

	UK Terminology Centre Governance Board			
	Programme	<i>NPFIT</i>	DOCUMENT RECORD ID KEY	
	Sub-Prog / Project	<i>UK Terminology Centre</i>	<i>NPFIT-FNT-TO-DSD-0113</i>	
	Prog. Director	<i>Paul Jones</i>		
	Owner	<i>Ken Lunn</i>	Version	<i>V0.02</i>
	Author	<i>UK TC Steering Group</i>		
	Version Date	<i>22-June-2007</i>	Status	<i>Draft</i>


**INTERNATIONAL HEALTH TERMINOLOGY
STANDARDS DEVELOPMENT ORGANISATION**
 UK Terminology Centre (UKTC)



UK Terminology Centre Governance Board

Amendment History:

Version	Date	Amendment History
0.01	14-June-2007	First draft for comment
0.02	22-June-2007	Changes made following review of Appendix 2

Forecast Changes:

Anticipated Change	When

Reviewers:

This document must be reviewed by the following. Indicate any delegation for sign off.

Name	Signature	Title / Responsibility	Date	Version

Approvals:

This document requires the following approvals:

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Related Documents:

These documents will provide additional information.

Ref no	Doc Reference Number	Title	Version
1	NPFIT-SHR-QMS-PRP-0015	Glossary of Terms Consolidated.doc	<enter latest>

Glossary of Terms:

List any new terms created in this document. Mail the NPO Quality Manager to have these included in the master glossary above [1].

Term	Acronym	Definition

Contents

1.	Purpose.....	5
2.	Background.....	5
3.	Constitution	5
3.1.	Representation	5
3.2.	Voting rights	5
3.3.	Observers.....	5
3.4.	Alternates	6
3.5.	Responsibilities	6
4.	Terms of Reference	6
4.1.	Governance.....	6
4.2.	Fees	6
4.3.	Representatives and Nominees.....	6
4.4.	Approval and Authorisation	7
4.5.	European Liaison	7
4.6.	Affiliate Forum	7
4.7.	Voting	7
4.8.	Conflicts of interest.....	7
4.9.	Board Occurrence	8
4.10.	Board Minutes	8
5.	Appendix 1 – Additional Products and Services of the UK Terminology Centre	9
6.	Appendix 2 – Terms of Reference of the UK Terminology Centre	10
7.	Appendix 3 - Meeting Schedule and Contact Details	12

1. Purpose

The purpose of this document is to outline the constitution and Terms of Reference of the UK Terminology Centre Governance Board.

2. Background

The UK Terminology Centre provides products and services to support the release of the UK adaptation of the SNOMED CT international release from the International Health Terminology Standards Development Organisation (IHTSDO). Any additional products and services will be provided as supplied in Appendix 1, by agreement with the UK TC Governance Board.

The UK TC Governance Board is responsible for establishing and maintaining the UK TC organisation to meet national and international commitments.

3. Constitution

3.1. Representation

The UK TC Governance Board will be made up of:

- A representative from each of the Home Countries (England, Northern Ireland, Scotland and Wales). These will be appointed by the appropriate governing body for each of these countries.
- Four Executive Officers from the UK Terminology Centre: the UK TC Manager, the Chief Terminologist, The Chief Technical Architect and the Chief Quality Assurance Officer.
- Board appointees as follows:
 - The UK IHTSDO General Assembly representative, who will act as the Chair
 - A UK representative on the IHTSDO Management Board as and when there is one, will act as a non-voting member of this board
 - Up to two other appointees, as determined appropriate by the Board. The term of these appointees will be for a maximum of two years.

3.2. Voting rights

- The General Assembly representative will only have a casting vote in a situation where there is a tie in voting
- All other members of the Board will have an equal vote
- Where a majority of Home Countries feel that there is a conflict of interest, they may require that any other member abstain from a vote

3.3. Observers

- Each of the Home Countries representatives may request one observer to attend the meetings. An observer is not a member of the Board.

3.4. Alternates

- Each member of the Board may appoint an alternate to represent them in their absence.

