



**The Chair of the IHTSDO Management Board Report  
to the  
IHTSDO General Assembly  
April 26<sup>th</sup> 2010, 13:00 (local time): Copenhagen, Denmark**

## **OVERVIEW**

According to IHTSDO's *Articles of Association*, two Ordinary Meetings of the General Assembly are held each year. At the April 2010 meeting in Copenhagen, Denmark, Martin Severs (Chair, IHTSDO Management Board) provided an update to Members of the General Assembly regarding recent events and activities relevant to IHTSDO, as well as future plans. The material included below was extracted from that circulated in advance of the meeting for the information of Members related to this agenda item. Note: Information relating to specific individuals, negotiations in progress with other organizations that we do not have their permission to make publicly available, draft announcements that have not yet been issued, and other confidential information has been removed from this version.

### **Introduction**

This report covers key areas of IHTSDO Management Board activity for the period between October 2009 and mid March 2010. It excludes all issues which are addressed in the Annual Activity Report and Annual Financial Report. Where there is a substantial new issue in need of discussion with the General Assembly, this is addressed elsewhere on the agenda

### **New Members**

The IHTSDO Management Board would like to add its formal welcome to the new Members namely:

- Estonia
- Slovak Republic
- Slovenia

It would also like to confirm its duty to serve all Members equally.

The Management Board would also like to inform the General Assembly [GA] that it is in or has been in substantial discussion with 7 potential new Members.

The Management Board [MB] would like to raise the point that it is likely that at the transition of governance arrangements in October 2012, the IHTSDO will need to be explicit about processes surrounding regional structures even if this is to say how regions will or should work is for local determination. This appears to be becoming a live issue in Europe and would appear to be a GA rather than MB issue.

### **Staffing and Representation Changes**

#### Staffing

The Implementation and Innovation Officer post has been advertised and interviews have taken place. Contract negotiations are at the time of writing ongoing.



The Management Board would like to give formal thanks to the UK Member in general and Mr Tom Seabury in particular for Mr Seabury's fixed term part-time secondment from the United Kingdom Terminology Centre to the IHTSDO. His role has been confirmed and he has taken up his role as Implementation Consultant.

In addition the IHTSDO will be hosting Doris Hohmann, an intern from Luxemburg, beginning at the end of April. Ms Hohmann will be assisting with a variety of projects in the office, as well as participating in mapping activities during her internship.

Transition of administrative functions from CAP STS is well underway. IHTSDO took over responsibility for administration of the Collaborative Space in mid-December. Transition of other functions will be staggered with IHTSDO taking over additional functions through and after the January 2010 SNOMED CT International Release has been issued. Planning for the transition process has been undertaken by staff in the Copenhagen office in cooperation with CAP STS. For the transition period, we have a mixed model with IHTSDO staff taking on responsibility for a broader range of activities over time. We have continued to contract with CAP STS for some support in this area during the transition period.

Transfer of Affiliate license functions has now taken place and IHTSDO's new online license application and administration tools are operational (adapted from, and supported by, the tools used in the UK). As a result, prospective users of SNOMED CT in countries that are not yet Members of the IHTSDO can now apply for Affiliate Licenses on-line.

To provide additional administrative capacity for the IHTSDO in light of these changes, we plan to recruit an office coordinator who will work from the Copenhagen Office. In the interim before this position can be filled, we are also recruiting additional administrative support to manage workload issues, particularly immediately prior to, during, and after the April conference.

#### Management Board Roles

The Affiliate Forum liaison lead from the Management Board will be from Paul Williams from 1<sup>st</sup> May 2010. Paul will review the role with the Affiliate Forum in the next 6 months so the nature of the role, if needed, can be better described for the benefit both parties.

The Management Board said goodbye to Javier Etreros (JE) whose secondment has ended and Javier has returned to clinical practice. The Management Board would like to formally thank Javier for all his efforts especially in co-ordinating the activities which culminated in Spain becoming a Member of the IHTSDO. The Management Board would also like to welcome as Javier's replacement, Gonzalo Marco (GMA).

For the benefit of new Members and attendees at this General Assembly, Management Board participants are elected by the General Assembly, at the time of election a substitute can be elected who can take over if the elected person retires,



resigns or becomes ill. If these two situations do not prevail then the Management Board can itself fill a vacancy only until the next General Assembly when elections can take place

### IHTSDO Structures

Special Interest Group [SIG] Chairs have been reviewed and renewed and a process is underway with regard to the Project Group [PG] Chairs. In discussions with Officers, it was felt that seeking re-election for Project Group Chairs who are leading projects with timelines and resources defined in the Work Plan could be disruptive to the progress of ongoing work. The officers are developing proposals in this regard that will be coming forward to Committee Chairs and then tabled at the April Management Board, with the purpose of minimising disruption and maximising effectiveness.

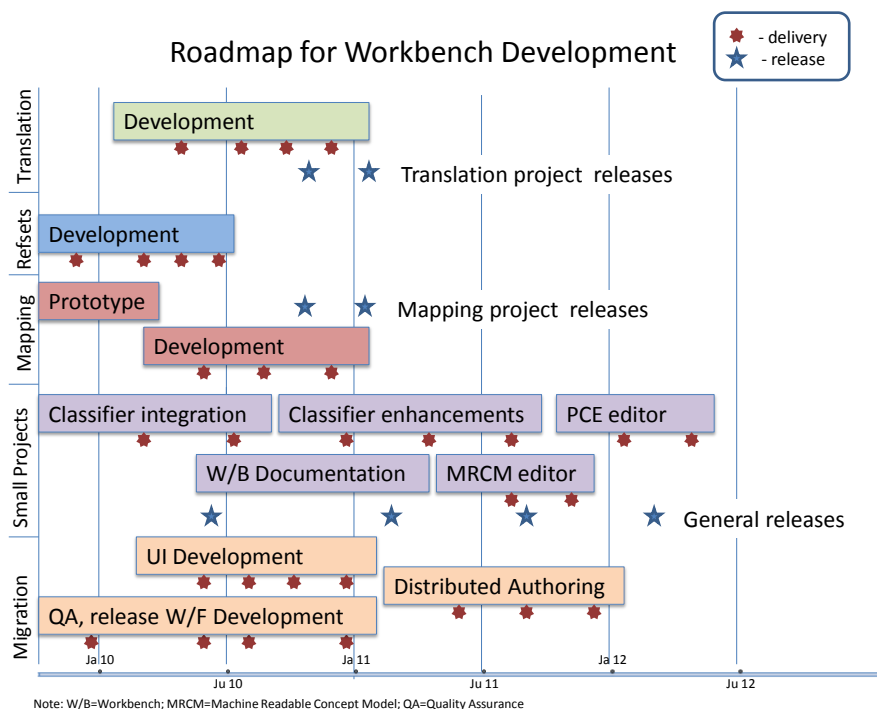
I would like to highlight to the General Assembly that the Management Board is actively seeking stronger clinical governance of the International Release of SNOMED CT by being active with regard to acknowledged International Clinical Organisations being more explicitly linked to SIGs and where appropriate PGs, notable examples would include the World Association of Networks of Clinical Academes of primary care and family medicine [Wonca] and the World Association of Societies of Pathology and Laboratory Medicine [WASPaLM]. IHTSDO has also signed a collaboration agreement with the International Council of Nurses. This agreement will be publicly announced shortly, likely prior to the April meetings.

