



## **Standing Committee Membership and Election Policy**

### **Background**

The General Assembly (GA) asked that the Management Board design and develop an explicit membership and election policy and procedure for IHTSDO Standing Committees. This document was initially shared with and discussed by the General Assembly at its meeting on the 1<sup>st</sup> April 2009. Changes were suggested and a single consolidated document was asked to be produced for formal approval through Chair's action, that is through a mechanism managed by the GA Chair of the 1<sup>st</sup> April 2009 meeting.

This document represents that consolidated document and is fully conformant with the IHTSDO *Articles of Association*.

### **Committee Skills Matrix**

The Committee Skills Matrix conforms in its entirety to the sections on Standing Committees in the IHTSDO *Articles of Association* in particular section 9.4 to 9.8

The Committee Skills Matrix is reflected in three physical products namely:

- The desired Standing Committee Skills Matrix {Appendix 1}
- The Standing Committee nomination forms {Appendix 2}
- The actual Standing Committee Skills Matrix at the time of election {Appendix 3}

The skills framework for all three documents must be kept in synchrony and be consistent for each Standing Committee.

The Skills Matrix for the Quality Assurance, Technical, Content and new Implementation and Innovation [I&I] Committees are shown in Appendices 4, 5, 6 and 7 respectively.

### **Nomination**

- a. In full conformance with the *Articles of Association*, all Members [Ordinary and Charter] can nominate a potential Standing Committee member when elections take place.
- b. Committee members do not have to be from a Member country, but they must be nominated by a Member country in order to be considered for election.<sup>1</sup>
- c. The number of places available for election in the October meeting is formally announced prior to or in conjunction with the call for nominations. Of the places eligible for new nominees, if the current Standing Committee post-holder has completed his/her maximum allowable terms of office or resigned, this is also formally announced.
- d. All nominations are submitted using the standard IHTSDO Standing Committee Nominations Form set out in Appendix 1. Failure to use the

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<sup>1</sup> There is also a provision in the *Articles of Association* for nominations from the IHTSDO Affiliate Forum.



standard IHTSDO form may impair the chances that a given nominee is selected.

- e. Nominations **MUST** be submitted to the IHTSDO Chief Executive Officer by 12 midnight {Copenhagen Time} on 1st September. Nominations received after this time are not accepted.
- f. Nominations are sent electronically to the General Assembly Representatives by 5<sup>th</sup> September in any given year.

### **Geographical representation**

In addition to the skills criteria, the GA must consider representation for the 4 geographical representatives per Standing Committee namely:

- (a) Africa;
- (b) the Americas;
- (c) Europe; and
- (d) Asia and Oceania

There is **one** guaranteed seat for each geographic area per Standing Committee. That leaves each committee with 8 at large seats as:

- a. Committees are about expertise, not governance
- b. Committees should be populated with the best people from the international community
- c. The skills criteria should serve as guidelines for the nomination and selection of committee members.

The geographic representatives are responsible for making sure they cover issues of their geographical region and must maintain broader communications with Members in their region.

If a geographic area does not have a Member or Members from that geographic area do not submit nominations, then the position can be filled with a person from another geographic area..

The GA nominates and elects individuals to the committees with reference to the published criteria . These criteria apply both to geographic representatives and the at large representatives.

## 2. Election

- a. The election process, including any ‘in term’ replacement process, follows exactly the method specified in the *Articles of Association*, which limits the number of nominees per Member country.



- b. The IHTSDO prefers that Committee members are able to participate in person in the two annual face to face meetings and have the funding to cover at least travel expenses. The IHTSDO is not currently responsible for the travel and subsistence funding for these physical meetings.
- c. The General Assembly at its absolute discretion may seek the advice of any Committee Chair or Co-Chair during the nomination and election process.
- d. The General Assembly uses the actual Standing Committee Skills Matrix at the time of election {Appendix 3} as a guideline to aid its decision making.
- e. The GA either completes the full election process including the counting of votes at the October GA Meeting or undertakes a process prior to the GA meeting to establish a slate of candidates with the formal vote at the GA meeting . Any GA representative can speak against the virtual process at the October meeting and demand a new physical election process at that meeting. If a pre-meeting voting process is conducted by by email, it will produce a voting spreadsheet for each Standing Committee [Rows: Nominees & their geographical constituency and Columns: GA representative/Member votes]. This voting spreadsheet will not be made public.
- f. The total number of votes for each nominee [and any associated geographical constituency] is made public and recorded as part of the formal GA minutes.
- g. The nominees who are elected are announced at the GA meeting and recorded as part of the formal GA Minutes.

### **Committee Terms**

The Committee terms of office must conform to the *Articles of Association* particularly sections 9.4 to 9.8. In general, any elected member may be re-elected for subsequent terms, provided that no person shall serve as an elected member for a given Committee for more than six years.

