



IHTSDO Work Plan 2007

Version 1.06

11th December 2007

Review Process for this document

Review Frequency	Document Owner	Additional Reviewers/Signoff
Annually (after 2007)	CEO	

Review:

Name/Body	Date	Version
Management Board	27 Jun 07	V1.00
General Assembly	30 Jun 07	V1.00
Management Board and Committees	29 Aug 07	V 1.03
Final adjustments	11 Dec 2007	V 1.06

Distribution:

For public distribution on IHTSDO website

Glossary of Terms and Acronyms:

List any new terms and acronyms created in this document.

Term	Acronym
International Health Terminology Standards Development Organisation	IHTSDO
Chief Executive Officer	CEO
Chief Quality Assurance Officer	CQAO
Chief Terminologist	CT
Chief Technical Officer	CTO
International Classification of Diseases	ICD
National Release Centre	NRC
College of American Pathologists	CAP
Management Board	MB
General Assembly	GA

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Executive Summary

This Document outlines planned activities and projects which are to be initiated by the International Health Terminology Standards Development Organisation (IHTSDO) in its first financial year of operation from April 2007 to December 2007. Note that some of the work items may extend into 2008, and that the Committee and Working Group Projects may take several years.

The Work Plan V1.00 endorsed by the IHTSDO Board of Management, and accepted by the General Assembly at its meeting on June 30 2007.

This is V1.01 of the document with the changes and updates that have accrued since V1.00.

For available details about the Committee and Working Group Projects, reference is given to the document "Working Groups, Knowledge sharing in Transformation from CAP to IHTSDO", dated 14th of June 2007, covering the May 2007 meeting in Evanston (also referred to as Evanston)

It is planned, that that after the Brisbane meeting the Work Plan will be updated to reflect priorities and involvement of the various committees and NRC members.

In 2007 the IHTSDO will focus on establishing the organisation, its governance and core business processes. Ensuring continuity of service to existing SNOMED CT users is seen as a high priority, and has influenced many aspects of the plan, including support arrangements negotiated with the College of American Pathologists.

During transition of SNOMED CT to its new owners, the IHTSDO Board sought feedback from existing SISB Board members, Working Group members and the CAP to inform this initial work plan. The need for improved documentation of standards and existing processes was a key theme of feedback received, and will underpin the work to further develop and improve the quality of SNOMED CT. This will be addressed through new programs including a Standards Development Program and Policy Development Program. The IHTSDO will have an increased focus on improving the quality of SNOMED CT, with appointment of a Chief Quality Officer, establishment of a Quality Committee and a corresponding program of work to improve the quality of SNOMED CT. In addition, the percentage of CAP Clinical editing time devoted towards quality review and improvement of existing content will be prioritised by the IHTSDO, with 70% of clinical editing time devoted to quality improvement, and 30% towards new content development.

The IHTSDO Board also recognises the need for further investment in a technology platform to support terminology development – however this will depend on business case development and budget availability in the out-years. In 2007 the focus will be on understanding user requirements and assessing architectural options for future development. The Board will explore options for open source development as part of 2008 planning.

The IHTSDO will continue to work collaboratively with existing stakeholders, and values the contribution which many volunteers can bring to the organisation. Harmonisation with existing organisations working in related fields is seen as a priority, and the IHTSDO Board will convene a number of workshops in 2007 to begin exploring opportunities for liaison with other Standards Development Organisations. The IHTSDO will work towards formation of a Harmonisation Board with WHO and the Family of International Classifications early in 2008. Communication activities to attract new Members and Affiliates and promote the uptake of SNOMED CT will be initiated, and continued communication with existing SNOMED users will be a priority. This will be achieved through establishment of the Affiliate Forum and IHTSDO Working Groups in late 2007.

Note that figures on status and sums of work are given in the document "IHTSDO Work Plan 2007 Status by August 1st 2007.

1 Establish IHTSDO Governance and Advisory Structures

Program Purpose:

In 2007 one of the priority activities will be to establish and support the new Governance structures for the IHTSDO. This includes facilitating meetings and providing secretariat services to the General Assembly, Management Board, Standing Committees and Working Groups as outlined in the Articles of Association

1.1 Establish and support IHTSDO Governance bodies

Project Purpose:	
<ul style="list-style-type: none"> ○ To establish and support IHTSDO Governance bodies as required by the Articles of Association – including General Assembly, Board and Committees 	
Start Date: Apr 2007	Due Date: Oct 2007
Project Lead: Chair of IHTSDO Management Board	
Scope:	
To include:	
<ul style="list-style-type: none"> ○ General Assembly – facilitate election, formation, secretariat services, collaborative workspace ○ Management Board – facilitate election, formation, secretariat services, preparation of briefing papers, secure workspace ○ Standing Committees - election, formation, secretariat services, collaborative workspace <ul style="list-style-type: none"> ○ Content Committee ○ Quality Committee ○ Technical Committee ○ Research and Innovation Committee 	
Deliverables:	
<ul style="list-style-type: none"> ○ Management Board formed ○ General Assembly formed ○ Committees formed ○ Three face to face meetings of key groups facilitated in 2007 ○ Teleconferences facilitated as required ○ Agenda and Minutes published as required by the Articles ○ Collaborative workspace available ○ Terms of Reference for Standing Committees 	<ul style="list-style-type: none"> ○ Apr 2007 ○ Apr 2007 ○ Jun 2007 ○ May, Aug, Oct 2007 ○ Aug 2007 ○ Oct 2007
Dependencies:	
These Governance structures must be in place to oversee other projects in the Work Plan	

1.2 Establish IHTSDO Working Groups and related program of work

Project Purpose:	
<ul style="list-style-type: none"> ○ To establish collaborative arrangements for IHTSDO Working Groups and related program of work 	
Start Date: Apr 2007	Due Date: Dec 2007
Project Lead: Chair of IHTSDO Management Board	
Scope:	
To include:	
<ul style="list-style-type: none"> ○ Transitional arrangements established for existing working groups ○ Management Board to confirm role, governance and reporting arrangements for IHTSDO working groups ○ Develop regulations relating to participation and support of Working Groups ○ Agree priorities for Working Group projects, review allocation to Committees and consult with existing Working group members and Chairs to confirm 2008 work plan 	
Deliverables:	
<ul style="list-style-type: none"> ○ Regulations for Working group participation and reporting ○ Working Groups formed ○ Face to face meeting of new working groups ○ Collaborative workspace available ○ Prioritised Working Group Program of work published 	<ul style="list-style-type: none"> ○ Aug 2007 ○ Oct 2007 ○ Oct 2007 ○ Apr 2007 ○ Oct 2007
Dependencies:	
These regulations must be in place prior to face to face planned meeting of working groups in October.	