### **Update of actions from last meeting**

The update of the actions from the last meeting is included as Appendix 1 of this report. It demonstrates that all actions that were required to be delivered have been completed, where there is a more substantial story to tell there is a separate feedback either in the subsections below or as separate agenda items.

#### Update on tooling: The IHTSDO Workbench

The IHTSDO Workbench activities have further progressed with the procurement of the translation module. Work is proceeding to integrate this with the remainder of the Workbench. The various streams of the Workbench activities are now multiple and hence complex. The MB feel this is best summarised in diagrammatic form as shown below:



### October 2010 Meeting

The autumn IHTSDO community of practice meeting will take place 15-19<sup>th</sup> October 2010 in Canada. The city will be Toronto at the Sheraton Hotel in the city centre. This meeting will occur in proximity to the World Health Organization's Family of International Classifications meeting and opportunities are being explored for some joint sessions, formal or informal, across the two events.

### Affiliate Licenses Statement of Account

At the October 2009 General Assembly meeting it was agreed that as part of administration transition from CAP STS (especially 'delinquent' Affiliate Licensing issues), there was a need for the IHTSDO MB to note any specific key issues and ensure a briefing note is prepared in time for April GA. This is a specific agenda item.

### Work Plan Presentation: [Action item 69]

At the October 2009 General Assembly it was agreed that a subgroup would be set up to devise a template from the presentation of the Work Plan for presentation of progress with a view to implementing this at the October 2010 General Assembly meeting. This was then included with discussions on the presentation of the strategic directions, a proposed template for which was circulated to the General Assembly for comment earlier this year.

### Management of Antecedent Versions: Public Announcement: [Action item 72 & 73]



The MB missed this deadline owing to the fact that the appointment of the International Pathology and Laboratory Medicine Special Interest Group was delayed. This was completed in March 2010 and the public announcement letter has been written and is shown in Appendix 2. This will be made public on as soon as we have been able to confirm arrangements with the SIG, hopefully on the originally planned June 1<sup>st</sup> timetable. Please note that this issue has also been raised with the Member Forum and we have recently received feedback from several countries.

Fast Track Work Plan item 2.9: [Action item 79]

At the October 2009 General Assembly meeting the IHTSDO Management Board was asked to fast track the Work Plan item 2.9 to accelerate IHTSDO support for implementation of SNOMED CT. To undertake this they recommended the MB set up a group and method to achieve this project in 3.5 instead of 9.5 months. This timescale has proved challenging with the new Implementation and Innovation Committee only beginning in January 2010. However progress has been made. The resulting Implementation Action Plan is a separate agenda item for this meeting.

**Reports from the Committees**

The reports from the Committees are laid out in appendix 4:

- 4a Content
- 4b Quality
- 4c Implementation & Innovation
- 4d Technical

The Management Board wish to formally thank the Committees for their excellent work over the last six months and special thanks goes to the retiring members.

**Harmonisation Activity**

This is laid out in table form on the next set of pages:



**A Table to Summarise the Progress with Harmonisation Activities as of March 12<sup>th</sup> 2010**

<b>Harmonisation Partner</b>	<b>Liaison or Work Program</b>	<b>Agreed Harmonisation Business Principles</b>	<b>Signed Legal Harmonisation Agreement</b>	<b>Agreed Priorities of Work Programme</b>	<b>Agreed detailed Annual Plan</b>	<b>Annual Plan part of IHTSDO Work Plan 2010</b>
World Health Organisation [WHO]	WP	YES: delay is articulation of instantiation of these principles	NO:	YES: ICD 10 & ICD 11; ICF WHO has also recently raised questions related to ICD-O	NO: But ICD 10 project will be under IHTSDO direction and ICD 11 under WHO	NO: But plans in place for ICD 10 mapping project within 2010 Work Plan and Budget
Regestrief Institute and its LOINC Committee	WP	YES:	NO	YES: Observables	Partial: Agreed for go-forward & in discussion for existing	Partial
IFCC – IUPAC Coding System	WP	YES:	NO	YES: Observables	Partial: Agreed for go-forward & in discussion for existing	Partial
World Organisation of Networks of Clinical Academies of General Practice & Family Medicine [WONCA]	WP	YES:	YES: Publicised 27 <sup>th</sup> October 2009. See IHTSDO web site for full details	YES: Map to International Classification of Primary Care {ICPCv2} inc Fam. Med. subset	YES:	Partial: see Notes



<b>Harmonisation Partner</b>	<b>Liaison or Work Program.</b>	<b>Agreed Harmonisation Business Principles</b>	<b>Signed Legal Harmonisation Agreement</b>	<b>Agreed Priorities of work Programme</b>	<b>Agreed detailed Annual Plan</b>	<b>Annual Plan part of IHTSDO Work Plan 2010</b>
Open Electronic Health Record Foundation	L & WP	YES	MoU signed and announced	YES: Initial watching brief on national project for learning purposes. Aim is to apply for an EU and Commonwealth Fund financed project with broader scope	NO: Ongoing work to develop proposal and submit for funding	Partial: see Note
ISO/TC 215	L	N/A	N/A	N/A	N/A	Applied for and awarded "Liaison A" status
Joint Initiative	L	N/A	N/A	N/A	N/A	Membership obtained
International Council of Nurses	L	N/A	N/A	N/A	N/A	A Joint Statement of Intent is agreed and signed. Announcement expected shortly.
Clinical Data Interchange Standards Consortium	L	N/A	N/A	N/A	N/A	A Joint Statement of Intent is agreed and signed
MedDRA Medical Dictionary for Regulatory Activities (ICH)	L	Partial	N/A	National Library of Medicine has offered to facilitate comparison of overlap between the two standards as a first step.	N/A	Regular meetings and liaison taking place between senior officers every 6 months



