



ICS Nursing Committee meeting minutes

09:00 – 12:00, Tuesday 30 August 2011

Meeting Room 3, Crowne Plaza Hotel, Glasgow, Scotland

Attending: Mandy Wells (Chair), Donna Bliss, Sharon Eustice, Lesley Ann Hanson, Mandy Fader, Kathleen Hunter, Maria Helena Lopes, Katherine Moore, Joan Ostaszkiwicz, Diaa Rizk, Wakako Satoh, Jennifer Skelly, Anne Vinsnes, Jean Wyman

In Attendance: Dan Snowdon, Dominic Turner

Apologies: Kaoru Nishimura, Mary Palmer, Jan Paterson, Nadia Seif, Joanne Townsend, Beatriz Yamada

Welcome and opening words

1. Mandy Wells welcomed all new committee members and provided an overview of the committee's remit and terms of reference. MW reiterated that the committee is not solely for nurses, noting Diaa Rizk as an Urogynaecologist member.
2. Mandy Wells expressed sincere thanks to those members standing down from the committee and noted that they have been the driving force and founders of the Nursing Committee.
3. Mandy Wells confirmed that Kaoru Nishimura had now stepped down from the Nursing Committee.
4. Mandy Wells explained that Ronny Pieters had also been asked to step down from the committee due to inactivity. The committee discussed that members should attend at least one out of three annual meetings if they wish to have second term. MW will contact Nadia Seif to check if she has capacity to continue on the committee as very little contact had been received over the past two years. Sharon noted that was a good idea to have standards but there should be scope to consider exceptional circumstances. Anne Vinsnes suggested that a set of expectations is given to members and as always, communication is vital. Anne asked that the whole committee be informed as soon as possible should a member step down, or be asked to step down.

Action: *Jennifer Skelly, Donna Bliss and Sharon Eustice to work with Mandy Wells on updating the terms of reference relating to members' attendance at committee meetings.*

Approval of Toronto 2010 meeting minutes

5. Mandy Wells discussed the 2010 minutes with committee. No further points were added and the minutes were adopted.

ICS website

6. Dominic Turner explained that the ICS website offered microsites for each committee where specific information could be included as chosen by the committee members. DT outlined that the committee should make more use of the discussion forum to comment on documents and to hold discussion amongst the group. Teleconferencing and WebEx are two other useful communication tools that the ICS can offer committees. Jennifer Skelly vouched for the usefulness of the forums and that the committee should make more use of these.

Action: *Committee to make more use of the website discussion forums. ICS office to provide user assistance as required.*

7. Mandy Wells asked if a global discussion forum could be set up for ICS nurse members. Dominic responded that this could be set up but a description is required along with parameters: how to promote this forum, how to control and who from the committee who retain the overview.

Action: *Committee to consider how a discussion forum for all ICS nurse members would work.*

8. Sharon noticed that one member had two ICS records. Dominic said this was beyond the control of the office as members choose whether to renew or create a new record. Any duplicates seen are archived by office staff.
9. Dominic clarified that any canvassing emails were not sent from the office and no email addresses were given out by staff.

Nursing Forum

10. The committee discussed a need for a more detailed project plan, especially in the lead up to the event. A check of all meeting assumptions should be discussed one month before the event. Evaluation should be considered and added to the meeting arrangements. Dan Snowdon agreed and asked for a summary of nursing forum expectations after Glasgow, while the event was still fresh in memories. Mandy W agreed to create a checklist to assist the committee, office and Kenes in preparing for the forum. Jennifer suggested that there be an organisational lead for the forum in future years.

Action: *Mandy Wells to create a checklist to assist the committee, office and Kenes in preparing for the nursing forum.*

Terms of office/reference

11. Dan S reminded the committee that reviewing the terms of office and terms of reference is a standing item on the agenda of all committees. Jennifer will lead a review of the Nursing terms of

reference. Katherine Moore noted that trustees must sign off on any amendments.

Action: *Jennifer Skelly to lead a review of the Nursing Committee terms of reference*

Nursing Committee research survey form

12. Anne presented the report that was included in the meeting papers and MF gave an update on the state of the ICIQ survey. This is progressing.
13. The committee agreed to encourage an increase in submission of nursing abstracts for the nursing forum and the ICS meeting. Joan Ostaszkiwicz and Jennifer Skelly noted that the forum would like to have a more diverse set of papers presented. Donna Bliss suggested that any nursing papers accepted into the scientific programme be allowed at least 2 minutes presentation time during the forum – even for read by title acceptances.
14. Mandy Wells felt that the forum could increase in importance as nurses could not always stay for the entire week of the conference. Donna suggested that abstract submitters be able to tick a box to also submit the abstract for the forum. This could increase submissions but may well mean the committee must review over 100 abstracts. Jennifer said that this item needed more thought and this could be added as a forum discussion.
15. Katherine asked the committee's annual report be shared with the committee before it is finalised. This was agreed.

Action: *Mandy Wells/ICS office to share the committee's annual report with the committee before it is finalised.*

Budget: mid-term meeting

16. Mandy Wells outlined that a budget for an interim meeting would be requested as it useful for the committee to meet every 3 years for 1 day outside of the annual meeting. Jennifer recommended that committee consider what would be discussed before any meeting was finalised as the trustees do not routinely allow funding for mid-term meetings. Donna suggested holding teleconferences to ensure members were well briefed and the agenda was appropriate.
17. The committee agreed that a mid-term meeting would be better held in 2013 and this will be discussed further in 2012.

Action: *Committee to consider the need for a mid-term meeting in 2013*

Education Subcommittee report

18. Donna gave feedback from her work on the ICS Education Committee. Werner Schaefer (Education Committee Chair) has recommended that workshops in Beijing 2012 take a more practical

approach, as this will better meet the needs of the local delegates. Werner will discuss the content further with Donna. Diaa Rizk is also on the Education Committee and can provide input.

19. Jennifer, Mandy Fader and Katherine offered to assist Donna with plans for a nursing workshop in China. It was noted that translation will probably be required. Joan O suggested having a local nurse leader who can assist with any cultural or language challenges.
20. Katherine reported on a positive experience as a speaker at an ICS education course held in Beijing in 2010. There appears to be strong support for nurses.
21. Donna reported that the Education Committee considered a proposal from some members to create a courses subcommittee, as at present courses are not transparently organised. It was agreed to alter the format of course organisation by sharing early information with the committee, in order that comments made can be incorporated.

Communication Subcommittee report

22. Jean Wyman will step down from the committee this year, and as Chair of this subcommittee. Sharon will be Chair and will liaise with Dom about the use of the ICS website communication tools.
23. Jean W reported on a need to enhance the visibility of nurses in the ICS. A suggestion was made to fund more nurses' travel. Mandy Fader reminded members that conference travel awards were available for ICS members to apply for. Nurses are already included as a priority group for these awards.
24. Jean W recommends building further links with organisations in other countries. Donna suggested special annual meeting invites be sent to the presidents of local organisations in the host country.

Research Subcommittee report

25. Kathleen Hunter was confirmed as Chair of the Research Subcommittee.

Practice Subcommittee

26. JS will take over as Chair of the Practice Subcommittee.

AOB

27. Wakako Satoh invited the nursing committee members to the East Asian forum meeting, to be held in February 2012. Wakako will send more details on this.

The meeting was adjourned