

**Ordinary Meeting of the General Assembly
of IHTSDO, trading as SNOMED International
9 April 2019, 13:30 local time
Minutes of Meeting**

Location: London, United Kingdom

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 27 of the 37 represented Member countries in attendance, either in person, over the phone or by a nominated proxy. Brunei and the Kingdom of Saudi Arabia 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)	Chair, representing the Netherlands	Alejandra Lozano (ALO)	Representing Chile
Alejandro Lopez Osornio (AOS)	Representing Argentina	Vasos Scoutellas (VSC)	Representing Cyprus
Steven Issa (SIS)	Representing Australia	Vicky Fung (VFU)	Representing Hong Kong, China
Stefan Sabutsch (SSA)	Representing Austria	Guðrún Auður Harðardóttir (GAH)	Representing Iceland
Tom Van Renterghem (TVR)	Representing Belgium	Boaz Lev (BLE)	Representing Israel
Jussara Rotzsch (JRO)	Representing Brazil, as proxy to Wilson Coelho	Feras Kamal (FKA)	Representing Jordan
Lies van Gennip (LVG)	Representing Canada, as proxy to Michael Green	Raffaella Vaccaroli (RVA)	Representing Luxembourg
Irena Rubešová (IRU)	Representing Czech Republic, as proxy to Seidl Libor	Pawel Masiarz (PMA)	Representing Poland
Marianne Holdt (MHO)	Representing Denmark	Mate Beštek (MBE)	Representing Slovenia
Kerli Linna (KLI)	Representing Estonia, as proxy	Pablo Orefice (POR)	Representing Uruguay
Juha Mykkänen (JMY)	Representing Finland		
Sanjeeva Kumar (SKU)	Representing India, as proxy to Lav Agarwal		
Niall Sinnott (NSI)	Representing Ireland		
Olzhas Abishev (OAB)	Representing Kazakhstan		
Martynas Bieliauskas* (MBI)	Representing Lithuania		
Md. Khadzir Sheikh Ahmad (MKSA)	Representing Malaysia		
Hugo Agius-Muscat* (HAM)	Representing Malta		
Alastair Kenworthy* (AKE)	Representing New Zealand		

Attendees		Apologies	
Name	Role	Name	Role
Alfhild Stokke (AST)	Representing Norway		
Henrique Martins (HMA)	Representing Portugal		
Low Cheng Ooi* (LCO)	Representing Singapore		
Pavol Rieger (PRI)	Representing Slovak Republic		
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		
Lady Barbara Judge (LBJ)	Chair, Management Board		
Doug Fridsma (DFR)	Director, Management Board		
Don Sweete (DSW)	Chief Executive Officer		
Kuldip Nijjar (KNI)	Finance and Corporate Services Executive Lead		
Yohani Daruis (YDA)	Corporate Services Manager		

*Attendance over the phone.

The Chair welcomed all to the Ordinary Meeting of the General Assembly (GA). The notice to hold the meeting was emailed to the Members on 13 February 2019 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

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

6. Declaration of any conflicts of interest

The Chair 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.

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

The Chair stated that the last GA meeting was held on 16 October 2018 in Vancouver, Canada.

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.

The Chair motioned for the GA to approve the minutes.

The minutes of the 16 October 2018 meeting in Vancouver, Canada were unanimously approved without comment.

Decision 1	The GA unanimously approved the minutes of the October 2018 meeting.
Action 1	SNOMED International to publish the minutes on the website.

8. Opening remarks by the Chair of the General Assembly

The Chair congratulated SNOMED International (SI) for the significant progress made over the year. The organization now had 39 Member countries with the Kingdom of Saudi Arabia recently joining.

During the Extraordinary GA meeting held on 27 March 2019, 25 GA representatives who participated in the meeting unanimously approved the Global Patient Set. The significance of this decision is that it will remove the boundaries of using SNOMED CT (SCT) and will enhance broader use and the adoption of SCT.

The meetings over the past few days were used to discuss the impact of the transforming healthcare industry. Healthcare today is being deployed in networks. The patient is becoming better informed and is now a responsible partner in these networks. Rising healthcare cost is a concern and yet lower quality is not accepted. At the same time, the world is experiencing a shortage in healthcare staff. Therefore, with limited resources, the organization has to tap into technology. With big technology giants like Amazon, Google, and Apple emerging and investing in different areas of healthcare, SI will have to start to prioritize to be a part of this change.

