

**Ordinary Meeting of the General Assembly  
of IHTSDO, trading as SNOMED International  
16 October 2018, 13:30 local time  
Minutes of Meeting**

Location: Vancouver, Canada

Informal agenda

**1. Welcome by the Chair of the Management Board**

Lady Barbara Judge, Chair of the Management Board (MB), welcomed all attendees to the Ordinary Meeting of the General Assembly of IHTSDO, trading as SNOMED International.

**2. Confirmation of quorum**

Lady Barbara Judge confirmed that there was a quorum, with 25 of the 32 represented Member countries in attendance, either in person, over the phone or by a nominated proxy. Brunei, Cyprus and Luxembourg had no representation.

**3. Election of a Chair for the General Assembly meeting**

It was established that the GA had nominated and elected Lies van Gennip, the GA Representative for the Netherlands, to be the Chair for the meeting.

The Chair stated that the GA meeting had been convened according to the IHTSDO *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
Lies van Gennip (LVG)	Vice Chair, representing the Netherlands	Alejandra Lozano (ALO)	Representing Chile
Alejandro Lopez Osornio (AOS)	Representing Argentina	Boaz Lev (BLE)	Representing Israel
Dion McMurtrie (DMC)	Representing Australia, as proxy to Kerri Burden	Feras Kamal (FKA)	Representing Jordan
Tom Van Renterghem (TVR)	Representing Belgium	Martynas Bieliauskas (MBI)	Representing Lithuania
Wilson Coelho (WCO)	Representing Brazil	Pawel Masiarz (PMA)	Representing Poland
Michael Green (MGR)	Representing Canada	Henrique Martins (HMA)	Representing Portugal
Irena Rubešová (IRU)	Representing Czech Republic, as proxy to Seidl Libor	Mate Beštek (MBE)	Representing Slovenia
Alfhild Stokke (AST)	Representing Denmark, as proxy to Marianne Holdt		
Krista Kärt (KKA)	Representing Estonia, as proxy		
Vicky Fung (VFU)	Representing Hong Kong, China		
Guðrún Auður Harðardóttir (GAH)	Representing Iceland		
R K Vats (RKV)	Representing India, as proxy to Lav Agarwal		
Niall Sinnot (NSI)	Representing Ireland		
Khadzir Sheikh Ahmad (KSA)	Representing Malaysia		
Lies van Gennip (LVG)	Representing Malta, as proxy to Hugo Agius-Muscat		
Alastair Kenworthy (AKE)	Representing New Zealand		
Alfhild Stokke (AST)	Representing Norway		
Priscilla Chua (PCH)	Representing Singapore, as proxy to Low Cheng Ooi		

Attendees		Apologies	
Name	Role	Name	Role
Adrian Schmid (ASC)	Representing Slovak Republic, as proxy to Pavol Rieger		
Arturo Romero Gutiérrez (ARG)	Representing Spain		
Adrian Schmid (ASC)	Representing Switzerland		
Tom Nilstierna (TNI)	Representing Sweden		
Alex Elias (AEL)	Representing the United Kingdom		
Vivian Auld (VAU)	Representing the United States of America		
Pablo Orefice (POR)	Representing Uruguay		
Lady Barbara Judge (LBJ)	Chair, Management Board		
Don Sweete (DSW)	Chief Executive Officer		
Kuldip Nijjar (KNI)	Finance and Corporate Services Executive Lead		
Rory Davidson (RDA)	Technical Services Executive Lead		
Yohani Daruis (YDA)	Corporate Services Manager		

LVG welcomed all to the Ordinary Meeting of the General Assembly (GA). The notice to hold the meeting was emailed to the Members on 22 August 2018 and accordingly, the requisite notice of the meeting per the Articles of Association clause 8.2.2 had been satisfied.

#### 5. Selection of a Minute-Taker

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

#### 6. Declaration of any conflicts of interest

LVG confirmed that she 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.

LVG asked the GA if there were any conflicts of interest to be brought before the GA. None were declared. LVG 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

LVG stated that the last GA meeting was held on 10 April 2018 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.