3.5. Responsibilities

- The Board will provide advice and guidance on the selection of the Executive officers of the UK TC; the management of the hosting organisation of the UK TC will be ultimately responsible for the appointments of the Executive officers
- The Board will agree and maintain Terms of Reference in line with its responsibilities as a Member of the IHTSDO, and its relevant responsibilities to the healthcare communities in the UK.

4. Terms of Reference

The following outlines the Terms of Reference for the UK Terminology Centre.

4.1. Governance

The Governance Board will assure that the UK TC maintains compliance with the IHTSDO Articles of Association

The Governance Board will govern the business of the UK TC as defined in Appendix 2.

4.2. Fees

The UK TC Governance Board will assure that the UK TC has a system in place to fund its activities and pay its agreed fees to the IHTSDO in a timely and effective manner.

The UK TC Governance Board will formulate the UK position on any proposed special fees such that the UK General Assembly representative votes on a confirmed UK position.

4.3. Representatives and Nominees

The UK TC Governance Board will:

- Assure that a clear brief is given to all representatives of the UK Terminology Centre attending IHTSDO meetings, and in particular the General Assembly Representative on all issues of UK importance at the General Assembly meetings.
- Ensure that there is always a named alternate to the General Assembly representative (and Management Board representative when one exists from the UK).
- Receive an update report at each meeting from the General Assembly (and any Management Board) representative including references to important documents.
- Formally propose individuals for General Assembly, Management Board, Standing and ad hoc Committees and Harmonisation Board
- Formulate policy and procedures for funding and managing UK representation and participation in those bodies outlined above, and in terms of working group activity.

4.4. Approval and Authorisation

The UK TC Governance Board will have responsibility for:

- Agreeing and authorisation of changes to the UK National Release licence
- Agreeing and approving the products and services to support the release of the UK adaptation of the SNOMED CT international release from the IHTSDO
- Agreeing and approving additional products and services to support additional businesses listed in Appendix 1
- Receiving and approving the Business Plan for the UK TC
- Approving the Terms of Reference for any UK Standing Committee or Working Group
- Approving the policies of the UK TC
- Receiving and approving reports from all UK and IHTSDO Committees and working groups
- The annual accounts, annual work plan and annual report for the UK TC will be assured and signed off by the Governance Board on the basis of the agreed business plan

4.5. European Liaison

The UK TC Governance Board should ensure that engagement in any European Regional activity is comprehensive, fully co-ordinated and actively takes into consideration UK views.

4.6. Affiliate Forum

The UK TC should set up an Affiliate Forum and the Terms of Reference and ongoing evaluation should be approved by the Governance Board.

4.7. Voting

Business transacted by the UK TC Governance Board shall be determined by a simple majority of votes cast at a meeting at which there is a quorum.

Each member shall have one vote on each item or resolution presented and voted upon by the participants at a meeting.

The quorum of the Board will be when half of its members are present at the meeting either physically or virtually.

4.8. Conflicts of interest

Each member will be obligated to fully and fairly disclose through the Chair of the Governance Board any real or potential conflict of interest such participant has or may have with respect to any matter or item being considered, discussed or addressed by the Board.

4.9. Board Occurrence

The Chair of the UK TC Governance Board will ensure, except in cases of urgency that all members receive 14 days prior written notice of UK TC Governance Board meetings, which will occur:

- At least four times per year
- As requested by two or more representatives of different countries
- As requested by the UK TC manager
- As frequently as the Chair of the Governance Board considers appropriate

4.10. Board Minutes

The Chair of the UK TC Governance Board will ensure that:

- Formal minutes of the UK TC Governance Board meetings are recorded, circulated to Board members in draft within 2 weeks, discussed, amended as necessary, agreed at the next meeting of the Governance Board and signed by the Chair
- The minutes contain a record of all members and observers present either physically or by alternative means
- Any member who does not agree to a resolution at the time it is made by the Board is entitled to have their dissenting views recorded in the minutes
- Minutes of the meetings of the UK TC Governance Board are published on the UK TC's web-site, except those parts of the minutes of the Board which include information or materials that are of a commercial or a confidential nature