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Open Health Tools	L & WP	YES	YES (Membership)	YES	NO	IHTSDO is a Member and attends all meetings to the extent possible
HL7	L	N/A	N/A	N/A	N/A	Liaison Agreement produced and signed. Regular Officer liaison taking place
The Continua Alliance of tele-medicine and tele-care Providers	L & WP	Yes	No	Yes; about 200 concepts	No	Pilot work begun with UK Member. Detailed agreement for work program required. Intent is that this work would be funded by Continua Alliance.
IEEE	L & WP	YES	YES – announced 15 December 2009	YES	N/A	Active discussions with IEEE representatives
Global Medical Device Nomenclature	L	N/A	N/A	N/A	N/A	Direct discussions have taken place up to Board level



Notes: (1) Both RII and IFCC-IUPAC have a major interest in tests and test results. SNOMED CT has to harmonise this content from both. There was a very positive meeting between the 3 parties in Washington at the NLM February 2009 and a further meeting in Washington October 2009, following a successful tri-partite project. The general context of these negotiations is positive and a verbal update may be possible at the GA meeting through the USA General Assembly representative who has been acting as the trusted co-ordinator for these discussions. Lene Asholm has replaced Kristina Brand Persson by mutual consent, [directed by national role changes] as the trusted third party along with Betsy Humphreys for these negotiations. The MB would like to express their thanks to Betsy and Kristina.

(2) The announcement of the collaboration between Wonca and IHTSDO was released at Wonca's Regional Conference for Africa (October 25-28, 2009). The delivery of the project is taking place through a funded project group under the internal governance of IHTSDO GP SIG and Wonca endorsed Chair linking to the Content Committee for the products and the CEO for project conduct and funding, the project itself and issues of organisational and clinical governance have been agreed. A staged contract with the external contractors is being negotiated.

(3) IEEE, the world's largest professional association advancing technology for the benefit of humanity, and the International Health Terminology Standards Development Organisation (IHTSDO®), the leading provider of standardized clinical terminology, announced a collaboration agreement on 14<sup>th</sup> December 2010 that will encourage harmonization of terminology related to medical devices so as to better support clinical care.



## **Migration to Release Format 2 (RF2)**

IHTSDO is in the process of migrating SNOMED CT International releases from the current Release Format 1 (RF1) format to Release Format 2 (RF2) format. This change is designed to respond to requests from Members and other users of SNOMED CT for a richer release format that would allow for better version control and change management and versioning, expanded functionality in areas such as mapping and reference sets, and other benefits.

The proposed schedule for the migration is shown below:

- January 2010 release – RF1 released; RF2 issued as DFTU (Draft for Trial use).
- July 2010 release – RF1 and RF2 released.
- January 2011 release – RF1 and RF2 released.
- July 2011 onwards – RF2 only released.

As the RF2 DFTU period is now coming to an end, the RF2 Specification will be updated in line with comments received and will start a post-DFTU review in early April 2010. It is expected that this review period will last four weeks, ending in May 2010.

In order to ensure that the migration from RF1 to RF2 progresses smoothly, we will also be writing to each Member Forum representative to ask them to confirm what plans are in place for the migration from RF1 to RF2 within their country and, additionally, to ask them to confirm with their Affiliates that they also have appropriate plans in place. A questionnaire will be attached with each letter to gather information about each Member's plans. A copy of the letter and questionnaire is available upon request. Please could we ask that you encourage your Member Forum representative to reply promptly to the questionnaire once they receive it.

## **Other Progress in 2009**

Appendix 3 provides an overview of the status of projects in the 2009 Work Plan at the end of the year. A summary is also included as a section in the Annual Activity Report. The latter is a separate agenda item at this meeting.

## **Concluding Comments**

The last six months has been about three main activity streams:

- Converting project and programme work into business as usual
- Improving the capability and capacity of the Association especially with regard to transition of administrative duties from CAP STS and the enhanced approach to implementation and innovation
- Being very clear about the future with regard to what the IHTSDO wants to do both as an International Standards Development Organisation and as a community of Members and contributors.

It is hoped this report and more importantly the other agenda items clearly signal what the Management Board feel is a significant step forward.



## APPENDIX 1

### SUBJECT

Actions arising from General Assembly Meeting 5<sup>th</sup> October 2009

### PURPOSE

To update the status of actions from the October 2009 General Assembly meeting

### COMMENT

The actions are captured in the table below. Please note the numbers are a running total of action items from prior General Assembly meetings such that only open items are displayed.

No.	Description	Action	Delivery Date	Status
21	External Funding	GA should produce some suggestions for external funding which they feel justify managerial effort [i.e. amounts to be gained and likelihood of success indicators are positive]. A nil response is possible	February 14 <sup>th</sup> 2009 extended to 01.Oct.2009	Action is closed, but can be re-opened if the GA wishes to produce a proposal
25	SNOMED CT Editors curriculum [general and specialist modules]	The MB should pursue, in a phased manner, innovative ways of implementing these curricula ideally in tandem with the new tooling platform	October 2010	This is part of Accountability Targets within strategy and will be dealt with in that context so item is closed in this context
26	Harmonisation	Pursue current harmonisation framework and update the GA at each meeting with specific progress	Ongoing	Ongoing
36	MB membership Regulation skills framework	GA to make final adjustments and approve the formal Regulation, Nomination Form and Skills Matrix	April 2010	Item 8a on GA Agenda April 2010



No.	Description	Action	Delivery Date	Status
37	MB membership Regulation and skills framework	MB to specifically make a recommendation on the necessary continuity planning needed for MB membership	April 2010	GA Agreed to take forward and present at April 2010 meeting
39	Strategy (3-5 years)	Discuss version 2 document is on the agenda for the Joint MB/GA[October 2009 face to face meeting. Produce Version 3 document after this meeting & seek formal feedback. Produce Version 4 quality assure via Management Board before being a formal paper for the April 2010 General Assembly	April 2010	Complete; on agenda
40	IHTSDO Tooling Workbench	Ensure there is a summary report within the MB Chairs report on the progress with Workbench implementation	April.2010	Complete
64	April 2009 face to face meeting	Arrange the April 2010 Community of Practice meeting in the Copenhagen area taking into account evaluation feedback from last meeting; dates 26-30 April 2010	April 2010	Complete
65	October 2010 face to face meeting	Arrange the October 2010 Community of Practice meeting in Canada, confirming venue for 15-19 <sup>th</sup> October 2010 as soon as possible	October 2010	Complete