LVG motioned for the GA to approve the minutes.

The minutes of the 10 April 2018 meeting in London, United Kingdom were unanimously approved without comment.

<b>Decision 1</b>	The GA unanimously approved the minutes of the April 2018 meeting.
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<b>Action 1</b>	SNOMED International to publish the minutes on the website.
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## 8. Opening remarks by the General Assembly Chair

LVG thanked SNOMED International (SI) staff members and the MB for their efforts in preparing for this meeting. She also thanked Michael Green, GA representative for Canada, for being an excellent host.

She explained that she had recently taken over as the GA Chair following Marcin Wegrzyniak's resignation from his official position from the Ministry of Health, Poland. He had asked to pass on his warm regards to all.

LVG stated that SI's mission is to provide a global language of health. The implementation of an international language for health will allow better insight and improved quality of health care, as well as better informed patients who can take more responsibility for their own health. By working together towards this mission and under great leadership of the CEO and his staff, the MB and the GA, this community is becoming the international leader in creating the universal language of health. She noted that SI has a unique and strong structure in which national governments commit themselves as Members, which structure is getting stronger as more members join. The GA and MB had fruitful discussions on strategy in the past days, that help to clarify what next steps need to be done to achieve our mission.

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

LBJ stated that she was happy with how SI is progressing the digital health agenda and how it is looking at innovation to developing healthcare globally. SI was looking to providing better health patient experience by working together to improving patient care. Improving the patient outcome is what SI's mission is. The mission can be accomplished by building a solid foundation to base our future on. SI must do what it can to maintain and improve on its premium standard. The move to Genomics will help improve and understand the complexity of patient needs. SI needs to be the leader and therefore must work and grow together with others, whilst evolving to be the hub linking other terminologies across the global healthcare system. This can be accomplished by:

1. Understanding and demonstrating the different uses of SNOMED CT delivering value.
2. Taking on the lead to link to Genomics.
3. Working with growth areas and technology to improve patient outcomes. For example, Artificial Intelligence (AI) will bring great opportunities and we must be a part of that.
4. Guiding vendors on how to better showcase the usability of SNOMED CT.
5. SI must continue provide the best terminology possible.

SI's resources are limited, but it must position itself for a successful future. The MB has to work for the Members and MB and GA need to work together to pursue the strategy to make it happen.

LBJ stated that it was a privilege and honor to be a part of the MB who had the mission to progress the strategy. She thanked all involved for their efforts in making SNOMED CT a success.

## **10. Management Update**

DSW presented the Management Update which reflected the progress of the Organization in 2018. New strategy and innovation drives are in progress that will continue to drive SI forward. SI continues to improve its technology, especially in description logic to drive AI and other areas. The biggest innovation this year by the Content Team, led by Lesley Macneil has been to improve the quality of SNOMED CT in its content and terminology for end users.

DSW thanked the Executive Management Team for their great efforts. The Education and Product Support Team, led by Linda Bird had recently launched new education services. The Technical Team, led by Rory Davidson was working on developing the online demonstration of SNOMED CT and also providing Managed Services to Member countries. The Finance and Corporate Services Team led by Kuldip Nijjar had recently brought the finances in-house. Finance and procurement were now being conducted in a paperless environment. The Customer Relations Management Team led by Shelley Lipon continues to engage new Members, where 5 new Members have joined in 2018. The Human Resources Team led by Annie Boschetti is reviewing and improving on its processes and the quality of work life for SI staff members.

DSW also thanked the GA, MB and CoP for helping in the success of SI's leadership in terminology.

## **11. Voting procedure and resolutions**

LVG 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. A proxy who was present and had been duly appointed by a Member entitled to vote, also had one vote.

Resolutions (a) and (b) would be proposed as ordinary resolutions and required a simple majority to be passed where more than 50% present were required to vote 'yes'.

Resolution (c) would be proposed as a special resolution and required a super majority to be passed where more than 75% present were required to vote 'yes'.