9. Opening remarks of the Chair of the Management Board

The Chair of the MB thanked the GA for this opportunity to join the meeting. The organization had seen much progress over the year and its Membership had increased by 9 Members since 2018. She congratulated the CEO and the Global CSR Executive Lead and her team for their success.

The new strategy development process had been launched to ensure that the Member's priorities were delivered and further discussions to refine the priorities were underway with the GA.

The MB had approved a reinforced focus on innovation and an Innovation Advisory Group had been established.

The Technical Services Executive Lead and his team had been building a terminology hub through collaboration agreements with Integrating the Healthcare Enterprise (IHE) and Health Level 7 (HL7).

The 2018 Financial Audit had been completed, and a clean audit report was produced by KPMG. The Chair of the MB thanked the Finance and Corporate Services Executive Lead and her team for their efforts in ensuring a clean report.

The Chair of the MB thanked the GA in their recent participation in the Extraordinary GA meeting to approve the Global Patient Set, which will enable SI to enhance its core mission of the betterment of humankind.

10. Management Update

The CEO presented the Management Update which reflected the progress of the organization. The Releases had gone out on time and the organization was progressing the Quality Initiative in reviewing older SNOMED CT codes to ensure that they were connected with no gaps. SI continued to foster collaborative partnerships and great work was underway with Orphanet to position itself in Electronic Healthcare Records for better patient care.

The Technical Services team was busy with new developments, the latest being Snowstorm. The team was now supporting Managed Service in 7 Member countries. The team was looking at hosting software development training days and was also reviewing innovation pieces on crowdsourcing to connect the dots to SCT. They are becoming more services oriented and becoming more agile so that people can access content more quickly.

The Finance and Corporate Services team had worked hard on the 2018 Financial Audit which received a clean audit report from KPMG. The team continued to review and streamline the organization's processes and procedures. The team will also be working on the Innovation Benefits in the coming months.

The Communications team had recently launched the new website which showed an increased audience. The Members Communications Toolkit has been developed and SI seems to be vibrating with energy at International Healthcare events. The team is also working on a multi communications approach to publish SI's value proposition as well as the benefits of using SCT.

The Content team continues to maintain the current map and is also coming up with new tools in an innovative way.

The Customer, Stakeholder and Relationship team has worked hard to onboard new Members and SI now has 39 Members with Kazakhstan and the Kingdom of Saudi Arabia joining in 2019.

With ever growing changes in technology, the Human Resources team is looking at bolstering the staff talent pool with additional resources capable of challenging our ways of working and being more innovative particularly as we potentially also have a number of people applying for retirement in the next few years.

As the landscape changes in healthcare, the organization is looking at expanding its network and positioning itself for growth and to be a part of shaping the changes. SI needs to become more service oriented in a more agile and automated way. The Global Patient Set will allow SI to give the global audience a sense of touch and feel of what SCT is. It will help enforce the perception that SCT is one of, if not, the most successful standard in the world.

11. Voting procedure and resolutions

The Chair 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. Members who were present over the phone were entitled to one vote by saying ‘yes’. A proxy who was present and had been duly appointed by a Member entitled to vote, also had one vote.

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

12. Resolution (a) - The Management Board’s annual report and financial statements, including the independent Auditor’s Report for IHTSDO trading as SNOMED International for the fiscal year ending 31 December 2018

Vote to accept the Management Board’s annual report and financial statements, including the independent Auditor’s Report for IHTSDO trading as SNOMED International for the fiscal year ending 31 December 2018.

The Chair proposed that the Management Board’s annual report and financial statements, including the independent Auditor’s Report for IHTSDO trading as SNOMED International for the fiscal year ending 31 December 2018, were approved and adopted.

27 Members out of 27 Members present at this meeting voted in favor of the resolution.

The Chair 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 the Management Board’s annual report and financial statements, including the independent Auditor’s Report for IHTSDO trading as SNOMED International for the fiscal year ending 31 December 2018.
Action 2	SNOMED International to file the 2018 Financial Statements of IHTSDO trading as SNOMED International with Companies House.