No.	Description	Action	Delivery Date	Status
66	Statement of Account for Affiliate Licenses	Review existing Affiliate Licensing Statement of Account processes bringing forward key issues for discussion in April 2010	April 2010	Complete; see MB Chair's report

Number	Description	Action	Delivery Date	Status
67	Statement of Account for Affiliate Licenses	Produce a Statement of Account Regulation including for delinquent licenses based on GA agreed principles, quality assure that Regulation via MF & AF & approve via MB unless it involves a change to Articles of Association in which case GA approval is necessary	August 2010	The issue of Delinquent Licenses is a agenda item 8c, so this item is complete
68	Recognition of Giants	The MB should produce a proposal on how this process could be designed and implemented taking into account GA feedback	April 2010	Complete
69	Work Plan Presentation	Produce a layered analysis of the Work Plan from a one page summary to the detailed projects which enable an external interested party to	April 2010 Template and classifications Oct 2010 Implementation	Propose Group CEO, Paul Williams, MB Chair and Vice Chair: Lead CEO: Complete



		understand the main types of business, division of resource and hours and link to strategic objectives		
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No.	Description	Action	Delivery Date	Status
70	Finance reporting	In addition to the income and expenditure statement the GA would like the lines on the budget clearly identified (e.g. by a number or letter), the meaning of the line annotated and additional information about cash balance and assets shared	April 2010 Template and classifications Oct 2010 Implementation	Propose a Group Finance Group plus Paul Williams: Lead John van Beek: Complete
71	Member Forum	Implement the Member Forum as set out in the Articles of Association and Terms of Reference	With Immediate effect	Complete.
72	Management of Antecedent Versions	Draft an Public Announcement of the IHTSDO Policy on Antecedent Works	November 1 <sup>st</sup> 2009	Complete
73	Management of Antecedent Versions	Circulate announcement through Members' national Networks re: antecedent works	November 1 <sup>st</sup> 2009	Complete
74	Management of Antecedent Versions	Liaise with the Chair of IPaLM SIG regarding leveraging professional networks particularly pathology	November 1 <sup>st</sup> 2009	Complete
75	Development, Approval, Maintenance and Review of	Implement this programme of activity as presented to the General Assembly and	November 1 <sup>st</sup> 2009 October 2010	Ongoing



	IHTSDO Standards, Guidelines and Technical reports	complete a one year review draft results, which should be shared with GA		
76	Publish the structural changes/roles/representation as outlined in MB chair report	To be published on the IHTSDO website	November 2009	Complete
<b>No.</b>	<b>Description</b>	<b>Action</b>	<b>Delivery Date</b>	<b>Status</b>
77	File agreed changes to Articles of Association	IHTSDO office to coordinate through the Association's Danish legal counsel	October 2010	Complete
78	Prepare and send invoices with agreed 3% increase in annual fees	IHTSDO office to coordinate	Invoices out December 2009; payment due February 2010	Complete
79	Fast Track Work Plan item 2.9 to accelerate IHTSDO support for implementation of SNOMEDCT	Set up a group and method to achieve this project in 3.5 instead of 9.5 months	April 2010	Complete; see Chair Report



## **Appendix 2**

### **IHTSDO PUBLIC NOTICE** **REGARDING ANTECEDENT VERSIONS OF SNOMED CT**

**[Omitted from this version as this Appendix contained a draft announcement that has not yet been released]**



## APPENDIX 3

### Year End Status for the 2009 Work Plan – Summary

#### Regular Content Maintenance and Release Process (Including Quality Metrics and Documentation)

Project description	Allocated staff hours for the year 2009 <sup>1</sup>	Status	Summary
<i>1.1 Evaluate and refine the modeling and editorial policies and procedures</i>	595	Ongoing	<p>1. Priorities for progress have had periodic updating and review by the Content Committee</p> <p>2. Content inclusion/exclusion criteria were expanded by a temporary list of excessive pre-coordination patterns, organized as input to 2010 Work Plan project 2.3 "Clarify scope of content in international release"</p> <p>3. Progress on priorities was reported in biannual release notes and in Chief Terminologist reports to the Content Committee</p> <p>4. Future plan for editorial policy development was incomplete, and the project is being carried forward into the "Product Development Plan" being drafted as part of the 2010 work plan.</p>
<i>1.2 Continuing alignment of content with concept model</i>	6243	On track	CAP-STS and the Chief Terminologist have gathered a growing list of projects that involve alignment of content with editorial policies. The project list is shared regularly with the content committee, with periodic updating of priority projects.
<i>1.3 Content Change Request Editing</i>	2887	On track	<p>See CAP-STS reports on content change request statistics.</p> <p>Quantitative demonstration of adherence to editorial guidance is only partially achieved and will require additional work in 2010 and probably beyond.</p>
<i>1.4 Develop and refine SNOMED CT content based on requests from Working Groups and other sources</i>	899	On track	<p>See 1.2 and 1.3</p> <p>Existing derivatives and extensions that are part of the SNOMED CT International Release included in January and July 2010 releases, as per Work Plan</p> <p>3. Process for ensuring quantitative demonstration of adherence to editorial guidance, or evidence of guidance development where needed. being developed</p>
<i>1.5 Manage and evaluate the SNOMED CT release process</i>	1913	On track	<p>1. Release process timetable under review. The July 2009 Beta Release of SNOMED CT available to IHTSDO Members on June 4, 2009.</p> <p>2. Namespace policy is under review for January 2010 release (in conjunction with NRCs), to make it consistent and predictable.</p> <p>3. New file naming conventions have been documented</p>

<sup>1</sup> This includes both IHTSDO staff hours and CAP hours – see the Work Plan 2009 for the actual division between IHTSDO and CAP.



			and reviewed by IHTSDO and by CAP. Used in Jan 2010 release after consultation. Release process is also under review as part of the migration approach. 4. Two Spanish releases for 2009 issued.
<i>1.6 Support for implementing IHTSDO's Quality Framework</i>	429	On track	Broad spectrum of projects/work areas now being supported in testing/using the Quality Assurance Framework. Framework now supported for implementation by MB and also further usage being planned. Documentation being updated in line with feedback.
<i>1.7 Implementation of quality metrics for SNOMED CT content</i>	1573	Initiated	1. CAP STS providing production metrics. Quality improvement metrics being developed by QAC and officers and for review by CEO 2. Monthly reporting via CEO report of request submission statistics. QAC reviewing other quality related information and its reporting. Annual quality report still to be developed.
<i>1.8 Manage the CAP support agreement</i>	2091	On track	New process recently implemented to ensure required reports received in a timely fashion (now have all for 2009). The Business Manager has updated reporting requirements with CAP to ensure IHTSDO's current and future information needs better addressed within the scope of the current support services agreement requirements.
<i>1.9 Incident response maintenance/review</i>	111	Ongoing	No incidents in reporting period.

