

ICS Neurourology Promotion Committee Meeting Minutes

07:45 – 08:45, Tuesday 30 August 2011

Meeting room 2, Crowne Plaza Hotel, Glasgow, Scotland

Attending: Tony Stone (Chair), Waleed Altaweel, Homero Bruschini, Emmanuel Chartier-Kastler, Enrico Finazzi Agrò, Jerzy Gajewski, Limin Liao, Helmut Madersbacher, Andrei Manu-Marin, Francesco Pesce, Ryuji Sakakibara, Jean-Jacques Wyndaele,

Apologies: Graham Creasey, Pablo Gomery, Karel Everaert, Clare Fowler, Pablo Gomery, Victor Nitti, Piotr Radziszewski, Brigitte Schurch

In Attendance: Jacques Corcos, Dan Snowdon

Approval of committee meeting minutes, 24 August 2010

1. TS explained that he was acting as interim Chair of the committee as FP had stepped down.
2. The minutes were approved.

Terms of office

3. JG recommended that for committee members to have their terms renewed they should have attended at least one out of three committee meetings during their term.
4. The terms of JG and ECK were renewed. The terms of Piotr and Pablo were also renewed.

Action: *ICS office to update the committee terms of office*

Terms of reference

5. JC explained the reasoning behind the terms of reference (TOR) document and that the committee should review this annually. The TOR was amended as per comments made at the meeting. Please see Appendix A for the updated TOR draft. The changes would need to be ratified by the ICS Trustees and would then be available for members to view on the ICS website. JG encouraged the committee to work closely with the ICS Education Committee in order to avoid overlap of work.

6. All were in agreement of the changes proposed to the TOR.

Action: *Committee TOR to be finalised by Neurourology committee and then ratified by ICS Trustees.*

7. A suggestion was made that a nurse and physio should be invited to join the committee. JC recommended that the committee contact the Nursing and Physio Committee Chairs

to discuss this further.

Action: *Committee/Chair to contact the Nursing and Physio Committee Chairs to discuss having representatives on the Neurourology Committee.*

8. DS explained that applications for the formal committee Chair position would be put to the membership to apply for by 1 April 2012. The ICS membership would then vote on the applicants.

Fellowship Subcommittee

9. FP agreed to resign as Chair. The committee discussed disbanding the subcommittee as the whole committee would be able to consider fellowship matters. WA asked what would be done if not all of the committee voted on fellowship items. TS replied that this would not be a problem as long as replies received were from the required committee majority.

Action: *ICS office to delete the Fellowship Subcommittee*

Committee activities in 2011-2012

10. The committee discussed possibly meeting during EAU in 2012. DS and JC explained the budget request procedure for any interim meeting.

Action: *Tony Stone to consider submitting budget request to ICS Trustees for a mid-year committee meeting.*

11. No applications were received for the 2011 Neurourology Fellowship. DS explained how ICS awards and fellowships were promoted, and that a suite of new fellowships were offered this year and this could be a reason for the diluted response. JG asked if the ICS membership could be sent reminders for each fellowship individually. DS suggested this would not be ideal as due to the increase in ICS awards and fellowships this would mean many more emails to the membership. We expect an increase in applications as members are more aware of the annual fellowships available. Promotional efforts would be increased and all suggestions were welcomed.
12. The information available on the fellowship centres should be updated so applicants can make more informed choices.
13. HM suggested the committee read the EAU guidelines rather than create a new set via the committee. JJ agreed with this approach.

Action: *TS to contact EAU Neurourology committee to review EAU guidelines. Sections will be circulated to committee members for further recommendations*

Post meeting note from Helmut: *I think there is no need to contact the EAU Neurourology committee right now however I would recommend to allocate sections of these guidelines to the members of our committee*

with a deadline for comment (corrections & amendments) and to schedule a meeting in Paris (EAU) to discuss the results and to contact than the EAU Neurourology committee to develop guidelines on which EAU and ICS could agree (I don't think that there are too many things to change but more to add by going more into details).

14. The outstanding item of the Neurourology dictionary/glossary was discussed. TS suggested focusing on just one area to begin with. JC suggested the committee collect information on catheterisation and bring this to a future meeting.
15. JC reminded the committee that all publications must be approved by the ICS Standardisation and Steering Committee, and then the ICS Trustees.
16. Puderal Neuropathy was discussed, with some comments suggesting this should not be the focus of this committee. JG felt this was ok to work on if it was an area of interest for people. FP seconded, with a proposal made for FP to create a report based on his workshop held during ICS 2011.

Action Point: *FP to create a report based on his puderal neuropathy workshop held during ICS 2011.*

The meeting was adjourned

APPENDIX A

ICS Neurourology Committee Terms of reference

1. PURPOSE: The aim of this committee is to promote the sub-set of Neurourology and to assist centres requesting help, in the set-up, development and promotion of Neuro-Urology

2. FUNCTIONS:

1. **a. To manage and run Fellowship in Neurourology**
2. **b. To promote educational efforts, including materials related to Neurourology**
3. **c. To encourage multidisciplinary and multicentre research relating to Neurourology**
4. **d. To contribute to creation of standards and guidelines in Neurourology in collaboration with other relevant committees and organisations**

3. RESPONSIBLE TO: ICS Board of Trustees and ICS Membership

4. COMPOSITION:

Total Members	Method of Appointment	Name	Term of Office	Term Start/End Term No.
General Secretary	Ex Officio		2 years	
Chair:	Elected. A member must sign his/her agreement to stand. This nomination is signed by nominator and seconder, all being ICS members. The Chair would normally have served as a committee member, either current or in the past. Nominations received by April 1st as advertised. Voting regulations as stated.	See Appendix A	Term of office: 3 years, renewable once by formal election.	2009-2012, can renew once by formal election

Membership	All members of ICS committees must be active ICS members (paid for current membership year) (By-law 2.3.2) and have completed a disclosure form.	See Appendix A	3 years, renewable once by Chair and committee approval. Further terms could be approved in exceptional circumstances and by referral to the ICS Trustees. Members must attend at least 1 out of 3 annual meetings to be considered for a renewal of term.	
Subcommittees (if any)	Fellowship	F. Pesce (Chair), H. Bruschini, J. Gajewski, P. Radziszewski, V. Nitti		
Updated September 2011				

- 5. MEETINGS:** One face-to-face meeting during the Annual Scientific meeting; Other deliberations normally by electronic media. Another meeting will be considered if necessary and will ideally be combined with a major European conference.

- 6. QUORUM:** One third of committee membership plus one. For example, a committee of ten will have a quorum of four members.
- 7. MINUTES:** Minutes are recorded at each meeting and posted on the ICS website in accordance to ICS Bylaw 6.1-6.4).
- 8. REPORTING & ROLES:** The Chair of each committee is required to prepare an annual report to the Board of Trustees outlining achieved goals/budget requests and future objectives and strategies. The Chair is also required to be present at the Annual General Meeting should the membership have any questions over committee activities.

The committee Chair is also responsible for submitting an interim report to the Board of Trustees' mid-term meeting. The date that this report will be required will be given in advance each year.