13. Resolution (b) - The Management Board’s financial statements for the subsidiary company, SNOMED International Limited, for the fiscal year ending 28 February 2019

Vote to accept the Management Board’s financial statements for the subsidiary company, SNOMED International Limited, for the fiscal year ending 28 February 2019.

The Chair proposed that the Management Board's financial statements for the subsidiary company, SNOMED International Limited, for the fiscal year ending 28 February 2019, were approved and adopted.

27 Members out of 27 Members present at this meeting voted in favor of the resolution.

The Chair 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 Management Board's financial statements for the subsidiary company, SNOMED International Limited, for the fiscal year ending 28 February 2019.

Action 3 SNOMED International to file the 2018 Financial Statements for the subsidiary company SNOMED International Limited with Companies House.

14. Resolution (c) - The Management Board's proposal for the 2019 External Financial Auditor

Vote to accept the Management Board's proposal for the 2019 External Financial Auditor.

The Chair proposed that the Management Board's proposal for RSM as the 2019 external financial auditor be approved.

27 Members out of 27 Members present at this meeting voted in favor of the resolution.

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

Decision 4 The GA approved the Management Board's proposal for RSM as the 2019 external financial auditor.

15. Announcement about the timeline for selecting award recipients

The Chair reminded the participants that SI shows its appreciation to deserving recipients for their efforts and dedication, through the Award for Excellence and Lifetime Achievement Award. She invited nominations to be submitted by 28 June 2019. The successful candidate(s) will be presented with the award in October in Kuala Lumpur, Malaysia.

Action 4 SNOMED International to publish the call for award nominations on the website and Confluence.

16. [Presentation - 'Unambiguous representation of Lab Medicine requests & results with associated Units of measure - UK's approach & considerations for SNOMED CT community'](#)

Jay Kola, Business Lead for Terminology & Innovation - Information Representation Services, NHS Innovation Associate of the NHS presented the UK's experience on using SCT codes in pathology. The importance of using only SCT was for interoperability. The clinical focus was the

ability to share basic pathology results in clinical chemistry and haematology. The goal was to be able to transfer clinical statements to a code with a value. The progress to date is the linkage of the Information Model, Units of Measure and Unified Test List. The aim is to publish version 1.0.0 of the Unified Test List, FHIR specifications, Units of Measure and corresponding APIs by the end of April 2019.

17. International Business Meetings and SNOMED CT Expo

The Chair announced the future meetings as follows:

17.1. Kuala Lumpur - Business Meeting and Expo, 28 October - 1 November 2019

Dr. Md. Khadzir Sheikh Ahmad presented videos of Malaysia and stated that he looked forward to extending a warm welcome to all in October.

17.2. London - Business Meeting - 5-8 April 2020

17.3. Announcement of 2020 Host Country

The Chair announced that the host for the 2020 Business Meeting and Expo was Portugal.

17.4. Announcement of 2021 Host Country

The Chair announced that the host for the 2021 Business Meeting and Expo was Argentina.

18. Any other business

18.1. Stewart Jessamine Memorial

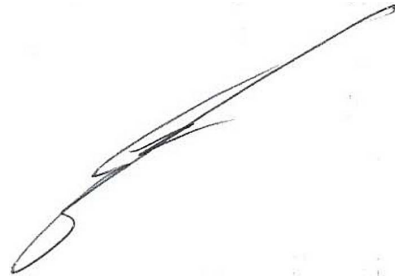
The Chair presented a very warm and touching speech in memory of Stewart Jessamine (ex GA representative for New Zealand), who had recently passed away. Some words that the Chair shared was that Stewart had brought a refreshing dose of common sense, intellect and wit in appropriate measure. He was a great raconteur with a passion to get the right things done for the right reasons in whichever field he touched. One of Stewart's proudest moments was to host the SNOMED Expo for 2016 in New Zealand. 500 people went to Wellington for a memorable conference. He arranged to get the NZ Minister of Health on the bill as a speaker and many remember Stewart proud with his Scottish kilt on, at the reception. The world will be a significantly poorer place without him and he shall be greatly missed by all of us in the SNOMED community.

He was a proud Scot, a proud New Zealander, we are proud and privileged to have known him.

19. Adjournment

The Chair thanked all for their participation and adjourned the meeting.

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 read "Lies van Gennip". The signature is written in a cursive style with a long, sweeping underline.

Lies van Gennip
Chair, IHTSDO General Assembly