In general, at the end of the maximum tenure of a Committee member, re-election is possible at the next General Assembly election meeting [i.e. a minimum of one year from the date they left the Committee]. There is no impediment to a Committee member leaving one Committee and being elected onto another Committee at the same General Assembly meeting.

### **Conflict of Interest**

Individuals with direct or indirect contracts with the IHTSDO can be members of a Committee provided they have signed a Contributors Agreement or equivalent contractual provisions and they leave Committee meetings during discussion of items which would impact in any way on their contract. The responsibility to declare a potential conflict belongs to the individual Committee Member. The Chair is responsible for determining whether a potential conflict requires that the Committee Member recuse himself or herself from the discussion of particular Committee business. If there is doubt, a formal Committee vote should be held with the individual not participating in the discussion or vote.



### **Co/Vice Chairs of Standing Committees**

In accordance with the Articles, the Management Board appoints the Chair of each Standing Committee. The Management Board may also nominate one person to be the ‘Co’ or ‘Vice’ Chair of a Standing Committee. This person can only be formally appointed to such a role with the agreement of the Committee. Ideally, this person would be a Director to promote succession planning, but could be an Officer, Committee Member, or other individual. If reasonably possible, such persons will possess an appropriate and relevant background to the functions of the Committee.

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**APPENDIX 1**

**Draft IHTSDO XXX Committee Nominee Template**

*PLEASE COMPLETE ALL SECTIONS AS FULLY AS POSSIBLE*

Section 1: Personal details

Title	
First Given Name	
Second Name	
Address	
Town	
City	
Postcode/zip code	
Country	
Office Telephone	
Mobile Telephone	
Email	
Fax	

Section 2: Desired Characteristics

*There is a table of desired characteristics for each Standing Committee. Select the table for the specific Committee for which you are submitting nomination. Enter a capital Y to the right of all attributes for which the nominee has experience and expertise at a corporate, not for profit, national and/or international level.*


Section 3: Curriculum Vitae and Letter of Interest

*The Curriculum Vitae should not be longer than 1 page of 12—point Times New Roman font and should highlight the key areas of the applicant’s experience and expertise. This should be accompanied by a one page statement of interest in the particular Committee, including why the nominee is suited for that Committee and why the Committee’s work important. Note the CV and statement can emphasize any attributes - not just those included in the table of desired characteristics.*



#### Section 4: Declaration of Interests

Representatives on IHTSDO Standing Committees have a range of professional, employment, and financial interests. Their diverse interests and experiences, both within and outside the IHTSDO, benefit the organization and global terminology development efforts, but may also create potential conflicts of interest. Potential conflicts may, but need not necessarily, relate to financial considerations. They could also relate to the varying interests of different standards development organizations, professional associations, and academic bodies. A nominee's existing or upcoming interests (e.g. current and recent employment or business interests, appointments, memberships or active participation in professional and academic bodies including standards bodies, partnerships) that may lead to significant positive synergies and/or conflicts should be declared at the time of nomination. They do not make a nominee ineligible for election to a Committee, but they may require an elected Committee member to refrain from participation in discussion and decisionmaking related to some matters brought before the Committee.

<b>Category</b>	<b>Description</b>	<b>Dates [from and to]</b>
Current and recent {<3 years relevant} employments		
Appointments {voluntary and otherwise}		
Membership of professional and academic bodies including standards bodies		
Partnerships and other forms of significant financial interest		
Any other interest especially if it may produce a conflict		

#### Section 5: Supporting Statement by Member

This should be signed or verifiably agreed by the IHTSDO General Assembly representative. The statement should address any relevant qualifications of the nominee that may not be obvious from the rest of the nomination and should also confirm that the nominee is likely to be able to attend at least one face-to-face meeting of the Committee each year. The IHTSDO does not reimburse travel and subsistence expenses for Committee members.



**APPENDIX 2**

**IHTSDO XXX Committee membership requirements  
Presented as a Skills Matrix**

**Introduction**

This skills matrix is a guideline intended to influence the selection of nominees and the election of Committee members. It does not represent a standard to which specific Committee members must conform.

**High Level Skills Matrix**

<i>Skill Area</i>	<i>Desired %</i>	<i>Skill Area</i>	<i>Desired %</i>
<i>Content of this column is identical to that in Column 1 of table in section 2 of nominee template</i>	<i>XX%</i>	<i>Content of this column is identical to that in Column 3 of table in section 2 of nominee template</i>	<i>YY%</i>
		<i>Example: Registered Clinical Professional</i>	<i>50%</i>



## APPENDIX 3

### IHTSDO XXX Residual Committee Membership Skills Mix

#### Introduction

This skills mix describes the situation which would exist on January 1, YYYY if all the term-expired, retiring and resigning members of this Committee were to leave and not be replaced. It is a guideline intended to influence the selection of nominees and the election of Committee members. It does not represent a standard to which specific Committee members must conform. Selection of Standing Committee Members is at the discretion of the General Assembly, within the framework specified in the *Articles of Association*.