### **Facilitating Implementation of SNOMED CT**

<b>Description</b>	<b>Hours</b>	<b>Status</b>	<b>Summary</b>
<i>2.1 Maintain Derivatives and Cross Maps Included in the International Release</i>	563	Ongoing	Usual derivatives and cross maps being included in January and July 2009 releases.
<i>2.2 Host sites to share tools to facilitate implementation</i>	148	On track	Change in strategy to provide broader Member Exchange supported by Management Board towards the end of 2010. Guiding principles agreed. Pilot testing included in 2010 Work Plan. Proposals for Asset Register also being developed
<i>2.3 Clarify scope of content in international release</i>	55	On track	Content inclusion/exclusion criteria were expanded by a temporary list of excessive pre-coordination patterns, organized as input to 2010 Work Plan project 2.3 "Clarify scope of content in international release". Large amount of legacy content was retired (status 6) or moved to extensions (UK admin concepts, veterinary drugs).



2.4 Review and promote the guidelines for translation of SNOMED CT	55	On track	Guidelines approved and released. Notification in eletter to broader community of practice.
2.5 Review and promote the editors' educational curriculum	22	On track	Editor's Curriculum approved and published on IHTSDO website and available for new members package. To now establish with Education SIG testing process and evaluation of guidance.
2.6 Concept model and modeling process documentation	240	On track	An initial release of the MRCM was posted on the collaborative workspace, along with coordinated and updated version of the User Guide ("human-readable concept model").
2.7 Evaluate the Enhanced Release Format specifications and outline future options	709	On track	Meeting held in Salt Lake to discuss and agree RF2. RF2 taken through Standards for Standards process and now released as Draft For Trial Use. First releases were in November for Nehta and Jan 2010 for International Release (Technology Preview).
2.8 Action plan for technical implementation guidance	148	On track	Action Plan formulated in Q4 and converted into Request for Proposals for update to Technical Implementation Guide. Implementation pending (not part of 2009 Work Plan) in 2010.
2.9 Mapping of SNOMED CT to ICD-10	317	Progress made but pending agreement with WHO	Mapping SIG completed the <i>Guidance on the Preparation of Terminology/Classification Mapping Personnel</i> document and published for final QA. Project plan development underway (waiting for final agreement with WHO). It is likely that continued work on mapping of priority subset will be required in 2010. Ongoing secretarial support to SIG provided by IHTSDO staff.
2.10 Affiliate Forum	92	Ongoing	Affiliate Forum launched. Regular teleconferences held; joint meeting with Members' Forum held in October. Terms of Reference and Project Plan reviewed and agreed by Management Board.
2.11 Manage SNOMED CT licensing	782	Accelerating	Support organization continued to issue Affiliate Licenses on behalf of IHTSDO in 2009. Online license management system, initially for low income countries, launched July 1st. Planning for transfer of responsibilities to IHTSDO took place, with a view to IHTSDO taking over all Affiliate licensing (except in-scope licenses). Work is in good progress re this and other CAP STS admin transition activities.



### Project Support and Direct Support to Members

Description	Hours	Status	Summary
<i>3.1 Review and revamp Request Submission policy/procedure</i>	300	On track	Monthly reports now cover all requests through this process and have access to whole database to review as necessary. New request submission tool is planned to be integrated into the Workbench. Policy developed by Request Submission PG is to have quality components added. Updated version of Request submission user guidance in review. Technical discussions need to take place. Survey of user experiences re: request submission undertaken by QAC.
<i>3.2 Implement Namespace policy</i>	111	Complete	Consultation on policy concluded and revised version published. Namespace Allocation Policy and Namespace Identifier Application Form published on website August 5, 2009. Implementation underway.
<i>3.3 Liaison with Members (National Release Centres) and Affiliates</i>	1832	Ongoing	Invitations to comment issued on a number of topics during the year, such as standards for standards processes and RF2. Specific initiatives e.g. the workbench have an impact on liaison activity. Member Forum web environment established.
<i>3.4 Provide dedicated SNOMED CT-related support hours to IHTSDO Members</i>	562	Reduced	Members (other than New Members) agreed not to use support hours in order to pay for off-cycle Salt Lake City meeting. Some use of support hours has nevertheless occurred among these Members. Decision made that only new Members will have the opportunity to utilize a one-time block of 40 hours of support services in the future.

### Content Design and Implementation Projects

Description	Hours	Status	Summary
<i>4.1 Revision of SNOMED observable and investigation model and implementation of new model</i>	350	On track	LOINC-IFCC-IUPAC agreement for trial of prospective modeling was signed and the project is moving forward. Observables model undergoing testing and minor revisions. Model reviewed by the Content Committee and revisions requested. These are currently being completed.
<i>4.2 Revision of other hierarchies in SNOMED CT</i>	Volunteer effort	On track	Modest progress is occurring on some of these projects, as expected. Project reports available on the Content Committee collaborative site. Specific contract established to accelerate work on redesign of substance hierarchy. A version of the substance



			redesign proposal thereafter went to the Content Committee, but it was not deemed ready for wider consultation yet. Significant revisions were required.
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### **Tooling and Technology (Including Maintenance of Current Platform and Transition Plans)**

<b>Description</b>	<b>Hours</b>	<b>Status</b>	<b>Summary</b>
<i>5.1 On-going development of the IHTSDO architecture for terminology tooling</i>	203	Accelerating	Workbench acquired and launched. List of potential enhancements has been identified. Workbench roadmap development progressed (see Technical Committee report) Collaborative authoring vision statement produced. Project register developed and in review.
<i>5.2 Maintenance of Technical Environment by the Support Organisation</i>	1800	On track	Reduction in hours but not deliverables dedicated to this Work Plan item in order to fund initial work related to Workbench migration planning.
<i>5.3 Investment in SNOMED CT multi-lingual modular workbench</i>	429	Initial procurement complete except for translation	Procurement complete, except for translation functionality. Support arrangements in place. Education sessions held. Roll-out in progress. Migration planning work in progress with CAP, UKTC and Nehta. Refset maintenance project delivery delayed. Classification integration project is in progress. Translation RFP responses submitted, evaluated, and contract awarded.

