Management Board Meeting
28 April 2014, 0900 UTC
Record of Discussion

Location: Axelborg, Copenhagen, Denmark

1.   Welcome & Apologies

MB Chair welcomed the group and noted the absence of one MB member. He said the CEO would be absent for some time that morning in order to brief the General Assembly (GA). He welcomed the Head of Finance and said the MB was happy to have her onboard.

2.   Conflicts of Interest

None declared.

3.   Minutes of last meeting

There was one minor misspelling pointed out. Other than that the minutes were approved.

Decision 1	The minutes of the 8 April MB meeting were approved by the MB.

4.   Matters arising from last meeting

The MB briefly discussed how to make the series of meetings over the coming days as efficient as possible by reducing repetition of topics.

5.   Chairman's address

MB Chair said MB members successfully communicate with each other in a friendly way, and the MB has improved its communication with the General Assembly (GA).

MB Chair said the Management Team (MT) under the CEO has become more of a team than it has ever been, and MT members enjoy the work more.

He said there would be discussions ahead of the October meetings about the Standing Committees (SCs), including number and nature of them, number of people on them, etc., and the MB composition. The MB was initiated in 2007 with the 9 charter members plus 3 empty seats meant for incoming Members. The situation has now completely changed. We now have a full professional staff and Management Team. A lot of work is also moving away from the MB. The MB would still be supervisors, but it is stepping away from micromanagement of the organization.

6.   CEO report

CEO thanked the MB and the staff for their support. He then provided some updates since he wrote his CEO Report:

1. Member Forum (MF): On Sunday he spoke to the MF, marking the first time a CEO had ever presented to them. He suggested that they increase and improve their communication with their GA representatives, and they welcomed that and asked for suggestions on how they could do it better. There were 26 MF representatives from 16 countries and 4 others in the room.

2. New Members India and Portugal had sent representatives to the conference.

3. For the July MB agenda, the MB should focus on the 2015 to 2020 Strategic Directions. MB Chair, the Management Team and CEO had been building a straw man to provide a starting point.

CEO then left the meeting to brief the GA.

7. Customer Relations

CR Lead provided some highlights of her presentation from the pack:

1. The CR team is making country profiles.

2. The team will be pinpointing what countries need from IHTSDO.

3. The team has visited Members and is also reaching out through the phone and at forums and events.

4. We need to work on our agreements with other Standards Development Organizations, which help us to determine the customers' needs. Our agreements need to be more focused on delivery. Suppliers want to understand what will be delivered when, so that is driving an operational approach.

5. The MF has commented that it is great to see reports, but IHTSDO needs to communicate what it is doing better.

6. We need more targeted communications.

The MB discussed a number of related topics, including:

1. We need to think not just about what we can do for Members, but what Members can do to help each other.

2. We need to think about what we promise countries when they join and what kind of support we offer.

3. CR Leads need to think not just about welcoming new Members, but also how to take care of existing Members.

4. CR Leads need to have links within IHTSDO to provide feedback from customers to the people doing the work and identifying the priorities.

5. What should be the role of the MB in working with potential new Members?

6. Should parts of the country profiles be publicly available?

8. Design Authority

Head of Delivery introduced draft Terms of Reference for a new Design Authority (DA). He said the DA would be a small group of senior Management Team members that could consult with other people as necessary. It would allow the operational function of the organization to have a corporate opinion on technical issues and speak with one voice in a way that IHTSDO has not been able to do before. The MB was very supportive, although it felt that the DA did not require formal approval from the MB.

9. URI (Universal Resource Identifier) Standard

Head of Delivery explained that there is a demand in the Community of Practice for a standardized way to represent SNOMED components unambiguously. The document had been through the standards process. The MB unanimously approved the standard.

Decision 2	The MB unanimously approved the URI Standard.

At that point the CEO returned to the meeting, having briefed the GA.

10. KPIs

CEO asked for input and feedback on the KPIs presented. The MB discussed the importance of designing systems to collect data automatically instead of requiring the data be constructed manually.

11. Budget Process Change

CEO presented his new budget process, which would use a project management function. One MB member noted that there was a risk of vendors not getting enough opportunity to provide input. A discussion of the Vendor Liaison Forum (VLF) and vendor outreach followed, with MB members noting the importance of consulting with vendors.

12. Audit

MB member said the audit gave a clean bill of health. The MB would need to sign the documents, and it would ask the GA to approve the external auditor's report.

13. Financial Update - Q1 2014

CEO briefed the group on the first quarter financial report.

14. QMS

CEO said the presentation was for the MB's information, and the staff would be filling the gaps, then the policies would be brought up to date. He said he would continue to monitor metrics and maybe put them on the dashboard.

15. Standing Committees

MB Chair said the matter of reforming the Standing Committees (SCs) rests with the GA, but they were set up at the start of the organization and it is time to review their structure and purpose.

There was a discussion of the effects of any changes on the 2014 SC elections. MB Chair and CEO explained that the review process would involve many stakeholders and not be done in isolation.

16. Tooling Roadmap

Head of Applications and Architecture gave a short version of his presentation. There was a discussion about the Workbench.

Head of Applications and Architecture then briefed the group on the planned Member licensing service and spoke about CollabNet. He was working with a specialized company that provides input on the user experience. He said the Tooling team now has a mapping tool and it is redesigning the online presence, including a new logo.

17. Awards

There were no comments.

18. Proposed amendments to the AoA

There were no comments.

19. Annual Activity Report

There were no comments.

20. Request to confirm SNOMED Implementation Advisors

MB Chair moved to approve the registration of the SIA participants as having completed the SIA scheme program. Someone seconded the motion. The vote was unanimous.

> **Decision 3**   The MB approved the registration of Anne Randorff Højen, Charlie McCay, Fadi El-Turk, Rahil Qamar Siddiqui, Rita Schichilone and Robyn Kuropatwa as SNOMED CT Implementation Advisors.

21. New member on-boarding

The MB discussed how to bring new Members on board, particularly big ones that would have a big impact on the organization.

22. MB Terms of Reference (ToR)

There was discussion about how the MB might come up with KPIs to measure its own performance. Then the MB approved the draft ToR it had developed for itself.

Decision 4	The MB approved the MB terms of reference.

23. Translation

The MB discussed the draft translation support policy. It then voted to approve it.

Decision 5	The MB approved the translation policy.

24. Copyright issues

The MB discussed some copyright issues. It agreed to follow the next steps laid out in a briefing paper from the Customer Relations Team.

Decision 6	MB agreed to the next steps laid out in the briefing paper so long as there is a one month deadline.

25. Any other business

25.1.   Member Forum Terms of Reference

MB Chair asked if there were any objections to approving the terms of reference. None were voiced.

Decision 7	The MB unanimously approved the revised Member Forum Terms of Reference.

25.2.   College of American Pathologists (CAP)

An MB member noted that the CAP terminology staff had been fired from CAP and then hired by Deloitte.

26. In camera session

An in camera session followed.