



IHTSDO Regulation with regard to Delinquent Affiliate Licensees

Every six months, Members and IHTSDO are required to collect Statements of Account (SoA) reports from Affiliate Licensees. The main purpose of this is to get confirmation of deployments in non-Member territories so that the licensee can be charged the appropriate fee as set out in the license.

Based on recording from the Support organisation, not all licensees return Statements of Account. This may be for various reasons including lack of understanding of their obligations, responsibility of Members and contravening license conditions.

Purpose

This document outlines the principles, process and steps required to deal appropriately with licensees who have failed to submit more than one SoA report, or other reasons that mean they are delinquent in the terms of their license.

Principles

- This regulation is fully conformant with the Articles of Association. This regulation has no impact on the Term and Termination of the Affiliate License, Section 5, Exhibit 3.
- The IHTSDO will not be attempting to revoke licenses.
- This regulation applies to both IHTSDO Affiliate licensees and Member Affiliate licensees.
- Affiliate licensees have an obligation to ensure that up-to-date contact details are lodged with the Member or IHTSDO as appropriate.
- Invoicing for Affiliate license fees will be done on a cumulative basis.

Definitions

- **Active** licenses are those who return 6 monthly statements of account, pay any relevant fees as necessary and actively download the latest version of the International Release.
- **Cancelled** licenses are those where the licensee has informed IHTSDO that they have stopped using SNOMED CT and ask that their license be cancelled permanently. In each case, there are no outstanding reports or license fees owed by the former licensee.
- **Suspended** licenses are those where the licensee's download privileges have been taken away as a result of repeated failure to submit the required statements of account or respond to reminder emails. This is a punitive action and the licensee would be required



to submit all required reports and pay any outstanding license fees before download privileges would be restored.

- **Inactive** licenses are those where the licensee has failed to download more than one release, so the license appears to have been abandoned. The licensee's download account has been suspended, but this is not a punitive action and IHTSDO would reactivate the account upon request of the licensee. IHTSDO would continue to request SoAs every six months.

Status, Action and Process

The following table illustrates consequences depending on the (non)-action of affiliate licensees.

<i>Status</i>	<i>Action</i>	<i>Follow-up</i>
Active licenses	Licensees are fulfilling their obligations to report 6 monthly statements of account, and pay fees as appropriate. If one SoA is missing, there is no action pending licensee on the next SoA report.	None required if SoAs are up to date. Keep relevant licensees who have not submitted one SoA under review for potential suspension.
Inactive (Abandoned licenses) – this applies to licensees who have not downloaded more than one release	Suspension of download accounts	IHTSDO would also need to continue requesting reports every six months in case they use their old version.
Suspended	Suspension of download accounts due to two consecutive SoAs not being reported by licensee	IHTSDO would require all outstanding reports and fees before the download account would be reactivated.
Suspended	Fees owed and licensee has been invoice and not paid	IHTSDO would require all outstanding reports and fees before the download account would be reactivated.
Cancelled	IHTSDO cancels registration at licensees request	Should licensee change their mind, IHTSDO would reinstate license