### **Support IHTSDO Governance and Advisory Structures (including meetings)**

<b>Description</b>	<b>Hours</b>	<b>Status</b>	<b>Summary</b>
<i>6.1 Support IHTSDO governance bodies</i>	2824	Ongoing	Face to face meetings held in Helsingør first week of April 2009 and in Bethesda, US in the beginning of October. Evaluations positive overall. April meeting 2010 in planning.
<i>6.2 Support IHTSDO Working Groups and related programs of work</i>	1633	Ongoing	Face to face meetings held in Helsingør first week of April 2009 and in Bethesda, US in the beginning of October. Teleconference facility upgraded for more capacity and lines for new Members. Minutes being written for all Mapping SIG meetings. Protocol for what content goes on the Collaborative Space and what goes on Collabnet developed. First Award for Excellence awarded in April 2009.



6.3 IHTSDO standards: definition and guidelines for development	277	Complete	“Standards for standards” proposals developed, reviewed, and approved by General Assembly. Processes have already been used for several consultations.
6.4 Maintain and review standards, policies and regulations	111	On track	Committees asked to review current documents to identify status versus “standards for standards” categories. Proposed revision process part of current consultation.

### Harmonization/ Liaison with Other Organizations

Description	Hours	Status	Summary
7.1 Progress harmonization efforts related to international classifications	148	In progress	Now have harmonization/liaison agreements in place with several classification organizations, including WONCA and the International Council of Nurses. Discussions still on-going with others, notably WHO.
7.2 Progress harmonization efforts related to laboratory tests, measurement procedures, and observables	148	On track	Trial of prospective division of labour completed. LOINC reached the 400 new concept limit; IFCC-IUPAC still below 200 concepts. Discussions on final agreement in progress.
7.3 Progress harmonization process with HL7, OpenEHR, and other Standards Development Organizations dealing with messaging and information models	This effort will be supported primarily by volunteer effort	On track	Liaison agreement with HL7 and openEHR agreed and published. HL7 pilot of Workbench is planned. Agreements also finalized with the International Council of Nurses and CDISC. Discussions underway with many other organizations. Work on device terminology harmonization beginning.
7.4 Other harmonization/liaison activities	55	Ongoing	Participated in ISO TC 215 and Joint Initiative Council meetings throughout the year. Also participated in ROADS meeting on access to standards in low income countries with many standards organizations hosted by the WHO Health Metrics Network



## Communications and Outreach

Description	Hours	Status	Summary
<i>8.1 Accelerate implementation of the Communication Strategy</i>	814	On-going	Several media releases issued (e.g. for harmonization activities and Workbench and new Members). Quarterly e-letters issued. Subscription numbers continue to grow. Annual Activity Report for 2008 approved by the GA and published in April 2009. New Member package developed and issued as appropriate.
<i>8.2 Public website management</i>	370	On track	News items are posted regularly and improvements to the structure are done continuously according to feedback from the community of practice. Staff have systematically gone through the website recently to identify missing content or content that needs to be updated.

## Association Management and Infrastructure

Description	Hours	Status	Summary
<i>9.1 Human resource management</i>	296	On track	Organization fully staffed for 2009 staff complement. Orientation and planning meetings with Chief Officers held. Employee policy for staff in Copenhagen office completed. Staff developed performance objectives and development plans for 2009. Parental leave policy developed.
<i>9.2 Strategic planning</i>	555	Completed	Work Plan for 2010 approved by MB and GA.
<i>9.3 Financial management – including annual audit</i>	277	On track	Switch to new bookkeeping firm completed and new monthly reporting processes underway. 2008 financial audit completed. 2010 budget approved by MB and GA.
<i>9.4 Manage Copenhagen office and administrative processes</i>	1554	On track	Review of URL assets and trademarks completed. Trademark renewal and required changes to asset holdings in progress as a result of that review. Secretariat services to the Management Board provided by the IHTSDO Junior Project Manager, Secretariat services to the Mapping SIG is provided by the IHTSDO Senior Project Manager. Business Manager appointed as secretary to the GA. Office and administrative processes in place. Applying quality assurance framework to a sample of those processes in a continuous improvement model.



## APPENDIX 4

### Appendix 4a

#### Content Committee

The Content Committee met in person in October 2009 in Bethesda, and since then has also met 6 times via conference calls. Highlights of work undertaken or overseen by the committee during the period October 2009-April 2010 include:

- **Retirement of Codes with ConceptStatus of Limited/Classification (category 6):** These codes were made inactive in the January 2010 release. Largely as a result of this decision, the total number of codes considered “active” decreased from 307,753 to 291,205 (a change of 16,548). The change is expected to significantly reduce confusion about which code to choose for common conditions, by removing the “NOS” and “NEC” codes from active status.
- **Documentation management:** The User Guide, Technical Reference Guide, and several other documents that are routinely distributed with the International Release have been converted to a markup standard called DITA (Darwin Information Typing Architecture) which allows automated reformatting into different distribution formats (HTML or PDF), single-sourcing to avoid inconsistencies of topics across different documents, and collaborative authoring using a shared repository.
- **Formal processes for development, approval and maintenance of terminological content:** In cooperation with the Quality Committee and the Officers, the Content Committee is working to help specify formal processes related to the development, approval and maintenance of terminological content. This will cover those content changes which are considered outside the scope of the Standard-for-Standards process for Technical Reports, Guidelines and Standards.
- **Work planning and project prioritization:** The committee has worked to catalog and assign priorities for the 2010 work plans for a long list of projects related to content enhancement, refinement and error correction. Over 161 projects (of varying size) have been examined, and an additional long and growing list of content issues (currently numbered at 229) have been identified and will require prioritization.
- **Addition of a meta-data hierarchy and coordination of RF1 and RF2:** A meta-data hierarchy was added to the Release Format 2 (RF2) technology preview, and was also made available in RF1 format as a Member resource, but was omitted from the RF1 official release based on feedback from Members about the need for vendors and suppliers to adjust software if there are two top nodes in the release hierarchy. Additional consultation will occur prior to the July 2010 release.
- **Observables redesign:** A draft of the observables model has entered the Member consultation phase of the Standard-for-Standards process.
- **Pharmacy and substances redesign:** Activity has continued in these two projects, with a draft of the Pharmacy model making its way through stakeholder consultation, and a draft of the Substance model nearly ready, pending Content Committee review.



