



ICS Nursing Committee meeting Agenda

Sunday 14th October,

Venue: China National Convention Center (CNCC), Beijing

Room 409

Time: 09.00-11.00

Attending Amanda Wells (Chair), Sharon Eustice, Kathleen Hunter, Lesley-Ann Hanson

Apologies: Veronica Haggart, Dina Rizk, Joan Ostaszewicz, Mandy Fader, Donna Bliss, Jennifer Skelly, Beatriz Yamada, Maria Lopes, Wakako Satoh

In Attendance: Jan Paterson

Also in Attendance: Tracy Griffin

Please note that a member of the Board of Trustees will be popping into your meeting to discuss the forthcoming ICS strategic planning process.

Please be aware that the below timings are approximates for each point.

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| 1. Committee picture to be taken | 09.00-09.05 |
| 2. Approval of July 2012 teleconference meeting minutes (Attached) | 09.05-09.10 |
| 3. Approval of Glasgow committee meeting minutes (Attached) | 09.10-09.15 |
| 4. Terms of Office review (Attached) | 09.15-09.20 |
| 5. Terms of Reference review (Attached) | 09.20-09.25 |
| 6. Discuss committee members <ul style="list-style-type: none">• Review inactive members• Increase Membership numbers | 09.25-09.35 |
| 7. E-learning | 09.35-09.45 |
| 8. Mentoring/Online support | 09.45-09.50 |
| 9. Workshops abroad | 09.50-10.00 |
| 10. Reports from sub-committee chairs | 10.00-10.05 |
| 11. 3 year plan; <ul style="list-style-type: none">• Financial Plan• Role of subcommittees | 10.05-10.20 |

12. Website	10.20-10.30
13. Extra Subcommittee's to be discussed	10.30-10.40
14. Deputy Chair	10.40-10.45
15. Conduct of Committee members	10.45-10.55
16. AOB	10.55-11.00

ICS Nursing Committee teleconference minutes

Friday 6th July 2012

Attending: Mandy Wells (Chair), Donna Bliss, Sharon Eustice, Kathleen Hunter, Jennifer Skelly.

In Attendance: Jenny Ellis

1) **Welcome** Welcome and good morning/afternoon/evening to all!

2) **Updates from Sub-Committee chairs on their work since ICS meeting (SE/DB/KH/JS) 10 minutes per chair Sharon Eustice- Communications Subcommittee**

- working through the report that Jean prepared in Glasgow
- Migration of nurses.org website to ICS website
- Added organisations on to website- linked nursing organisations to ICS
- Nurses forum- working with JE to do a mail out to nursing organisations
- Reports from Glasgow now on nurse's microsite
- Nurses public forum set up- instructions now online.
- Updated photograph on nurses site
- Changed 3rd aim of communication sub-committee TOR
- Article for the newsletter after annual meeting Further discussion required- funding for fellowships. MW asked to add public forum link on flyer

Action; JE to speak to Roger to add public forum link on flyer

Donna Bliss- Education Subcommittee

- Nearly finalised the add on course in South Africa 2013
- Working with PACS to attend on behalf of the nursing committee- application pending
- Philippeans - application pending
- E-learning; discussion taken place regarding taping sessions at the annual meeting and turning into e-learning Need a consultation with Committee as a whole regarding e-learning. JE to start a discussion online, Donna will provide an introduction to discussion.

Action- JE to start a discussion online regarding e-learning

Kathleen Hunter- Research Subcommittee

- Difficulty regarding members who expressed an interest in being involved in committee. Dina Rizk been very supportive.
- Call out to nursing committee 3-4 nurses who might be interested in being on research subcommittee

Action: JE to work with Kathleen Hunter to send mail out asking for new subcommittee members

- Using short term & long term goals plan provided by Mary. Kathleen will work with Sharon on some of these points- which will give direction to the research committee.
- Catheters- working with Katherine Moore on international project, practises worldwide of use of catheters.
- Guideline outlined by Mary, develop/build a nursing committee support, peer reviews. Move to long term goal.
- Continue nursing abstracts- has received 8 abstracts for 2012. Kathleen reviewing and preparing a tentative plan with Dina Rizk- will send draft to Mandy.

Action: Kathleen to send draft nursing forum to Mandy Wells

Abstract notification email drafted, Kathleen to work with Jenny to send this out.

Action: Kathleen to correspond with Jenny to send nursing confirmation emails out.