Prioritised work program must be agreed by General Assembly (Oct 2007) for inclusion in 2008 work program

1.3 Establish Harmonisation Board - WHO and IHTSDO

Project Purpose:	
<ul style="list-style-type: none"> ○ To develop a Harmonisation Board with WHO 	
Start Date: June 2007	Due Date: January 2008
Project Lead: Chair of IHTSDO Management Board	
Scope:	
To include consideration of:	
<ul style="list-style-type: none"> ○ Outcomes and recommendations of Project 5.3 ○ Full asset register of relevant IP ○ Processes for development of maps between WHO-FIC classifications, including ICD10 ○ Ownership of resultant IP ○ Ongoing maintenance and support of maps 	
Deliverables:	
<ul style="list-style-type: none"> ○ Asset register complete ○ Workshop with key stakeholders from WHO-FIC and IHTSDO ○ Harmonisation Board established 	<ul style="list-style-type: none"> ○ July 2007 ○ August 2007 ○ January 2008
Dependencies:	
<ul style="list-style-type: none"> ○ Ongoing custodian of outcomes of Project 5.3 	

2 Corporate Management

Program Purpose:

With a newly established organisation the priority in the first year of operation will be to establish the financial and business processes required to ensure a sustainable and robust organisation capable of responding to stakeholder requirements. Core to achieving this goal will be recruitment of the senior executive team to lead the organisation.

2.1 Recruitment of Executive Team

Project Purpose:	
<ul style="list-style-type: none"> ○ to establish a strong team of Executive officers to lead development of the IHTSDO 	
Start Date: June 2007	Due Date: September 2007
Project Lead: Chair of Management Board has the lead role.	
Scope:	
To include:	
<ul style="list-style-type: none"> ○ Phase 1: Temporary appointment of senior officers to Continuity posts to ensure continuity. Includes appointment to CEO, CT, CQAO and CTO ○ Phase 2: <ul style="list-style-type: none"> ○ Recruitment of permanent CEO – as highest priority ○ Development of a staffing plan based on 2007/8 work plan estimates ○ Recruitment of further permanent Executive staff subsequent to endorsement of 2008 Work Plan 	
Deliverables:	
<ul style="list-style-type: none"> ○ Temporary Appointments in Place ○ Permanent CEO in Place ○ Staffing Plan 	<ul style="list-style-type: none"> ○ June 2007 ○ October / November 2007 ○ October 2007
Dependencies:	
Management of other work items will rely on executive team being in place	

2.2 Strategic Planning

Project Purpose:	
<ul style="list-style-type: none"> ○ To develop the yearly work plan 	
Start Date: June 2007	Due Date: September 2007
Project Lead: Chair of IHTSDO Management Board	
Scope:	
To include:	
<ul style="list-style-type: none"> ○ Consideration of Board strategic directions ○ Input from Members, Affiliates, Working Groups and other partners including Support Organisations ○ Development of detailed Project plan ○ Development of detailed Budget 	
Deliverables:	
<ul style="list-style-type: none"> ○ 2007 Work plan for approval by Board and General Assembly ○ 2008 Work plan for approval by Board and General Assembly 	<ul style="list-style-type: none"> ○ June 30 2007 ○ October 2007
Dependencies:	
Required for preparation of Budget – Project 2.3	

2.3 Financial Management – including annual audit

Project Purpose:	
<ul style="list-style-type: none"> ○ To embed sound processes for ongoing financial management of the IHTSDO 	
Start Date: June 2007	Due Date: September 2007
Project Lead: CEO	
Scope:	
To include:	
<ul style="list-style-type: none"> ○ Receipt and management of membership fees ○ Management of IHTSDO financial investments and Procurement ○ Production of General Ledger etc. to GAPP standards ○ Completion of Annual Audit ○ Develop appropriate investment and financial policies and processes 	
Excludes Financial services to be provided by CAP through the provision of the Support Contract (including	

management of Affiliate fees)	
Deliverables: <ul style="list-style-type: none"> ○ Monthly reconciliation of accounts receivable/ payable ○ Monthly report against budget ○ End of Year Financial Audit ○ Investment Policy ○ Procurement Policy 	<ul style="list-style-type: none"> ○ 5 days after EOM ○ 5 days after EOM ○ Oct 2007 ○ Oct 2007 ○ Oct 2007

2.4 Establish and Manage Copenhagen Office and Administrative Processes

Project Purpose: <ul style="list-style-type: none"> ○ To ensure Copenhagen office is appropriately staffed and resourced to perform key business processes 	
Start Date: June 2007	Due Date: December 2007
Project Lead: CEO	
Scope: To include: <ul style="list-style-type: none"> ○ Development of key business processes required for efficient functioning of IHTSDO and to ensure security of IHTSDO assets, including: document management policy; IP and asset registers; trademarks and patents management processes ○ Secretariat services to Management Board and other groups as required ○ Recruitment of administrative staff as required to manage key processes ○ Outsourcing of non-core services as required (IT, legal, travel services, accommodation etc.) ○ Coordinate delivery of IHTSDO Work Plan in accordance with agreed budget and schedules 	
Deliverables: <ul style="list-style-type: none"> ○ Document Management Policy ○ IP Management Policy ○ Asset and IP register 	

3 Develop, Maintain and Distribute SNOMED CT

Program Purpose:

The core asset of the IHTSDO is SNOMED CT. The continued development, maintenance, distribution and correct uptake of SNOMED CT are central tenets of the Articles of Association.