- **Pre-coordination roadmap project group:** The committee initiated the formation of this project group and approved its terms of reference. Initial face-to-face meeting of the group will occur in April 2010.
- **Quality metrics relating to User Guide:** The committee received and reviewed a report from CAP-STS on a set of exceptions to the Machine-Readable rules documented in the User Guide; the exceptions are for rules about attributes that should take very general values only for “grouper concepts.” Next steps will include white-listing of allowable exceptions to the rules.
- **Strategic Product Development Plan:** The committee is supporting the Chief Terminologist in drafting this plan which will be integrated with other aspects of the IHTSDO strategic planning for the next 3 to 5 years, to be brought to the GA in October 2010.
- **Special Interest Groups (SIGs) and project groups (PGs) reporting to the Content Committee** following the April 2010 meetings will include the Pharmacy SIG, Substance Redesign PG, Observables and Investigation Procedures PG, Event-Condition-Episode PG, Organisms and Infectious Disease PG, Anatomy Redesign PG, and GP/FP SIG. Immediately following the April 2010 meeting, three SIGs (Nursing, Anesthesia, and IPALM) will transition their reporting relationships to the I&I committee.

## **Appendix 4b:**

### **Quality Assurance Committee Report to the General Assembly – April 2010**

The 2010 work plan, linking to the IHTSDO 2010 work plan, for the Quality Assurance Committee has been progressing well. Revised Committee Terms of Reference were approved, a number of projects were completed and changes were made to project group reporting as a result of the establishment of the Innovation and Implementation Committee. Highlighted below is a summary of the Quality Assurance Committee (QAC) work over the last six months, supported by the Chief Quality Officer, and in support of IHTSDO’s objective to enhance the quality of its products and processes.

#### **Implementation of the Quality Assurance Framework.**

The Quality Assurance Framework has been well received by the project groups and staff that have been involved in the trial implementation period. Input from these users was captured and analysed and a revised version of the Framework has been shared for review. The final Quality Assurance Framework document will be published after the Copenhagen meeting (May 2010).

Starting in 2010 the framework will be used to identify quality metrics for all new projects now that it has been incorporated into the IHTSDO project template.

#### **SNOMED CT Content Work Related to Quality**



A report entitled *A Review and Options Appraisal for the Development of Quality Improvement Metrics related to SNOMED CT Content* was commissioned by the QAC. The report, which summarized findings obtained from interviews and literature review, included a number of recommendations for quality metrics. These recommendations will be analysed in detail and quality metrics will be established. In addition, this report will be used as the basis for the development of corporate quality metrics as per the IHTSDO strategic objectives to 2012. Work on the corporate metrics will be done in conjunction with the Content Committee. To this end, a joint meeting of the QAC and Content Committee will take place at the April 2010 IHTSDO meeting in Copenhagen.

In addition the QAC continues to work with CAP STS to make short term changes and changes that will be incorporated into the Workbench.

### **Survey of IHTSDO Request Submission Users**

Results of the survey of 50+ individuals who have used the request submission process over the last 2 years have been analysed and report findings have been distributed to survey respondents. A communication strategy has also been developed to facilitate distribution of report findings. Based on feedback received, the survey has been revised and plans are underway to repeat the survey and to extend it to at least one National Release Centre.

### **Work of Project Groups**

The creation of the Innovation and Implementation (I&I) Committee resulted in a number of reporting changes at the project group level. The Education group has moved from the QAC umbrella to the I&I Committee while the Translation group, and its affiliates, now report through the QAC. In addition the QAC will oversee the activity of the newly established Collaborative Editing Project Group, which will have its inaugural meeting in Copenhagen in April.

### **Development of a Quality Plan**

The Quality Assurance Committee is developing a Quality Plan which takes forward the quality aspects of the Strategic Direction document. This document, which will articulate all of the quality initiatives currently underway and planned, will be a useful reference document for the IHTSDO.

## **Appendix 4c**

### **IHTSDO Implementation and Innovation Committee –Report March 2010**

The Implementation and Innovation Committee met in accordance with its monthly meeting schedule on March 8<sup>th</sup> and was quorate throughout.

The principal focus of the meeting was seeking agreement on the detail of a draft Implementation Action Plan. Agreement was reached on the major topics and a further redraft has been prepared and agreed by the committee for submission to the April Management Board.

### **Implementation Action Plan**



The substantial topics addressed by the committee were:

- Selection of six Priorities for Action
- Relative allocation of resources between these Priorities
- Statement of the Guiding Principles which underpin these Priorities.

The six Priorities are:

- Better understand where and how SNOMED CT is used
- Develop and share implementation guidance
- Increase education/awareness of the use of SNOMED CT
- Develop mechanisms to share tools that support implementation
- Engage users of SNOMED CT in the work of the IHTSDO
- Gather evidence of successful benefits realization, including researching associated factors

Agreement has been reached on the named responsible members of the committee who will lead the detailed planning associated with each of these Priorities in the Implementation Action Plan.

**Focus of discussion between committee members, and subsequent review:**

- Ensuring that there are ways to assess the actual benefits attributable to the use of SNOMED CT
- Planning for activity which will concretely define 'fitness for purpose' for SNOMED CT
- What implementation guidance may be needed which extends beyond the scope of the revised Technical Implementation Guide

**Matters held over:**

Consideration of matters relating to the Machine Readable Concept Model

Planning for the Face-to-Face meeting in Copenhagen (for officer action)

Endorsement of a new co-Chair for the Implementation SIG (on resignation of Francis Lau).

## **Appendix 4d: TECHNICAL COMMITTEE – MARCH REPORT FOR GA**

### **1. Workbench related Work items**

#### **a) Translation**

Development is progressing to plan, with the first release due on 2<sup>nd</sup> April.

The first translation steering group meeting took place on 3<sup>rd</sup> February, at which:

- An outline of the translation modules was described.
- The project scope and milestone timelines were presented.



- Initial planning took place for the half day Translation Tooling Development Working Group workshop in Copenhagen.

The second steering group took place on 3<sup>rd</sup> March, at which:

- A general project update was given
- Setup of a collaborative area on the IHTSDO Workspace for project members and the steering group was discussed.
- Plans for the 2<sup>nd</sup> April release were discussed.

