



## IHTSDO Working Groups – 6 Month Update

Working Group Information	
Name of Working Group Integrated Report for the Translation SIG & Translation Standard Processes PG (TSPPG)	
Name of Working Group Chair Jane Howarth, Karin Ahlzén	Date 2010.04.07
Which Committee(s) does this Working Group report to? Please tick applicable box(es) below.	
<input checked="" type="checkbox"/> <b>Content Committee</b> (up to November 2009)	<input type="checkbox"/> Implementation & Innovation Committee
<input type="checkbox"/> Technical Committee	<input checked="" type="checkbox"/> <b>Quality Assurance Committee</b> (currently)

## Current Status

What were the Working Group's most significant accomplishments in the last six months?

- Relating to the impending closure of the Translation Standard Processes PG, provided the following assistance to help the PG complete their mandate, as follows:
  - Initiated a "review/maintenance cycle" to revise and publish "ver 2.00" of the "Translation of SNOMED CT®" guideline (Target Date: No later than 2010.05.01)
    - Comments reconciliation session held 2009.10.08 to reconcile the majority of the comments/feedback that gathered and collated from an active translation community;
    - Additional reconciliation and document editing continued until February 2010;
    - The updated guideline and supporting records were submitted for a pre-publication quality review to the Chief Quality Officer on 2010.03.12;
    - Review/approval of ver 2.00 of this guideline is a Management Board agenda item on 2010.04.27.
  - Provided feedback and input when requested to ensure that the due diligence with respect to the process described in the IHTSDO "Development, approval, maintenance and review of IHTSDO Standards and other documents" document was followed to facilitate the publication of the "Guidelines for Management of Translation of SNOMED CT®".  
Note: This guideline is a companion guideline to the "Translation of SNOMED CT®" guideline initially published on 2009.05.01.
    - Following the final "breakout" group working session on 2009.10.08, forwarded the "Guidelines for Management of Translation of SNOMED CT®" to the additional Standing Committees who had not previously reviewed it.
    - The "Guidelines for the Management of Translation of SNOMED CT" were approved for publication by the IHTSDO Management Board on 2010.04.06
- Assisted in the preparation and revision of the proposal for a (new) PG – the Translation Quality Assessment Project Group;
  - Proposal submitted for review/approval to the Content Committee 2009.07.15;
  - Content Committee meeting of 2009.09.02 recommended submission to the Management Board;
  - Proposal subsequently endorsed by the Quality Assurance Committee, following realignment of WGs with respect to accountable Committees/reporting relationships;
  - The formation of the TQAPG and a funding request was approved by the IHTSDO Management Board at the October 2009 IHTSDO Conference
- Provided assistance to launch the TQAPG (November 2009) and provided support to the new PG going forward;
- Parallel participation of SIG and PG members in IHTSDO Workbench Tooling related activities including for example the definition of business and technical requirements for the IHTSDO Workbench Translation RFP, testing associated with the IHTSDO Workbench RefSet PG (ongoing since August 2009) and the work of the Translation Tooling Steering Group Project (initiated February 2010);
- Informal, ongoing exchange of information and discussion of items of interest relating to translations underway in Member and prospective Member countries.

Is the Working Group presenting deliverables and/or making recommendations for consideration by the Standing Committee at the upcoming meeting?

Yes

No

(If yes, please attach relevant briefing materials. As a reminder, this briefings must be available for circulation 3 weeks in advance of the Committee meeting so that Members have an opportunity to appropriately consider your suggestions and consult with colleagues.)

What areas do you expect to focus on in the next 6 months?

- Items of interest relating to translations underway in Member countries;
- Parallel participation by SIG members in the work of the IHTSDO Workbench Translation Tooling Steering Group and related or dependant IHTSDO initiatives;
- Work collaboratively to support the activities of the TQAPG following the appointment of the selected services provider, to complete the agreed deliverables prior to the October 2010 IHTSDO Conference;
- Any additional work required relating to the publication, by 2010.05.01, of:
  - ver 2.00 of the "Guidelines for Translation of SNOMED CT®", and;
  - ver 2.00 of the "Guidelines for Management of Translation of SNOMED CT®"
- Begin to solicit feedback for maintenance updates to the above guidelines for next updates (due by 2012.05.01);
- Draft Proposals for additional PGs if and as required.

Please list any deliverables/recommendations that you expect to bring forward for consideration by the Standing Committee in the next 6 months.

- Translation TQAPG deliverables noted in the preceding section

Is the Working Group making recommendations for consideration by the Standing Committee at the upcoming meeting?

Yes  No

(If yes, please attach relevant briefing materials.)

# Telephone conferences last 6 months

6

# face-to-face meetings in the last 6 months

1

**Office Use: IHTSDO Confirmation of Report Received**

Date

2010.04.07

Forwarded to relevant Committee(s)