3.1 Manage the CAP Support Agreement

Project Purpose: <ul style="list-style-type: none"> ○ To manage and monitor delivery of the CAP Support Agreement 	
Start Date: Apr 2007	Due Date: Ongoing
Project Lead: CEO	
Scope: To include: <ul style="list-style-type: none"> ○ Receipt and Tracking of CAP obligations under the contract ○ Ensuring the IHTSDO meets all its obligations under the contract ○ Managing liaison with the CAP, and escalating issues which arise in accordance with conditions under the contract 	
Deliverables: <ul style="list-style-type: none"> ○ Snomed CT release ○ Release Process fully documented and implemented ○ Quarterly reports to the Management Board of Contract deliverables 	<ul style="list-style-type: none"> ○ July ○ October – Draft provided for Brisbane Meeting ○ July, October, January, April

3.2 Manage SNOMED CT Licensing

Project Purpose: <ul style="list-style-type: none"> ○ To ensure the new licensing model for SNOMED CT is correctly understood and implemented 	
Start Date: June 2007	Due Date: September 2007
Project Lead: CEO	
Scope:	

To include:	
<ul style="list-style-type: none"> ○ Promotion and explanation of the new licensing model to both vendors and NRCs ○ Development of required regulations as cited in License ○ Banding and global licensing ○ Monitoring of use of SNOMED CT in non-Member territories ○ Collection of Licensing charges 	
Deliverables:	○ Oct 2007
<ul style="list-style-type: none"> ○ Notification of existing CAP licensees of their requirements ○ Frequently Asked Questions on Affiliate License ○ Publication of Banding requirements – including Global license 	

3.3 Development of New SNOMED CT Content

Project Purpose:	
<ul style="list-style-type: none"> ○ To extend the international content of SNOMED CT to meet user requirements 	
Start Date: Oct 2007	Due Date: Dec 2008 and ongoing
Project Lead: Chief Terminologist	
Scope:	
To include:	
<ul style="list-style-type: none"> ○ review and assessment of submitted requests based on IHTSDO inclusion/ exclusion criteria and Style Guide ○ Consideration of Board Position Statements relating to priority of other domains which could potentially be further developed. 	
Deliverables:	
Dependencies:	
<ul style="list-style-type: none"> ○ The amount of available resource to expend on NEW content development is dependent on the % of staff time dedicated to the quality review of EXISTING content through Project 6 – Quality Improvement. ○ The ability of CAP to review and assess submitted requests will rely on successful completion of Standards for Inclusion/ Exclusion Criteria, and Style Guide (Projects 4.2 and 4.3 to provide a sound basis for assessment. IHTSDO Board has agreed that organisations with outstanding requests, will be asked to self-assess these requests against the new guidelines and then re-submit 	

3.4 Development SNOMED CT Derivatives

Project Purpose:	
<ul style="list-style-type: none"> ○ To assist development of SNOMED CT Derivatives (including subsets and translations) in areas which are a priority to Members and Affiliates seeking to implement SNOMED CT 	
Start Date: Jun 2007	Due Date: Dec 2007 and ongoing
Project Lead: Project Officer or Board Member	
Scope:	
To include:	
<ul style="list-style-type: none"> ○ Identification of key domains which are a priority for implementation (eg fields required to populate CCR) ○ Consultation and collaboration to develop Reference Sets in specialist domains which are considered high priority for implementation (eg. Diagnosis/ Problem subset, Alerts/ Allergies subset) ○ Assistance with translation, as required for implementation 	
Excludes IHTSDO actually undertaking the work to develop the Reference Set or Translation. This work will be undertaken by NRCs and interested volunteers. The IHTSDO staff will provide central support.	
Deliverables:	○ Dec 2007
<ul style="list-style-type: none"> ○ IHTSDO Reference Sets for Patient History Diagnosis/ Problem ○ IHTSDO Reference Set for Alerts and Allergies 	
Dependencies:	
<ul style="list-style-type: none"> ○ Strategy development for this project should come first (see Project 3.1) 	
Related Committee and Working Group Projects	
<i>(Note these projects were initiated prior to the transfer of SNOMED CT to the IHTSDO. A review of these projects is underway to confirm priority and resource allocation).</i>	

- | |
|---|
| <ul style="list-style-type: none"> - 10.2.6 Order Sets-How to specify a planned or ordered procedures/interventions in SNOMED - 10.4.4 Use case based proof of concept for Semantic Interoperability - 10.5.2 ICD exemplar rules-based map - 10.5.5 Procedure history context-dependent map - 10.5.6 V-code international content expansion - 10.5.7 HIV map heuristics - 10.5.8 Mapping rules - 10.5.9 Mapping Toolkit - 10.5.10 SNOMED to ICD-10 map - 10.6. Anesthesia content additions |
|---|

3.5 Management of Subsets

Project Purpose:	
<ul style="list-style-type: none"> o To develop a strategy for development and management of subsets 	
Start Date: Oct 2007	Due Date: Mar 2008
Project Lead: Chief Terminologist	
Scope:	
To include consideration of:	
<ul style="list-style-type: none"> o Requirements for subsets and their use o Potential impact on interoperability o The role of the IHTSDO, if any, in their ongoing management, version control and release o Recommendations for further work o Policy and processes for subset repositories/registries for international release and Members and Affiliates 	
Deliverables:	
<ul style="list-style-type: none"> o Discussion paper 	

4 Standards Development Program

Program Purpose:

One of the key roles for the IHTSDO is to fulfil its function as a Standards Development Organisation. Standards of the Association are those which relate to development and maintenance of SNOMED CT. These Standards will prescribe the principles and processes which Members and Affiliates must conform to when further developing the terminology.

A project will be initiated in each of the following areas, with the aim of documenting current practice. The intent is that each of these Standards will then be immediately trialled and reviewed in order to refine and eventually ballot the document amongst SNOMED CT stakeholders, according to international best practice for Standards Development. One of the first tasks in this Program is to adequately define the IHTSDO process for developing and balloting its Standards.