5. Appendix 1 – Additional Products and Services of the UK Terminology Centre

(Subject to approval by the UK TC Governance Board)

- Read Codes
- Dictionary of Medicines and Devices (dm+d)
- ICD-10 cross-maps
- OPCS-4 cross-maps
- Read v2 cross-maps

6. Appendix 2 – Terms of Reference of the UK Terminology Centre

The UK Terminology Centre (UK TC) provides products and services to support the release of the UK adaptation of the SNOMED CT international release from the International Health Terminology Standards Development Organisation (IHTSDO). The UK TC shall:

1. Develop, maintain, license and distribute the UK component of the Release of SNOMED CT and other national Terminology Products.
2. Abide by recommendations and instructions from the UK TC Governance Board
3. Maintain a comprehensive and viable business plan and supply this to the UK TC Governance Board
4. Maintain the necessary infrastructure to support maintenance of UK TC Terminology Products
5. Advise the UK TC Governance Board of any issues that affect its operation or its ability to meet the conditions of Membership of the IHTSDO
6. Specify, commission and/or directly provide the services necessary for undertaking and/or supporting the development and maintenance of National Release Terminology Products in accordance with the Purpose, Objects and Principles of the IHTSDO.
7. In line with obligations to the IHTSDO and UK, recommend a release schedule to the UK TC Governance Board for SNOMED CT and other Terminology Products, and abide by their recommendations.
8. Provide up-to-date documentation of National Release terminology products in line with specific policies and procedures
9. Arrange and support meetings of experts through UK Standing Committees and Working groups
10. Produce, manage and share all documentation to support the functions of the IHTSDO and UK TC in line with specific requirements detailed in the Articles, regulations, policies and procedures
11. Provide a public website on which the current activities, documents, products and processes are published
12. Take any action required to protect the rights, assets and property of the IHTSDO in relation to the Terminology products, trade marks and any other Intellectual Property of the IHTSDO.
13. Act as the primary point of liaison with the IHTSDO, other Members and UK Affiliates with regard to all aspects of the management of the International Release in the UK
14. Ensure the availability of the UK National Release of SNOMED CT to Affiliates by managing its on-going maintenance and regular National Releases

15. Provide a secure on-line collaboration facility to support any purely national Standing Committee and Working Group activities and development of the national Terminology products.
16. Ensure an effective mechanism is in place to track Affiliate licensees in the UK which allows IHTSDO access as required.

7. Appendix 3 - Meeting Schedule and Contact Details

The UK TC Governance Board shall meet according to the attached schedule:

Date	Venue
Thursday 11 th October 2007	England – Princes Exchange, Leeds
Thursday 7 th February 2008	Wales venue tbc
Wednesday 16 th April 2008	England – Princes Exchange, Leeds
Wednesday 18 th June 2008	Scotland venue tbc
Thursday 25 th September 2008	England – Princes Exchange, Leeds
Thursday 4 th December 2008	Northern Ireland venue tbc

The following table supplies details of Board members 2007-2008

Member	Name	Details
UK IHTSDO General Assembly Representative	Sally Greenway	Email: S.Greenway@swansea.ac.uk Tel: 07802 295075
UK IHTSDO Management Board Representative	Martin Severs	Email: martin.severs@port.ac.uk Tel: 07736 093548
England Representative		Email: Tel:
Northern Ireland Representative		Email: Tel:
Scotland Representative		Email: Tel:
Wales Representative		Email: Tel:
UK TC Manager	Ken Lunn	Email: ken.lunn:nhs.net Tel: 07766 076863
UK TC Chief Terminologist	Ian Arrowsmith	Email: ian.arrowsmith@nhs.net Tel: 07775 687931
UK TC Chief Technical Architect	Gwen Smith	Email: gwen.smith@nhs.net Tel: 07770 704945
UK TC Chief Quality Assurance Officer	Ian Green	Email: ian.green@nhs.net Tel:
Additional appointee I		Email: Tel:
Additional appointee II		Email: Tel: