

Management Board
27 October 2015, 9:30 am local time
Record of Discussion

Location: Montevideo, Uruguay

1. Welcome & Apologies

MB Chair welcomed the group.

2. Conflicts of Interest

None declared.

3. Minutes of last meeting

The MB approved the minutes of the August meeting and the 10 October meeting.

4. Introductions

There was a round of introductions for the benefit of the new directors.

5. Actions

There was a brief discussion about open actions.

6. MB Chair's opening statement

MB Chair stated that the organization had formalized a lot of policies and procedures, including the new governance manuals. He thanked the CEO and Management Team (MT) on behalf of the MB for all of the hard work.

7. CEO Report

The CEO updated the group on prospective members. An MB director spoke about European initiatives.

8. Finance

After explaining for the benefit of the two new directors how the financial reporting was done, the Head of Finance gave the financial report.

9. Management Report and KPIs

The CEO referred to the report in the meeting pack and stated that he would try to shift future KPI reports towards more of a balanced scorecard model.

10. Budget

The Head of Finance introduced the topic and referred to the 2016 budget that had been prepared for MB and then GA approval. There was a discussion about the 2015 savings that had arisen from currency valuations, unfilled staff positions, and other reasons. Individual MB directors made some suggestions on how to accelerate particular areas of work.

The MB approved the budget, sending it to the GA for final approval.

11. Member fees

The MB approved the Member fees, sending them to the GA for final approval.

12. Asia

The MB discussed a briefing paper about Asia and voted to approve a proposal for the partial translation of SNOMED CT into Japanese.

13. French translation

The MB approved a proposal for a French translation.

14. Collaborations

There was a discussion about the IHTSDO/WHO collaboration.

15. Tooling update

The CEO he was confident that the tooling programs were moving forward rapidly and that the organization would be able to do the January release using the new authoring tool. He added that the Refset tool had been demoed that morning, and the translation tool was also on track.

16. Articles of Association and relocation update

The CEO briefed the MB on relocation plans and the new set of Articles of Association.

17. HSCIC mapping collaboration update

The MB agreed to continue the collaborative working arrangement between the HSCIC Clinical Classification Service and the IHTSDO Mapping Service.

18. Communication on Content Development activities

The MB discussed some HSCIC feedback on communications about content development.

19. Approval of Consultant Terminologists

The MB approved the certification of two new Consultant Terminologists for the period of 3 years.

20. Governance manuals

There was a brief discussion about terms of service for MB directors. The MB decided that an MB director's term of service should begin on 1 November and newly elected directors should be funded to attend the October conference as non-voting guests.

21. Any other business

21.1. Affiliate License application

The MB discussed an unusual request for an Affiliate License.

21.2. Dates of MB meetings

The MB decided that it wanted monthly meetings scheduled.

22. Selection of an MB Chair

The MB selected a new Chair.