Program Lead: Chief Quality Officer (CQAO)

4.1 IHTSDO Standards: Definition and guidelines for Development

Project Purpose:	
<ul style="list-style-type: none"> ○ To define the principles and approval processes to be followed in developing an IHTSDO Standard 	
Start Date: June 2007	Due Date: Dec 2007
Project Lead: Chief Quality Officer	
Scope:	
To include consideration of:	
<ul style="list-style-type: none"> ○ Definition of an IHTSDO Standard ○ Phases in development of the Standard – Draft for Trial Use, Ballot, Approved Standard 	
Deliverables:	
<ul style="list-style-type: none"> ○ Draft Document for Review ○ Final Document: Principles and Approval Process for Development of IHTSDO Standards 	<ul style="list-style-type: none"> ○ October 2007 ○ December 2007
Dependencies:	
This document must be in place before other projects in this program can be completed	
Related Committee and Working Group Projects	
<ul style="list-style-type: none"> – 10.1.2 Documentation process 	

4.2 Modelling and Editorial Policies and Procedures (Style Guide)

Project Purpose:	
<ul style="list-style-type: none"> ○ To provide a base document which informs modellers of the key methods for modelling, style and editorial policies to be used when developing new content for inclusion in SNOMED CT or standards-based extensions. 	
Start Date: June 2007	Due Date: Oct 2007
Project Lead: Chief Terminologist	
Scope:	
To include consideration of:	
<ul style="list-style-type: none"> ○ Editorial Policies ○ Guidelines for terminology analysts on "How to Model" 	
Deliverables:	
<ul style="list-style-type: none"> ○ Draft Document for Review: Based on existing IHTSDO Style Guide updated in line with SISB recommendations ○ Final Document 	<ul style="list-style-type: none"> ○ October 2007 ○ October 2007
Related Committee and Working Group Projects	
<ul style="list-style-type: none"> – 10.2.2 Document nursing workgroup rationale for concept model modifications 	

4.3 Content inclusion/exclusion criteria

Project Purpose:
<ul style="list-style-type: none"> ○ To provide guidelines for prioritising inclusion of content into SNOMED CT; particularly in terms of what should be included in international content and what is more appropriately managed in a national or local extension ○ To provide quality criteria for assessing submitted content

Start Date: June 2007		Due Date: December 2007	
Project Lead: Chief Terminologist			
Scope: To include consideration of: <ul style="list-style-type: none"> ○ Mechanisms for prioritisation of inclusion of new content ○ Criteria for exclusion of content (whether newly proposed or existing) ○ Recommendations for what content is more appropriately managed in a national or local extension ○ Conformance criteria ○ Quality metrics to indicate adequacy of/adherence to criteria 			
Deliverables: <ul style="list-style-type: none"> ○ Draft Document for Review ○ Final Document 		<ul style="list-style-type: none"> ○ August 2007 ○ October 2007 	
Deliverables: <ul style="list-style-type: none"> ○ IHTSDO Criteria for Assessment of Content submitted for Inclusion in SNOMED CT International Content 			
Dependencies: <ul style="list-style-type: none"> ○ Project 1.2 Style Guide – adherence to the standards and processes outlined in the Style Guide will be used as one aspect for assessing the quality of submitted material 			

4.4 Concept model

Project Purpose: <ul style="list-style-type: none"> ○ To document the conceptual model which underpins SNOMED CT 			
Start Date: Oct 07		Due Date: 2009	
Project Lead: Chief Terminologist			
Scope: To include consideration of: <ul style="list-style-type: none"> ○ 			
Deliverables: <ul style="list-style-type: none"> ○ Phase 0 – by December 2007 a *single* simple representation of the concept model, consistent across all international documentation. ○ Phase 1 – Textual description of Concept Model ○ Phase 2 – Computer Processable Concept Model 			
Dependencies: <ul style="list-style-type: none"> • Quality work will be possible if automatic checks of model compliance can reduce modelling time! • CQAO is far with a description of the rules, and they are already implemented in some tools. 			
Related Committee and Working Group Projects <ul style="list-style-type: none"> – 10.1.1 Documentation of the concept model – 10.1.3 Technical representation of concept model 			

4.5 Standard for Translation of SNOMED CT

Project Purpose: <ul style="list-style-type: none"> ○ To provide a guidelines for modellers and translators to be applied when developing a new translation of SNOMED CT 			
Start Date: June 2007		Due Date: December 2007	
Project Lead: CEO			
Scope: To include: <ul style="list-style-type: none"> ○ Documentation of learnings from existing translations ○ Consultation with NRCs 			
Deliverables: <ul style="list-style-type: none"> ○ Draft for Comment ○ Draft for Trial Use 		<ul style="list-style-type: none"> ○ October 2007 ○ December 2007 	
Dependencies: <ul style="list-style-type: none"> ○ must be complete prior to new members attempting to translate SNOMED CT 			

4.6 Standard for Mapping of SNOMED CT to International Classification of Disease

Project Purpose:	
<ul style="list-style-type: none"> ○ To provide guidelines for modellers and classification experts to be applied when developing a map of SNOMED CT to the International Classification of Disease. 	
Start Date: Sept 2007	Due Date: Mar 2008
Project Lead: (not assigned)	
Scope:	
To include:	
<ul style="list-style-type: none"> ○ Documentation of learnings from existing maps ○ Consultation with Members and Affiliates and Mapping working group 	
Deliverables:	
<ul style="list-style-type: none"> ○ Draft Standard for Trial Use 	○ March 2008
Dependencies:	
<ul style="list-style-type: none"> ○ must be complete prior to commencing further work on SNOMED CT to ICD10 maps 	

4.7 Interchange and Release Format Specifications

Project Purpose:	
<ul style="list-style-type: none"> ○ To document the proposed format for interchange and release of SNOMED CT content 	
Start Date: Prior to IHTSDO Formation	Due Date: Oct 2007
Project Lead: Chief Terminologist	
Scope:	
To include consideration of:	
<ul style="list-style-type: none"> ○ Interchange format specification ○ Release format specification ○ Recommended process for migration of formats to the new format, including timeframes and backward compatibility ○ Communication with affected stakeholders 	
Deliverables:	
<ul style="list-style-type: none"> ○ Draft Standard for Trial Use 	Oct 2007

4.8 Future Plan for Standards Development

Project Purpose:	
<ul style="list-style-type: none"> ○ To identify key Standards which the IHTSDO must develop in order to support semantic interoperability utilising SNOMED CT 	
Start Date: Jan 2008	Due Date: Jun 2008
Project Lead: Chief Quality Officer	
Scope:	
To include consideration of:	
<ul style="list-style-type: none"> ○ Review of requirements for achieving semantic interoperability ○ Consideration of which of these requirements must be standardised, and which are relevant to the IHTSDO 	
Deliverables:	
<ul style="list-style-type: none"> ○ Strategy paper to inform 2009 planning 	Jun 2008
Dependencies:	
<ul style="list-style-type: none"> ○ Development of 2009 work plan 	
Related Committee and Working Group Projects	
<ul style="list-style-type: none"> - 10.1.4(a) Specific enhancement to concept model 	

5 IHTSDO Policy/ Regulation Development (External)

Program Purpose:

