



## Management Board Meeting 18 February 2014 Record of Discussion

Location: GoToMeeting

### 1. Welcome & Apologies

MB Chair welcomed the group and said there had been no apologies.

### 2. Conflicts of Interest

None.

### 3. Minutes of the last meeting

**Decision 1** The MB approved the minutes from the 7-8 January face-to-face meeting.

### 4. Matters arising from the last meeting

MB Chair went quickly through the list in the package.

### 5. Chairman's address

MB Chair said he was happy to have the new CEO in place and he thanked the Transitional CEO for his service.

### 6. CEO report

CEO thanked Transitional CEO and the Management Team for making him feel welcome. He went through his written report.

He noted that he had been guiding the Management Team on project proposals in order to move the work forward more swiftly.

An MB member said that she had also attended the WHO Forum and was encouraged about the number of countries that said they wanted a clinical terminology in their long-term health strategies and by the number of mentions of SNOMED CT.

MB Chair asked if public health would become a focus area for the content team. CEO replied that a number of member countries had mentioned an interest in moving ahead into the public health area, and that would be part of the work that would happen this year, such as the focus on microbiology.

## **7. Management Reports**

Staff member explained that the reports were lengthy this time in order to provide an idea of what was achieved in 2013 and what to expect in 2014. The format in the future would become more of a KPI-based reporting structure, but that was still work in progress.

## **8. Back To Green**

CEO said the recent customer survey had pointed out some gaps and deficiencies. The Management Team did a validation exercise of the 2014 work plan, determined if efficiencies could be gained by rolling smaller projects into larger ones, and determined in which areas we could provide support to Members quickly.

He outlined the “Back To Green” plan, which would help address the gaps.

CEO said the plan was to get MB feedback, then go to the Member Forum with the plan on 7 March. If the Member Forum does not have any major problems, the plan would move forward.

## **9. Member Forum**

Staff member said there was interest in the Member Forum (MF) in getting more information about the customer survey results and the 2014 work plan. There was a request about what the new implementation specialists would do and how the MF could benefit from that. She said the MF is planning another workshop, to be held in April.

## **10. Content Committee**

CC Chair said the committee had established a microbiology reporting project.

## **11. Implementation and Innovation Committee**

I&IC Chair said there had been two meetings since the last MB. On changing the committee name to Implementation and Education, everyone seemed to agree that it was a good idea, but there needed to be some research into whether the innovation aspect attracted any particular people with particular skills, so the skills matrix needed to be looked at.

He also said there was a lot of interest in the committee in helping with the refset work.

## **12. Quality Assurance Committee**

QAC Chair said the committee had discussed how to manage the work now that the ex officio member was moving away from the committee. He said it was also looking at feedback from the QMS pilot and had started its role in advising. There had been comments submitted on the deprecation policy and work done on the critical incidence policy. He added that the use of Trello for actions had gone well.

### 13. Technical Committee

TC Chair said he was interested in setting up a joint committee meeting in April with one of the other committees.

### 14. Translation Policy

CEO introduced the draft translation policy from the package. There was a long discussion about it. It was decided that those MB members with suggestions on improving the policy should contact the CEO, and then the amended draft policy would go to the Member Forum for comment.

### 15. GA Electronic Voting Regulation

**Decision 2** The MB approved the GA Electronic Voting Regulation.

### 16. Proposed URI Standards

A staff member said the draft standard had been out for consultation for 18 months and had generated considerable comment and debate. He asked if the public review phase might be shortened so it could get approved in April. After some discussion and clarification, there were no objections.

**Decision 3** URI standard to go out for a shortened 6-week public review period and to be reviewed for approval at the April face-to-face meeting.

### 17. Any Other Business

CEO said the QMS end-of-pilot survey results were provided just for the Board's information.

### 18. Date of the Next Meeting

MB Chair said a suitable date would be found based on the production of material for the April meeting and the availability of the MB.

The meeting ended, and an in camera session followed.