

Management Board Meeting
Tuesday, 19 April 2016, 9:00 local time and
Wednesday, 20 April 2016, 11:00 local time
Record of Discussion

Location: Amba Hotel Charing Cross, London

1. Welcome & Apologies

MB Chair welcomed the group.

2. Conflicts of Interest

One director said he had a possible conflict of interest involving a new position he had accepted with another organization. The other MB directors did not show any concern but it was subsequently added to the conflicts of interest registry.

3. Process for Consent Agenda

MB Chair said the MB could identify items for the consent agenda in the next meeting and do a trial.

4. Minutes of last meeting

Approved.

5. Actions from last meeting

Reviewed.

6. Chairman's address

MB Chair offered some opening remarks.

7. CEO report

The CEO updated the MB on collaboration negotiations.

8. Finance Report

The Executive Lead - Finance and Corporate Services (ELF&CS) highlighted some points from the Finance Report.

9. UK move update

ELF&CS showed some slides concerning the relocation and outlined the next steps.

There were discussions about per diem policy changes for UK-based travelers, the UK Companies Act, and Charity status.

10. KPIs and Risk

ELF&CS went through her slides on Q1 achievements and got some feedback. She then went through the proposed KPIs, and there was a discussion of the SIRS backlog.

11. Presentation on ASSESS CT

There was a presentation on the ASSESS CT project.

12. Adjournment

The meeting adjourned for the day.

Wednesday, 20 April 2016

13. Resolutions

There were some resolutions involving the set-up of the UK entity.

14. Vendor Forum Update

The CEO updated the MB on vendor engagement activities, including meetings with vendors in Las Vegas and a new vendor portal.

15. Clinical Engagement Update

The CEO updated the MB on the addition of three new Clinical Engagement Leads.

16. Mobile Licensing Framework

The MB discussed changes to a proposed mobile licensing fee structure.

17. MB Committees

The MB compared the terms of reference (ToRs) of existing and proposed MB committees.

18. Product Plan and Quality Assurance

The Digital Product Architect briefed them MB and answered questions on his draft Product Plan and QA plan.

19. MB Nominations and Elections

There was a discussion about how the MB Nominating Committee would function in the coming months.

20. Rebranding, Translation

MB Chair said rebranding and translations would be deferred until the next meeting.

21. Any Other Business

None

22. In camera session

The MB held a short in camera session and adjourned by 16:30.