Face to face meetings have also been held with Sweden and Denmark to discuss the planned functionality.

Additional functionality to link other terminology maintenance systems with the Workbench (via RF1 release files) is also planned. Design work is in progress.

#### **b) Migration of International Release to the Workbench**

Discussions are in progress with CAP and Informatics to put in place agreements, prior to starting development work in March. Both these agreements are now close to signature.

An Agreement with CAP, covering the required implementation work should also be in place during March.

It is planned that migration of authoring to the Workbench will take place immediately following the July 2011 release.

#### **c) RefSet maintenance project**

Two releases including reference set functionality were made to the International team during February.

A general release including the reference set functionality is likely to be available in April dependent on availability of reference set functionality, and validation of this functionality by the testing team.

Two further phases of project work will be performed, the first covering production of a browser for SMEs (subject matter experts), and the second integration with UK-specific tooling. Neither of these developments will impact the March general release.

A webinar has been given (to approximately 70 attendees), covering the new subset and reference set maintenance functionality available within the Workbench. This tutorial will be available on the IHTSDO site within the week.

#### **d) Mapping tooling support**



Prototyping work has now completed, and the scope of development is reported to have almost been agreed. Following that, a milestone delivery plan will be agreed with the mapping SIG.

**e) Next Member release of Workbench**

A new Workbench general release is planned for Members in April 2010, dependent on availability of reference set functionality, and validation of this functionality by the testing team.

This new release will include both the stated view and inferred view, classification, as well as reference set functionality. It will be a standalone release, not linked to a Collabnet central repository.

## **2. Roadmap and Architecture**

**a) Workbench development Standards and Procedures**

DRAFT Development procedures have been posted to the Technical Committee site, and are under active review by NEHTA and UKTC. It is planned to put these new procedures in force over the next two weeks.

**b) Workbench Function Architecture and Roadmap document**

A Technical Roadmap has been posted to the Technical Committee site and made available to the MB for review.

## **3. Other Work items**

**a) ICD10 Mapping (JC)**

Progress is being made on revising the Technical document and developing a central glossary, pending formal agreements with WHO.

**b) Technical Implementation Guide (TIG) update**

Work is progressing to plan on development of the TIG. The first deliverable (an outline for the TIG), is now in final review.

The first editorial board met on 22<sup>nd</sup> February. The following was discussed:

- Scope of the project, and delivery timelines.



- How to provide feedback during the review phases.
- A walkthrough of the outline for the TIG.

**c) RF2 and File naming conventions**

An RF2 technology preview was included with the January 2010 release as planned.

The first full RF2 release will be included with the July 2010 release. It is also planned that January 2011 will be the last release with both the RF1 and RF2 formats and that in July 2011 only RF2 will be rolled out.

**d) Namespace policy**

The Technical Committee has now taken ownership of the Namespace policy.

**e) MRCM – reallocation of responsibilities**

As the first phase of the MRCM project draws to a close, an assessment of the remaining work has been performed, and this has been allocated as follows:

- 1) Ongoing maintenance of the rules for the concept model: Oversight by Content Committee, actual work by Chief Terminologist and support staff.
- 2) Implementation of concept model rules in the new workbench: Oversight by the Technical Committee, actual work being performed within the migration project.
- 3) Examining and keeping in touch with Logical Record Architecture work (binding of terminology to the information model): Oversight by the I&I committee, and a “watching brief” for 2010 by the MRCM project group,
- 4) Expression of post-coordination constraints – similar to (1) but focused on the special needs of post-coordination: Oversight by the Content Committee, actual work by a project group.

#### **4. Update from relevant Harmonisation Activities**

**a) HL7**

HL7 are currently reviewing two draft project submissions. These have been posted to the Technical Committee site for review.

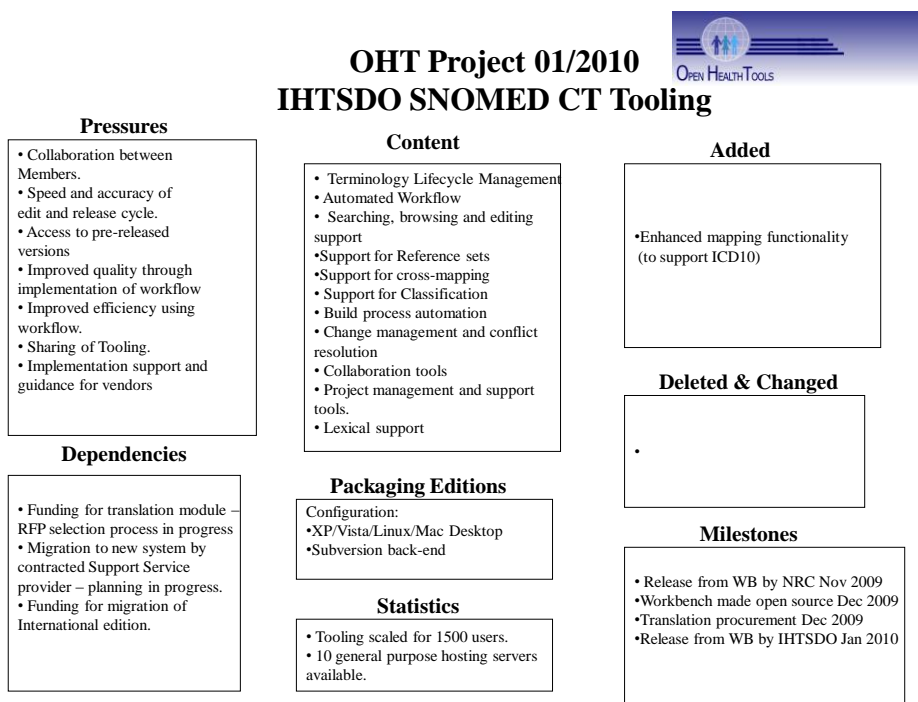
The project summaries are as follows:

- Content Submission: This project will be a jointly developed policy between HL7 and the IHTSDO to develop a policy and process whereby HL7 members can develop, vet,



package and submit internationally scoped SNOMED-CT content change requests to IHTSDO.

- Workbench evaluation: Perform an evaluation and mapping (technical alignment) between the workbench information model and the HL7 vocabulary model, as implemented in the MIF to identify how the vocabulary artefacts in the MIF can be modelled in the workbench. This will provide a mechanism of gaining the knowledge to plan moving forward with the workbench.





## Major Dates and Deliverables IHTSDO SNOMED CT Tooling



01/2010