#### Residual Committee membership skill mix as at YYYY

Skill Area	Desired %	Actual %
<i>This column to be completed by officers with current agreed Committee specific skills mix</i>		

#### Action

This completed template should be sent to General Assembly representatives either in line with specific set GA Committee election timescales or with the first set of GA documents for the October meeting whichever is the earlier by the IHTSDO Office.



## Appendix 4

### Desirable Skills Matrix for the Quality Assurance Committee

Professional experience in clinical data production, organisational or software risk management or quality management	<b>100%</b>	Experience and understanding of SNOMED CT – technical knowledge, and development tooling knowledge and/or Recognised higher qualification in information-management/computer science/linguistic-related subject	<b>17%</b>
Professional clinical experience	<b>50%</b>	Experience and understanding of SNOMED CT – content representation knowledge - practical, working knowledge	<b>50%</b>
Professional experience of running national/large enterprise information systems/data quality programmes/risk management programmes	<b>33%</b>	Experience in International health information standards development  Experience and understanding of SNOMED CT – content development  Evidence of participation in peer-reviewed research in information and knowledge representation quality	<b>25%</b>
Professional experience in information data processing (entry, encoding, cleansing, analysis, validation, aggregation)	<b>33%</b>	Professional experience in education/training	<b>83%</b>
Professional experience in clinical information systems development and installation and in clinical information systems use	<b>33%</b>	Experience and understanding of - interactions and interrelations between SNOMED CT and other health data standards (e.g. mapping and harmonization) - Standard National and International Classifications/terminologies - National and International Information model/Messaging model Standards	<b>33%</b>



## Appendix 5

### Desirable Skills Matrix for the Technical Committee

SNOMED CT Design	<b>33%</b>	Software design and development	<b>83%</b>
SNOMED CT Implementation	<b>33%</b>	Software release/ configuration	
SNOMED CT Tooling	<b>25%</b>	Systems Architecture	<b>33%</b>
Other Terminology Design	<b>25%</b>	Systems Integration	
Data Modelling/ Information Architect		National and International Standards Development	<b>50%</b>
System Implementation – which includes terminology component	<b>83%</b>	Currently responsible for technical aspects of distributing/ managing SNOMED	<b>17%</b>
Software production for market		Currently responsible for technical aspects of a system which uses SNOMED as core terminology	<b>25%</b>



## APPENDIX 6

### Desirable Skills Matrix for the Content Committee

SNOMED CT Editor	<b>83%</b>	Command of two or more languages (e.g. Chinese, French, German, etc)	<b>25%</b>
SNOMED CT Design		National and International Standards Development and/or Approval	<b>25%</b>
SNOMED CT Implementation		Registered Clinical Professional (current or past)	<b>50%</b>
SNOMED CT Tooling		Software design and development	<b>25%</b>
Other Terminology Design, Development & Release	<b>83%</b>	Software production for market	
Other Terminology Implementation		Data Standards Management including Policy	<b>25%</b>
Classification & Grouping		Chief Information Officer and/or Chief Technical Architect Management	
Engineering of natural language processing (NLP) systems	<b>25%</b>	Active in the IHTSDO community (member of SIG and/or PG)	<b>50%</b>
Engineering of semantic systems (ontologies, decision support, knowledge engineering)			



## APPENDIX 7

### Desirable Skills Matrix for the Implementation and Innovation [I&I] Committee

SNOMED CT Concept Design „Content Development, and/or Research on SNOMED CT Design and Implementation Issues	<b>33%</b>	Research/Experience in Semantic Interoperability and Semantic Data Mining	<b>25%</b>
Systems Architecture and Integration	<b>25%</b>	Research Management and Funding	<b>17%</b>
Software Design, Development and Implementation	<b>42%</b>	SNOMED CT, Biomedical Ontologies, and/or Health terminologies Education /teaching	<b>33%</b>
Implementation and use of SNOMED CT and/or other terminologies in Health Information Systems, including clinical or health services research systems	<b>66%</b>	Education Management and Certification/Accreditation	<b>17%</b>
Implementation of clinical messaging or document standards	<b>50%</b>	Public Relations	<b>20%</b>
Research and Development of Biomedical Ontologies and Health Terminologies other than SNOMED CT	<b>25%</b>	Ability to influence implementation by key stakeholders	<b>50%</b>