As a new organisation, the IHTSDO needs to quickly develop key policies and regulations to govern how it does business. Core governance issues are well documented in the Articles of Association, but these Articles must be underpinned by further detailed information about particular operational processes. These policies and regulations differ from the Standards outlined above because:

- They may not relate to SNOMED CT
- They are governed directly by the Management Board, rather than being a balloted process as used for Standards development

There are two types of policies and regulations – external and internal. External policies and regulations govern how the IHTSDO does business with its Affiliates, National Release Centres and Support organisation. Internal policies and regulations govern how the IHTSDO will conduct its own affairs

This Section 2 deals with EXTERNAL Policy/ Regulation Development

Program Lead: CEO

5.1 Request Submission Policy

Project Purpose:	
○ To define the end to end process for submitting requests and roles of each of the key players	
Start Date: June 2007	Due Date: December 2007
Project Lead: CEO	
Scope:	
To include consideration of:	
○ Mechanism for submitting requests from end-users, Affiliates and Members	
○ Role of the IHTSDO Office	
○ Role of the Support Organisation	
○ Role of the National Release Centre	
○ Format, content and process for submission	
Deliverables:	
○ Document which describes interim solution for request submission based on existing technical platform	○ August 2007
○ Document which outlines long-term requirements	○ October 2007
Dependencies:	
○ The long-term requirements document is required to inform development of the long-term IHTSDO technical platform	

5.2 Release Process

Project Purpose:	
○ To provide a document for use by the National Release Centres which fully defines what they can expect to receive at the time of publication of the International Release, and all the information required for them to access and download that release.	
Start Date: June 2007	Due Date: December 2007
Project Lead: CAP	
Scope:	
To include consideration of:	
○ Definition of Content to be included in each International release – including file names and a description of each file and its expected content	
○ Process of release	
○ Availability of release, and mechanisms for download	
Excludes definition of CAP internal processes required to prepare the release	
Deliverables:	
○ IHTSDO Policy – Release Process	○ Check Support Agreement

5.3 Allocation of Namespace Policy

Project Purpose:	
○ To provide a standard process for assigning SNOMED CT namespaces	
Start Date: June 2007	Due Date: December 2007
Project Lead: CEO	

Scope: To include consideration of:	
<ul style="list-style-type: none"> ○ Potential proliferation of namespaces ○ Strategy for Management and assignment ○ Procedures for allocation and monitoring 	
Deliverables:	
<ul style="list-style-type: none"> ○ IHTSDO Namespace Policy 	○
Dependencies:	
<ul style="list-style-type: none"> ○ Affiliate license references this policy 	

5.4 Education Syllabus

Project Purpose:	
<ul style="list-style-type: none"> ○ To document learning objectives for education and training of clinical terminologist as currently practised within the CAP, against which competencies can be assessed 	
Start Date: June 2007	Due Date: November 2007
Project Lead: CAP deliverable	
Scope: Limited to documenting existing course outline as delivered internally to CAP modellers. This is part of contract deliverables	
Deliverables:	
Dependencies:	
<ul style="list-style-type: none"> ○ Training programs will be based upon this course outline ○ Competency assessment will also be developed in future years 	
Related Committee and Working Group Projects	
<ul style="list-style-type: none"> - 10.2.1 Strategy for education of users - 10.4.3 Role based learning objectives for SNOMED-CT 	

5.5 Internet Security Policy

Project Purpose:	
<ul style="list-style-type: none"> ○ To define the IHTSDO Internet Security Policy requirements as referred to in the Affiliate License 	
Start Date: June 2007	Due Date: July 2007
Project Lead: Chief Technical Officer	
Scope: To include consideration of:	
<ul style="list-style-type: none"> ○ Original CAP internet security requirements ○ Contemporary internet security measures 	
Deliverables:	
<ul style="list-style-type: none"> ○ Internet Security Policy published on website (as referenced in Affiliate license) 	○ November 2007

6 Improving SNOMED CT Quality

Program Purpose:

One of the highest priorities for Members of the IHTSDO is to ensure the quality and safety of content contained within SNOMED CT. This program has been established to a focus on quality and to develop a strategy for the systematic review and improvement of the quality of SNOMED CT.

6.1 Strategy for improving SNOMED CT Quality

Project Purpose:	
<ul style="list-style-type: none"> ○ To outline a strategic approach for progressively improving the quality of SNOMEDCT content 	
Start Date: May 2007	Due Date: Dec 2007
Project Lead: Chief Quality Officer	
Scope:	
To include:	
<ul style="list-style-type: none"> ○ Identification of priorities for quality review giving particular consideration to: <ul style="list-style-type: none"> ▪ Terms with high usage ▪ Priority subsets or hierarchies - eg. Problem/ Diagnosis, Alerts/ Allergies ▪ Areas where quality issues have previously been identified (eg. During Danish translation) ○ Recommended approach and phasing for quality review ○ Recommended approach for quality audit ○ Identification of five new quality measures to be implemented in Year 2 of the CAP Support Services Agreement 	
Deliverables:	
<ul style="list-style-type: none"> ○ Strategy Document – Draft for discussion at August Committee meetings ○ Quality Framework for SNOMED CT 	<ul style="list-style-type: none"> ○ August 2007 ○ October 2007
Dependencies:	
<ul style="list-style-type: none"> ○ Project 3.2 is highly dependent on the outcomes of this project ○ CAP Work Priorities for 2008 – 70% of CAP Clinical Editing effort in 2008 should be directed towards resolution of known quality 	
Related Committee and Working Group Projects	
<i>(Note these projects were initiated prior to the transfer of SNOMED CT to the IHTSDO. A review of these projects is underway to confirm priority and resource allocation).</i>	
	In Priority Order
– 10.1.5 Observable and investigation modeling and terminology convergence project	1
– 10.1.8 Substance and physical object modeling project	2
– 10.1.6 Anatomy model review and revision project	3
– 10.1.10 Event, condition and episode modeling project	3 (tied)
– 10.3.1 Use case driven revision of pharmacy content	5
– 10.1.7 Organism modeling project	
– 10.1.9 Clinical record information representation project	
– 10.1.11 Procedure modeling project	
– 10.1.12 Authority and realm dependent concept modeling project	
– 10.1.13 Context model enhancement project	
– 10.2.3 Consistent modelling of assessment scales	
- 10.5.1 Patient as injured agent / Events model	

