

Ordinary Meeting of the IHTSDO (UK Entity) General Assembly
18 October 2017, 09:00 local time
Minutes of Meeting

Location: Bratislava, Slovak Republic

Informal agenda

1. Welcome by the Vice Chair of the Management Board

Jeremy Thorp, the Vice Chair of the Management Board (MB), welcomed all attendees to the Ordinary Meeting of the IHTSDO (UK entity) General Assembly.

2. Confirmation of quorum

Jeremy Thorp confirmed that there was a quorum, with 22 of the 29 represented Member countries in attendance, either in person, over the phone or by a nominated proxy. Brunei had no representation.

3. Election of a Chair for the General Assembly meeting

It was established that the GA had nominated and elected Marcin Wegrzyniak, the GA Representative for Poland, to be the Chair for the meeting.

The Chair stated that the GA had been convened according to the IHTSDO UK *Articles of Association*, cf. the Articles clause 8.2.6

Formal agenda presided over by the agreed Chair

4. Confirmation of attendees and alternates with designated power of attorney

Attendees		Apologies	
Name	Role	Name	Role
Marcin Wegrzyniak (MWE)	Chair, representing Poland	Alejandra Lozano (ALO)	Representing Chile
Lies van Gennip (LVG)	Vice Chair, representing the Netherlands	Seidl Libor (SLI)	Representing Czech Republic
Dion McMurtrie (DMC)	Representing Australia	Karen Marie Lyng (KML)	Representing Denmark
Tom Van Renterghem (TVR)	Representing Belgium	Kevin Conlon (KCO)	Representing Ireland
Michael Green (MGR)	Representing Canada	Boaz Lev (BLE)	Representing Israel
Krista Kart (KKA)	Representing Estonia, as proxy to Mari Asser	Mate Bestek (MBE)	Representing Slovenia
Maggie Lau (MLA)	Representing Hong Kong, China as proxy to Vicky Fung	Pablo Orefice (POR)	Representing Uruguay
Gudrun Audur Hardardottir (GAH)	Representing Iceland		
Jitendra Arora (JAU)	Representing India, as proxy to Lav Argarwal		
Martynas Bieliauskas (MBI)	Representing Lithuania		
Md Khadzir Sheikh Ahmad (MKSA)	Representing Malaysia		
Hugo Agius-Muscat (HAM)	Representing Malta		
Alastair Kenworthy (AKE)	Representing New Zealand, as proxy to Stewart Jessamine		
Marianne Bårtvedt van Os (MBVO)	Representing Norway, as proxy to Alfhild Stokke		
Anabela Santos (ASA)	Representing Portugal, as proxy to Henrique Martins		
Low Cheng Ooi (LCO)*	Representing Singapore		
Pavol Rieger (PRI)	Representing Slovak Republic		
Arturo Romero Gutiérrez (ARG)	Representing Spain		

Attendees		Apologies	
Name	Role	Name	Role
Jürg Bleuer (JBL)	Representing Switzerland, as proxy to Adrian Schmid		
Tom Nilstierna (TNI)	Representing Sweden		
Alex Elias (ELI)	Representing the United Kingdom		
Vivian Auld (VAU)*	Representing the United States of America		
Jeremy Thorp (JTH)	Vice Chair, Management Board		
Don Sweete (DSW)	Chief Executive Officer		
Kuldip Nijjar (KNI)	Executive Lead - Finance and Corporate Services		
Nick Egarhos (NEG)	Global Vendor Engagement Lead & Customer Relations Executive, Middle East/Africa		
Rory Davidson (RDA)	Technical Services Executive Lead		
Yohani Daruis (YDA)	Corporate Services Manager		

*Indicates remote participation via Zoom

5. Selection of a Minute-Taker

MWE suggested that Yohani Daruis be nominated to serve as minutes-taker. The GA approved the nomination.

6. Declaration of any conflicts of interest

MWE confirmed that he had not prior to this meeting, received information regarding any material conflicts of interest that a Member or a Nominated Representative had with respect to any matter to be discussed or voted on at this meeting, above and beyond the interest that the Member would have as a Member of the Association in common with all other Members.

MWE asked the GA if there were any conflicts of interest to be brought before the GA. None were declared. MWE thereby confirmed that no Member was prevented from participating in, or voting at, this meeting.

7. Review and approval of the minutes of the last meeting

MWE stated that the last GA meeting was held on 26 April 2017 in London, United Kingdom.

In accordance with the procedure in the Articles of Association, electronic draft copies of the minutes from the meeting were prepared and sent to the Nominated Representatives of the GA within 14 days of the close of the meeting. The Nominated Representatives submitted comments on the minutes within 14 days of receipt and such comments were promptly addressed or resolved.

MWE motioned for the GA to approve the minutes.

The minutes of the 26 April 2017 meeting in London, United Kingdom were unanimously approved without comment.

Decision 1 The GA unanimously approved the minutes of the April 2017 meeting.
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Action 1 SNOMED International to publish minutes on the website.

8. Opening remarks by the General Assembly Chair

MWE stated that SNOMED International (SI) had seen another year of continued growth and would hopefully see four new Members in the next year to come. SI was also working on important collaborative partnerships that would be finalised next year. This week, the GA had discussed important governance documents, mainly the GA manual. With the new MB onboard, the GA experienced positive new ways working with the MB, which was very important in line with the growth of the Organisation. The positive relationship between the GA, MB, CEO and Management Team could be seen in the outcome of working together on the Revenue Options as proposed by the Revenue Committee, which was well received by the GA. MWE also noted SI's improved performance and effective ways of working, for example the enhancement of IT tools which had a positive impact on the content development.

