Version 3**

*The purpose of this discussion was to seek Management Board feedback on a technical specification of a grammar for composing SNOMED CT expressions that can be carried in HL7 version 3 messages, and subsequently more generally can be held in any message structure or data model.*

The MB noted and commented on the “Compositional Grammar for SNOMED CT expressions in HL7 V3” document. They expressed appreciation for the work of JGU in this regard and approved the “Compositional Grammar for SNOMED CT expressions in HL7 V3” document for general release on a trial use basis, subject to any amendments required to address substantive issues identified in the current consultations with the HL7 community. The Technical Committee is to consider the priority of potential future work items related to the compositional grammar as part of the business planning process of the 2010 Work Plan.



### Actions

JGU to finalize the document after the conclusion of the consultation process with the HL7 community and to raise any substantive issues identified during that consultation.

Technical Committee to consider the priority of potential future work items related to the compositional grammar as part of the business planning process of the 2010 Work Plan.

### **09122008:7b Issues Raised by Committees: Request from Mapping SIG regarding Mapping ICD-10 and SNOMED CT**

*The purpose of this discussion was to brief the Management Board on recommendations made by the Mapping SIG at the October 2008 IHTSDO Meeting and to recommend a way forward based on individual member contributions.*

KG and TJC provided an update on the discussions at the October 2008 Meetings. They expressed appreciation for the Mapping group's work to date and looked forward to receiving the formal updated proposal from the Mapping Special Interest Group for Phase 1a mapping between SNOMED CT and ICD-10 at the February Management Board meeting, or preferably earlier. Assuming that the proposal is accepted, it will be used to engage with Members to secure required resources, building on earlier discussions that have already taken place. MPS asked that the proposal also include information on what type of license or other agreement is required from the National Health Service for the use of the existing SNOMED/ICD-10 map.

The Management Board noted that it is important to consider this work in the context of harmonization discussions that are underway with the World Health Organization (WHO). At the last meeting of the Interim Harmonization Panel, WHO representatives agreed to provide an updated draft harmonization agreement for review by December, following consultation with WHO lawyers. This document has not yet been received, but the Management Board needs to plan for a discussion to review progress of harmonization, any draft agreement, and next steps for WHO at the February MB meeting.

### Actions

TJC to receive the formal updated proposal for Phase 1a and associated resource requirements after the next Mapping SIG telephone conference that he shall distribute to all MB members.

The Mapping SIG to put forward a formal proposal for the project to map SNOMED CT and ICD-10 at the February MB meeting or preferably earlier. This proposal shall include information about required licenses for both phase 1a and other work from the National Health Service. TJC will consult with MPS regarding how best to secure the latter.



TJC to write an informative letter concerning this issue for MB directors to distribute to MOLF representatives.

KG, with help from JZE, will follow-up with Members in 2009 (after proposal received from the Mapping SIG) to secure necessary resources for this project.

**09122008:7c Issues Raised by Committees: Out-of-cycle Meeting Proposal to Progress ERF/MRCM**

*The purpose of the briefing paper was to seek the Management Board's approval for an out-of-cycle meeting to progress the specifications for the Enhanced Release Format (ERF), RefSet, Interchange Format (IF) and Machine Readable Concept Model (MRCM).*

The MB

- Reviewed the Project Description Form
- Approved IHTSDO support for an out-of-cycle meeting as described in the project description form, preferably for 5 days to optimize the use of participants' time and the outcomes of the meeting.
- Agreed that the maximum available budget is 70 000 US dollars, with the final budget to be reviewed by John Gutai.
- Agreed that, on a trial basis and for this meeting only, participants who would otherwise lose income would be offered a stipend for the days that they attend the meetings. To ensure fairness and transparency, the level of the stipend will be the same for all participants who receive it and should be based on established metrics for rates for participants in expert groups or similar meetings in Member countries.

To fund the meeting, the Management Board:

- Approved cancellation of ERF Technology Previews for the January and July 2009 releases, with the exception of stated views which will be incorporated into the International Release, including cancellation of remaining work by CAP STS on an example of a crossmap table in the ERF format for the July 2009 release.
- Approved a reduction in Member support hours from CAP STS in 2009 paid for by IHTSDO, as required to meet the costs of the meeting.

Actions

TJC/AL to update the relevant Project Group Chairs regarding the Management Board's decision and ensure that meeting planning proceeds expeditiously.

JZE to seek information from Members regarding established rates for participants in expert groups or similar meetings in Member countries.

TJC to confirm the level of the stipend for the upcoming meeting.

JGU to review an updated draft budget from the Project Group Chairs when available.

The MB agreed that a strategic discussion concerning next steps building on learnings related to this meeting needs to be held in the future.



**09122008:7d Issues Raised by Committees: Incorporation of the Stated View Table into the International Release**

*The purpose of this discussion was to recommend that the Board approve the routine release of the Stated View table in the international release beginning with the January 2009 release.*

The MB approved the routine release of the Stated View table, starting with January 2009, if there are no objections from Members during the advance preview period.

Actions

KSP to coordinate updates to the documentation with CAP STS and review any feedback from Members during the advance preview period.

In terms of associated education requirements, KSP to consult with the Education SIG.

**09122008:8a 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:

- Revision of translation guidelines. The MB agreed that the final draft document shall be made available to the Tooling Steering Group, Technical Committee, JGU, and Directors working on tooling procurement. It was agreed that the MB would review the proposed translation guidelines at the February MB meeting.
- Infectious and parasite modelling (recommendation received from relevant Working Group).
- Proposal for mapping SNOMED CT and the International Classification of Primary Care (ICPC) in cooperation with groups in Australia (this is to come back to the Management Board in January as a formal recommendation).

Actions

Final draft translation guidelines shall be made available to the Tooling Steering Group, Technical Committee, JGU, and Directors working on tooling procurement.

MB to review the proposed translation guidelines at the February MB meeting.

Content Committee to bring forward a proposal for mapping SNOMED CT and ICPC to the MB in January with a formal recommendation.

**09122008:8b Committee Updates: Quality Assurance Committee**

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

SMA provided an update from the Quality Assurance Committee, questioning why the agenda did not include an item to approve the proposed Chair for the Education Special Interest Group. She further gave an update on priorities and informed the



MB that Ed Cheetham has offered his assistance during the time Jane Miller is off on leave.

#### Actions

JZE to put approval of a new Chair for the Education SIG on the January MB agenda.

#### **09122008:8c 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 formally thanked the MB and TJC specifically in terms of progress made with respect to the out-of-cycle meeting.

#### **09122008:8d Committee Updates: Technical Committee**

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

As KG had left the meeting at this stage, JGU provided an update in terms of:

- Milestone planning for tooling
- A draft Request Submission paper will be posted on the Collaborative Space by Gwen Smith next week.
- A draft Asset Register paper will be posted on the Collaborative Space next week by Gwen Smith.

#### **09122008:9 Any Other Business**

MPS informed the MB that IHSDO has been asked to be part of the editorial committee of a new standards publication with HL7, CEN, ISO, the American Medical Informatics Association, and others. The MB agreed that the CEO and KSP are to be nominated for editorial committee for this publication

JZE provided information about the January MB meeting, welcoming suggested items as soon as possible as this will give Directors more time to read over the holidays.

#### Actions

MPS to nominate JZE and KSP for the editorial committee of the new standards publication.

MB Directors are to suggest items for the January MB meeting as soon as possible.

#### **09122008:10 Date of Next Meeting**

Tuesday January 6<sup>th</sup>, 2009 07:00 a.m. Copenhagen time.