6.2 Quality Audit and Review

Project Purpose:	
<ul style="list-style-type: none"> ○ To implement the recommendations of Project 3.1 Strategy for improving SNOMED CT Quality 	
Start Date: Jan 2008	Due Date: Dec 2008 and ongoing
Project Lead: Chief Quality Officer	
Scope:	
To include:	
<ul style="list-style-type: none"> ○ Progressive implementation of the recommendations of Project 3.1 including implementation of five new quality measures for ongoing monitoring and reporting ○ Review of existing content for recommended priority areas based on assessment against: <ul style="list-style-type: none"> ▪ SNOMED CT Style Guide (developed in Project 1.2) 	

<ul style="list-style-type: none"> <ul style="list-style-type: none"> ▪ inclusion/ exclusion Criteria (developed as in Project 1.3) ○ Audit of SNOMED CT quality in accordance with Quality Strategy 	
Deliverables: <ul style="list-style-type: none"> ○ Regular monitoring of new quality measures through the CAP contract ○ Annual Quality Audit 	<ul style="list-style-type: none"> ○ Check Support Agreement
Dependencies: <ul style="list-style-type: none"> ○ Relies on successful completion of Project 3.2, 1.2 and 1.3 to inform the approach and scope of this project 	
Related Committee and Working Group Projects <ul style="list-style-type: none"> - 10.2.4 Ongoing validation of content by nursing domain experts - 10.2.5 Cross validation of existing nursing terminology maps 	

6.3 Incident Response Review

Project Purpose: <ul style="list-style-type: none"> ○ To ensure the IHTSDO is prepared to quickly respond to reported incidents relating to SNOMED CT usage 	
Start Date: Jun 2007	Due Date: Dec 2007
Project Lead: CEO	
Scope: To include : <ul style="list-style-type: none"> ○ development of mechanisms for reporting adverse incidents which arise, or may potentially arise from use of SNOMED CT ○ mechanisms for initiating an appropriate response in a timely manner, when incidents are reported ○ mechanisms for reviewing incidents and the IHTSDO response 	
Deliverables: <ul style="list-style-type: none"> ○ Include in Quarterly Board Report 	January, April, July, October

7 Tooling and Technology Platform

Program Purpose:

It has been recognised that one of the key early requirements for success of the SDO is to improve to technology platform, particularly in terms of request submission. In the longer term the SDO needs to develop a robust platform for distributed editing and request submission.

Program Lead: Chief Technical Architect (once appointed)

7.1 Request Submission Technical Solution

Project Purpose:	
<ul style="list-style-type: none"> To document immediate and longer term requirements for request submission To identify and assess alternative technical solutions To develop a business case for Board consideration which recommends an affordable solution to meet immediate needs, and recommends a longer term strategy, including an assessment of the cost, risk and benefits of alternative solutions. 	
Start Date:	Due Date: 27-05-2009
Project Lead: CT or Project Officer	
Scope:	
To include consideration of:	
<ul style="list-style-type: none"> NRC requirements of all existing members Existing CAP infrastructure and capability Phase 1 – immediate requirements and interim solution Phase 2 – longer term requirements, business case and strategy 	
Deliverables:	
<ul style="list-style-type: none"> Phase 1 Phase 2 	<ul style="list-style-type: none"> Oct 07 Jun 08

7.2 IHTSDO Requirements and Architecture for Terminology Tooling

Project Purpose:	
<ul style="list-style-type: none"> To document high level principles which will guide the architecture and roadmap for development of terminology tooling 	
Start Date: Oct 07	Due Date: Oct 08
Project Lead: CT	
Scope:	
To include consideration of:	
<ul style="list-style-type: none"> Tooling for distributed terminology development Architectural options High level costing assessment 	
Deliverables:	
<ul style="list-style-type: none"> Architectural Principles document 	<ul style="list-style-type: none"> Oct 2008
Related Committee and Working Group Projects	
<ul style="list-style-type: none"> 10.1.4(b) Specific enhancement to concept model 10.4.1 Collaborative workspace and tools 	

7.3 Approach to open source tool development for the IHTSDO

Project Purpose:	
<ul style="list-style-type: none"> To determine approach to open source development. 	
Start Date:	Due Date: Dec 07
Project Lead: Chair of Technical Committee	
Scope:	
To include consideration of:	
<ul style="list-style-type: none"> Open Health Foundation Open source licenses and development approaches Options for development including reference implementations 	
Deliverables:	

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7.4 Browser strategy and requirements

Project Purpose:	
<ul style="list-style-type: none"> • To determine approach to browser release and development 	
Start Date:	Due Date: Dec 07
Project Lead: CT	
Scope:	
To include consideration of:	
<ul style="list-style-type: none"> • User requirements for freely available browser to view SNOMED CT content • Incorporation and release of SNOMED CT within browser 	
Deliverables:	•

8 Harmonization

Program Purpose:

There are a number of areas where IHTSDO activities will overlap with the interests of other standards development organisations or terminology developments. The IHTSDO Board needs to develop an agreed position on each of these, and to establish mechanisms for liaison and harmonization where required

Program Lead: Chair of the Management Board

8.1 Medicines

Project Purpose:	
<ul style="list-style-type: none"> ○ To develop a Board Position Statement for Medicines content within SNOMED CT 	
Start Date: June 2007	Due Date: September 2007
Project Lead: Needs to be a Board Member - MB Deputy Chair	
Scope:	
To include consideration of:	
<ul style="list-style-type: none"> ○ Assessment of the value of existing medicines content within SNOMED CT, including a review of the validity of the products hierarchy ○ Assess the role of SNOMED CT in this domain, including a review of alternative sources of medicines terminology in the market place and their potential use/ overlap with SNOMED CT medicines content (both publicly available databases and commercial products) ○ Liaise with other international groups with an existing interest or charter in this area (ISO, ICH, WHO) to enable Board to assess appropriate role for IHTSDO within the international context ○ Recommend a position for Board consideration as to the need and purpose for further development of SNOMED CT in the medicines domain 	
Excludes establishment of a Harmonisation Board, which may be a recommended outcome of the project	
Deliverables:	
<ul style="list-style-type: none"> ○ August workshop with key stakeholders ○ IHTSDO Board Position Statement for Medicines Content within SNOMED CT 	