9. Opening remarks of the Vice Chair of the Management Board

JTH echoed a few points that MWE had made in relation to changes, especially with regards to the quality of the MB who would be meeting this week to discuss important strategic matters in terms of partnerships and innovative ways to implement and use SNOMED CT. This was in anticipation of growth with more countries joining, to ensure how SI could support Members move forward. JTH said that it was a privilege to participate in the GA meetings. It was great to meet the representatives from existing as well as new Member countries. The participation had been engaging with valuable discussions on the GA manual, annual membership fees, revenue options and other important matters. He looked forward to working together in a collaborative way and to build a more robust basis to take things forward between the GA, MB, MT and CEO.

10. Management Update

DSW welcomed all to the meeting and thanked Pavol Rieger and the Slovak Republic for being a great host and for the warm hospitality.

He provided an update on how things were changing within the Organisation. SI had seen unprecedented growth, especially this year. Two countries had put in formal applications to join as Members and SI was the process of working on a Memorandum of Understanding with the Ministry of Health, China. The Organisation continued to be challenged by the record number in Content and the numbers were growing in the ELearning programs, with participation from Member and non-Members countries.

The Organisation was working towards the final wind down of the DK entity, and was in the final few hundred feet of its finalisation. There were a few outstanding trademarks to be transferred over to the UK entity, which would hopefully happen before year end.

DSW reported that one of the things that SI had been dealing with, is, legacy issues and how it quality assures a product. Due to the growing users, the pressure was on for requests for new content. DSW thanked the Content Team for their efforts in overcoming this pressure. He also thanked the Technical Services Team for building the authoring tool as well as ensuring that quality assurance measures were built into this tool.

The redevelopment work in Drugs and Substances had finally come to an end which allowed for its content to put it into SNOMED CT. SI continued to work with the WHO on the ICD mappings. SI also continued to work with Kasier and Regenstrief on CMT.

DSW mentioned that RDA recently did a presentation on Technical Services and its future. The timeline showed that SI was offering a lot more services now, especially cloud based services and was also moving into innovated ways of distributing authoring content. The Organisation was starting to explore and move forward with machine reading tooling, which would help put content into SNOMED CT quicker.

Efforts on managing key relationship in 2017, included collaborative work with AMA to develop CTP; developing the global license with Google; incorporating SNOMED CT in IBM Watson, which looked at population health models and working with GE for Korean/Japan Olympics to enable interoperable data and standards for the athletes.

Clinical Engagement had recently launched new virtual clinical reference groups, which were working towards solutions in the content area.

SI was completing its Genomics strategy and hoped to play a key role in that space.

SI also recognised the need to engage with the vendors, to help them with their standards and to ease their solution deployments.

The Organisation had been reviewing its pricing for services provided, as it was looking at increasing its revenue. DSW was pleased to say that the Organisation would continue on a flat budget, but this did not mean that it would not continue to be innovative. It would however mean, that the Organisation would have to work smarter and more efficient. If it was successful in doing this, then perhaps a little surplus would be seen.

DSW was excited about the growth of membership, but also realised that with the onboarding of new Members, there would be a demand to do more. However, with the support from the Community of Practice, GA, MB and staff, he was reasonably confident that the Organisation would continue to deliver exceptional results.

On behalf of the GA, MWE thanked DSW for his valuable update.

11. Voting procedure and resolutions

MWE explained that the voting for this meeting would be conducted on a show of hands. Members who were present in person or by a nominated representative were entitled to one vote on a show of hands. A proxy who was present and had been duly appointed by a Member entitled to vote, also had one vote on a show of hands.

12. Resolution (a) - Resolution to approve the Management Board's annual strategic, business and operational plans (budget and work plan) for the next financial year

Resolution (a) was to seek approval of the draft strategic, business and operational plans for year 2018, as produced to the meeting.

MWE proposed that the strategic, business and operational plans for 2018 were approved and adopted.

22 Members out of 22 Members present at this meeting voted in favour of the resolution.

MWE declared the resolution be carried by a simple majority and unanimously, as received in relation to this resolution.

Decision 2 The GA approved the resolution of Management Board's annual strategic, business and operational plans (budget and work plan) for the next financial year

13. Resolution (b) - Resolution to approve the Aggregate Annual Member Fees

Resolution (b) was to adopt the statement of annual fees for 1 January 2018 to 31 December 2018 as produced to the meeting.

MWE proposed that the statement of annual fees for 1 January 2018 to 31 December 2018 were approved and adopted.

22 Members out of 22 Members present at this meeting voted in favour of the resolution.

MWE declared the resolution be carried by a simple majority and unanimously, as received in relation to this resolution.

Decision 3 The GA approved the resolution of the Aggregate Annual Member Fees

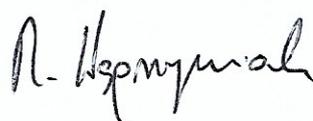
14. Dates and venues for future SNOMED International Business Meetings and SNOMED CT Expo

MWE stated that it had been extremely important to have the meetings and Expo in Bratislava because it enabled the attendance of East European ministers and politicians which was important to the incorporation of SNOMED CT in their future health plans.

MWE announced the 2018 meetings as follows:

- 14.1. London - business meeting - Amba Hotel Charing Cross, 8-11 April 2018

I hereby confirm that these minutes are an accurate reflection of decisions taken at the Joint General Assembly/Management Board meeting and have been approved as such by the General Assembly and Management Board.

A handwritten signature in black ink, appearing to read "M. Wegrzyniak".

Marcin Wegrzyniak

Chair, General Assembly