## 12. Resolution (a) - The Management Board's annual strategic, business and operational plans (Budget and Work Plan) for the next financial year

**Vote** to accept the Management Board's annual strategic, business and operational plans (Budget and Work Plan) for the next financial year.

LVG proposed that the Management Board's annual strategic, business and operational plans (Budget and Work Plan) for the next financial year were approved and adopted.

25 Members out of the 25 voting Members present at this meeting, voted in favor of the resolution.

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

<b>Decision 2</b> The GA approved the resolution of the Management Board's annual strategic, business and operational plans (Budget and Work Plan) for the next financial year.
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## 13. Resolution (b) - Aggregate Annual Member Fees

**Vote** to accept the Management Board's proposal for 2019 Member Fees.

LVG proposed that the Management Board's proposal for 2019 Member Fees be approved.

25 Members out of the 25 voting Members present at this meeting, voted in favor of the resolution.

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

**Vote** to accept the Management Board's proposal for 2020 Prospective Member Fees.

LVG proposed that the Management Board's proposal for 2020 Prospective Member Fees as produced to this meeting be approved. She confirmed that the 2020 Prospective Member Fees proposal, is in accordance with the articles, that 25% of the additional fee income that results from new members joining, is used to reduce the fees of existing members.

25 Members out of the 25 voting Members present at this meeting, voted in favor of the resolution.

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

<b>Decision 3</b> The GA approved the Management Board's proposal for 2019 Member Fees.
<b>Decision 4</b> The GA approved the Management Board's proposal for 2020 Prospective Member Fees as produced to this meeting.

## 14. Resolution (c) - IHTSDO Articles of Association version 2.2

Vote to accept the changes to the Articles of Association as reflected as version 2.2.

LVG proposed that version 2.2 of IHTSDO Articles of Association be approved. She clarified that the proposed changes in the AoA do not yet include those required for the changes in the fee structure, that were discussed in the past days. The fee structure changes would be presented in more detail and considered during the April 2019 meeting.

25 Members out of the 25 voting Members present at this meeting, voted in favor of the resolution.

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

**Decision 1** The GA approved IHTSDO Articles of Association version 2.2.

**Action 2** SI to file IHTSDO Articles of Association version 2.2 with Companies House.

## 15. Tooling Platform Demonstration

Rory Davidson provided an interactive update on the current state of the SNOMED CT tooling suite from authoring of reference sets, translations and getting access and using SNOMED CT in local settings.

## 16. E-Health Overview - Members

Alastair Kenworthy of New Zealand and Alfhild Stokke of Norway presented their National E-Health strategies of SNOMED CT.

- 16.1. [New Zealand](#)
- 16.2. [Norway](#)

## 17. International Business Meetings and SNOMED CT Expo

LVG announced the future meetings as follows:

- 17.1. London - Business Meeting - Waldorf Hotel, 7 - 10 April 2019
- 17.2. Kuala Lumpur - Business Meeting and Expo, 27 October - 1 November 2019

### 17.3. Call for Expression of Interest for 2020 and 2021 Host Country

To support advance planning, SNOMED International is calling for interest to host the October 2020 and 2021 events. The continuing wish is to rotate amongst the regions, therefore, the preference for the 2020 event is to be in the EMEA region and 2021 in the Americas region. The deadline for formal proposals is 14 December 2018.

## 18. Any other business

18.1. Jeremy Thorp

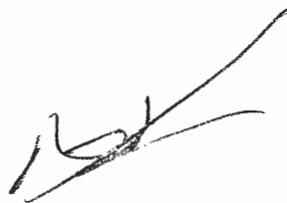
On behalf of SI, DSW presented Jeremy Thorp with a gift of appreciation for serving as Director on the Management Board from 2012 to 2018. He thanked Jeremy for his efforts and valuable contributions throughout the years.

**19. Adjournment**

LVG thanked all for their participation and adjourned the meeting.

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

A handwritten signature in black ink, appearing to be "Lies van Gennip".

Lies van Gennip  
Chair, IHTSDO General Assembly