8.2 Laboratory Tests, Measurement Procedures, and Observables

Project Purpose:	
<ul style="list-style-type: none"> ○ To develop a Board Position Statement for Laboratory test and related content within SNOMED CT 	
Start Date: June 2007	Due Date: September 2007
Project Lead: Needs to be a Board Member - MB Deputy Chair	
Scope:	
To include consideration of:	
<ul style="list-style-type: none"> ○ Assessment of the value of existing laboratory test content within SNOMED CT, including a review of the validity of the placement of laboratory test information under the procedures hierarchy ○ Assess the role of SNOMED CT in this domain, including a review of alternative sources of laboratory test terminology in the market place and their potential use/ overlap with SNOMED CT laboratory test content (both publicly available databases and commercial products) ○ Liaise with other international groups with an existing interest or charter in this area (LOINC, UPAC, WHO) to enable Board to assess appropriate role for IHTSDO within the international context ○ Recommend a position for Board consideration as to the need and purpose for further development of SNOMED CT in the laboratory test domain 	
Excludes establishment of a Harmonisation Board with LOINC, which may be a recommended outcome of the project	
Deliverables:	
<ul style="list-style-type: none"> ○ Workshop with key stakeholders ○ IHTSDO Board Position Statement for Pathology Content within SNOMED CT 	<ul style="list-style-type: none"> ○ August 2007 ○ December 2007
Related Committee and Working Group Projects	
<ul style="list-style-type: none"> - 10.4.2 Mapping to ICPC 	

8.3 ICD

Project Purpose:	
<ul style="list-style-type: none"> ○ To develop a Board Position Statement for Mapping between ICD and SNOMED CT 	
Start Date: June 2007	Due Date: September 2007

Project Lead: MB Deputy Chair	
Scope: To include: <ul style="list-style-type: none"> ○ Develop register of existing assets and relevant IP ○ Review of validity and quality of existing maps ○ Documentation of the methodologies for mapping with the aim of establishing a new standard – ideally jointly developed and owned by IHTSDO and WHO Excludes actual development or revision of any maps Excludes establishment of a Harmonisation Board with WHO, which is a likely outcome of this work (see 4.4)	
Deliverables: <ul style="list-style-type: none"> ○ Asset register ○ August workshop with key stakeholders – including development of a series of papers to inform the meeting: <ul style="list-style-type: none"> i. SCT to ICD9cm experience; ii. SCT to ICD 10 UK experience and fitness for purpose[s] iii. SCT –ICD10 map issues iv. Classification mapping - overview of current position ○ IHTSDO Board Position Statement for mapping between ICD and SNOMED CT 	<ul style="list-style-type: none"> ○ July 2007 ○ August 2007
Dependencies: <ul style="list-style-type: none"> ○ Highly dependent on Project 5.4 	

8.4 Open Biomedical Ontologies (OBO)

Project Purpose: <ul style="list-style-type: none"> ○ To develop a board position statement with respect to a relationship between SNOMED CT and the Open Biomedical Ontologies 	
Start Date: Jun 2007	Due Date: Dec 2007
Project Lead:	
Scope: <ul style="list-style-type: none"> ○ Consideration of the Disease Ontology, Gene Ontology, and other relevant OBO resources that overlap with SNOMED CT ○ Possible collaborative / cooperative arrangements that have the potential to improve SNOMED's usefulness to the bioinformatics research community, and permit QA and efficiencies of curation of SNOMED CT based on the content contributed by OBO participants 	
Deliverables:	

9 Communications

Program Purpose:

In 2007 one of the priority activities will be to establish and support the new Governance structures for the IHTSDO. This includes facilitating meetings and providing secretariat services to the General Assembly, Management Board, Standing Committees and Working Groups as outlined in the Articles of Association

9.1 Attracting New Members

Project Purpose: ○ Supporting the IHTSDO goal on dissemination of the terminology	
Start Date: Jun 2007	Due Date: Dec 2007 and ongoing
Project Lead: CEO	
Scope: To include: ○ Contacts and promotion to countries and organisations world wide	
Deliverables: ○ New members attracted	○

9.2 Communication Strategy

Project Purpose: Develop Consistent Messages (and Presentations) ○	
Start Date: Jun 2007	Due Date: Dec 2007 and ongoing
Project Lead: CEO	
Scope: To include: ○	
Deliverables: ○ Consultancy engaged ○ Communication strategy developed	○ Oct 2007 ○ Dec 2007

9.3 Public Website Management

Project Purpose: Maintain and further develop of the public website	
Start Date: Jun 2007	Due Date: Dec 2007 and ongoing
Project Lead: CEO	
Scope: To include: ○ Improvement of information access and usability of the IHTSDO website. ○ The perspective of new members – including pedagogical descriptions of licensing issues and access to license documents ○ Differentiation of more static information and more dynamic information i.e. news and reports on activities ○ Ways to include activities in the SIGs and PGs	
Deliverables: ○ Weekly maintenance	

9.4 Collaborative Workspace Management

Project Purpose: Maintain and further develop the Collaborative Workspace	
Start Date: Jun 2007	Due Date: Dec 2007 and ongoing
Project Lead: CEO	
Scope: To include: ○ Document requirements for re-development of Collaborative Workspace	
Deliverables: ○ Requirements Specification	○ Sept 30th

9.5 Liaison with National Release Centres

Project Purpose:	
<ul style="list-style-type: none"> ○ To ensure close liaison between the IHTSDO and NRCs ○ To leverage the work of the NRCs internationally 	
Start Date: Jun 2007	Due Date: Dec 2007 and ongoing
Project Lead: CEO	
Scope:	
To include:	
<ul style="list-style-type: none"> ○ Consultation on work plan ○ collaboration in development of derivatives (see 7.5) ○ Communicate with National Release Centres on other key issues including: <ul style="list-style-type: none"> ○ Release ○ Licensing ○ Request submission ○ Education 	
Deliverables:	
○	

9.6 Affiliate Forum

Project Purpose:	
Start Date: Jun 2007	Due Date: Dec 2007 and ongoing
Project Lead: CEO	
Scope:	
To include:	
○	
Deliverables:	
○	○

10 Committee and Working Group Projects

Program Purpose:

In addition to the projects above which are seen as immediate requirements identified by the IHTSDO, many existing projects were already underway within Working Groups and Committees which were active under previous SNOMED International Governance structures. At the Transition Meeting held in Chicago in May 2007, key projects were identified and common themes arising from Working Group members were documented. This input has been used to shape the IHTSDO work plan.

New Governance structures including Committees and Working Groups are to be implemented in 2007 as part of the IHTSDO Work Plan (see Project 1.2 above). This may mean some review and reallocation of Working Group priorities, which cannot be finalised until the new governance structures and committees are in place. In addition, endorsement and publication of the IHTSDO work plan may address some of the projects identified by working groups. Expert input from Working Group members would still be instrumental in progressing the work item, but the IHTSDO would also provide additional resources to progress these projects.

It is intended that all Committee and Working Group projects will be reviewed and prioritised for inclusion in the 2008 Work plan. In the interim, the IHTSDO Board has agreed that work should continue under existing working group structures to ensure that valuable volunteer contribution is not stymied. The following Program therefore summarises known projects which will be further fleshed out and reviewed in coming months. There may be some duplication of these Working Group projects with those already documented elsewhere in this work plan.

10.1 Concept Model Working Group Projects

- (1) **Documentation of the concept model** (*refer to the Evanston document section 6.2.2*)
- (2) **Documentation process** (*refer to the Evanston document section 6.2.3*)
- (3) **Technical representation of concept model** (*refer to the Evanston document section 6.2.4*)
- (4) **Specific enhancement to concept model** (*refer to the Evanston document section 6.2.5*)
- (5) **Observable and investigation modeling and terminology convergence project** (*refer to the Evanston document section 6.2.6*)
- (6) **Anatomy model review and revision project** (*refer to the Evanston document section 6.2.7*)
- (7) **Organism modeling project** (*refer to the Evanston document section 6.2.8*)
- (8) **Substance and physical object modeling project** (*refer to the Evanston document section 6.2.9*)
- (9) **Clinical record information representation project** (*refer to the Evanston document section 6.2.10*)
- (10) **Event, condition and episode modeling project** (*refer to the Evanston document section 6.2.11*)
- (11) **Procedure modeling project** (*refer to the Evanston document section 6.2.12*)
- (12) **Authority and realm dependent concept modeling project** (*refer to the Evanston document section 6.2.13*)
- (13) **Context model enhancement project** (*refer to the Evanston document section 6.2.14*)

10.2 Nursing Working Group

- (1) **Strategy for education of users** (*refer to the Evanston document section 6.4.6*)
 - Users can implement terminology successfully, and use it effectively e.g.: data retrieval, and contribute to the ongoing development efforts.
- (2) **Document nursing workgroup rationale for concept model modifications** (*refer to the Evanston document section 5.4.1*)
 - Usability, reproducibility, usefulness, education and historical documentation, audit trail.
- (3) **Consistent modelling of assessment scales**
 - To ensure semantic interoperability. Consistent modeling quality of SNOMED content. User and vendor demand
- (4) **Ongoing validation of content by nursing domain experts** (*refer to the Evanston document section 6.4.4*)
 - Semantic interoperability and ensures complete content coverage. Ensure adoption of the standard by the nursing community because validation is conducted by nursing experts.
- (5) **Cross validation of existing nursing terminology maps** (*refer to the Evanston document section 6.4.2*)
 - Semantic interoperability; reduction of duplication and redundancy and the effort in developing nursing terminologies.
- (6) **Order Sets-How to specify a planned or ordered procedures/interventions in SNOMED** (*refer to the Evanston document section 6.4.5*)
 - To support EBP. User demand – brink of new concept requests; Provide guidance for management of request submission; need for providing submitter guidance; To enhance usability of SNOMED

10.3 Pharmacy Working Group

- (1) **Use case driven revision of Pharmacy domain** (*refer to the Evanston document section 5.6.1*)
 - To create an implementable medicines terminology, one that supports both primary and secondary care.

10.4 Primary Care Working Group

- (1) **Collaborative workspace and tools** (*refer to the Evanston document section 5.5.1*)
 - Establish an environment for collaborative working and a set of available tools within that environment to support discussion and collaborative project work
- (2) **Mapping SNOMED-CT to ICPC** (*refer to the Evanston document section 5.5.1*)
 - To develop a set of learning objectives for the main roles involved in implementing SNOMED-CT
- (3) **Role based learning objectives for SNOMED-CT** (*refer to the Evanston document section 5.5.1*)
 - To develop a set of learning objectives for the main roles involved in implementing SNOMED-CT
- (4) **Use case based proof of concept for Semantic Interoperability (UCB-POCSI)** (*refer to the Evanston document section 5.5.1*)
 - Proof of concept for semantic interoperability

- Identify 4 use cases for end to end interoperability (eg. Allergies, medication sensitivities, vaccination scheduling, single long term condition) and build subsets to support use cases

10.5 Mapping Working Group

- (1) **Patient as injured agent / Events model** (refer to the Evanston document section 3.3.2)
- (2) **ICD exemplar rules-based map** (refer to the Evanston document section 3.3.2)
- (3) **LOINC – IUPAC – SNOMED extension and map** (refer to the Evanston document section 3.3.2)
- (4) **SNOMED CT to ICPC map** (refer to the Evanston document section 3.3.2)
- (5) **Procedure history context-dependent map** (refer to the Evanston document section 3.3.2)
- (6) **V-code international content expansion** (refer to the Evanston document section 3.3.2)
- (7) **HIV map heuristics** (refer to the Evanston document section 3.3.2)
- (8) **Mapping Rules** (refer to the Evanston document section 6.3.3.)
- (9) **Mapping Toolkit** (refer to the Evanston document section 6.3.2)
- (10) **SNOMED to ICD-10 map** (refer to the Evanston document section 6.3.1)

10.6 Anaesthesiology Working Group

- (1) (a) **Completion of terminology to support the intraoperative anesthesia terminology.**
(b) **Intraoperative anesthesia subset for (UK) NHS Connecting for Health implementations.**
- (2) **Migration of the IOTA (International Organization for Terminology in Anesthesia) modelling and term development tool from Protégé 3.2.1 to Protégé 4.**
- (3) **This project includes division of the IOTA termset into separate intraoperative and preoperative assessment termsets and enhanced import and export tools.**
- (4) **Mapping and harmonization of SNOMED CT and IEEE 11073 point of care medical device nomenclature.**
- (5) **Development of SNOMED CT terminology to support preoperative assessment.**