Kathleen highlighted that as this grows the committee will need to put a scientific review board in place. Kathleen highlighted that there was some confusion last year regarding acceptance with nursing abstract and main meeting abstract which will need further clarification.

Jennifer Skelly- Nursing Practice Subcommittee

- Jennifer highlighted that there is an overlap with Kathleen's work.
- Not attending Beijing. Jan Paterson will represent subcommittee on behalf of Jennifer et al.
- Highlighted that the Practice subcommittee report- Nursing Continence Advisor report, taking further/developing. More information will be provided in due course.
- Further information can be giving in report due on Monday

- Committee discussed that they are concerned about lack of participation of some committee members- proposed reviewing terms of reference. *Jennifer Skelly left call.*

3) **Update from the committee chair 10 minutes** Now retired but working with Bob Freeman as a Consultant. Katherine Moore is now health professional trustee.

Sharon Eustice left call.

4) **Discussion around Beijing and nursing representation** Attending; Mandy Wells, Leslie Hanson, Sharon Eustice, Kathleen Hunter & Jan Paterson Wakako trying to attending, to be confirmed. Mandy will suggest Katherine Moore attends as well. A lot of Hong Kong nurses attending.

5) **Discussion around Barcelona and nursing representation** Mandy asked what the members thought about representation of nurses in Barcelona. Donna & Kathleen both think that the event will be more popular than Beijing. Donna & JE highlighted that issues with American visas will reduce the number of American nurses attending. Mandy highlighted the suggestion to hold a meeting in February- nursing committee meeting and bonding session. Kathleen- Think it is a great idea if ICS have funding to attend as it will be difficult for members to attend so soon after Beijing. Donna- The last meeting was good- a lot of discussions but difficult to action the points raised. Also the issue of time commitments. Suggested a skype meeting instead- book ½ a day.

Webex meeting suggested instead, Jenny to arrange with Mandy.

Action: Jenny to follow up with Mandy regarding proposed Webex meeting in January/ February 2013

Mandy proposed a meeting in Barcelona on Saturday before meeting- ICS covering costs. Jenny highlighted need for agenda and additional information to support budget request.

Action: Mandy to provide Jenny with meeting agenda and additional meeting details for a budget request for proposed pre-Barcelona meeting.

6) Discussion around 3 year plan to be discussed at a later date.

7) AOB

None

Teleconference Ends



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 Ostaszkievicz 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

ICS Nursing Committee Terms of reference

1. PURPOSE: The nursing committee of the ICS provides leadership to advance the science of bladder, bowel and pelvic floor health by fostering collaboration in research, education and evidence-based practice.

2. FUNCTIONS:

Development of Science and promotion of research into the issues related to nursing care (Research sub-committee)

- a. Provide a forum for discussion and prioritising research needs
- b. Encourage application for research grants and fellowships
- c. Encourage submission of abstracts to the ICS annual meeting
- d. Increasing accessibility to the ICS annual meeting

Develop Educational materials and programmes (Education sub-committee)

- e. Create a forum for the discussion of educational needs
- f. Facilitate professional development through mentorship
- g. Survey membership regarding needs from the committee
- h. Encourage workshop submissions to ICS annual meeting
- i. Maintain representation on the ICS Education Committee
- j. Survey membership on perceived educational needs
- k. Provide a Meet the Experts session specific to Nursing at the ICS annual meeting
- l. Help develop continence nursing in developing countries

Promote Evidence-based Nursing Practice (Practice sub-committee)

- m. Hold an open education session at the ICS annual meeting
- n. Provide a forum for practice issues
- o. Support those who wish to develop clinical competencies in continence care
- p. Provide a website so that nurses and other clinicians with an interest in nursing care can communicate, debate issues and which will provide nursing care information.

Communication – raising awareness (Communication sub-committee)

Increase nursing visibility worldwide through communication, collaboration and dissemination worldwide to raise awareness and interest in our field of expertise

- q. Maintain nursing website with support from ICS staff
- r. Include update of activities in bi-annual ICS Newsletter
- s. Increase nurse membership in ICS by advertising through other professional organisations (IUGA, SUFU, WOCN, FIGO)

3. RESPONSIBLE TO: ICS Board of Trustees and ICS General Secretary

4. COMPOSITION:

Total Members	Method of Appointment	Name	Term of Office
ICS General Secretary	Ex officio	See Appendix A	3 years
Chair:	<p>Elected by the membership.</p> <p>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.</p>	See Appendix A	Term of office: 3 years, renewable once by formal election
Membership	<p>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.</p> <p>The Nursing Committee of the ICS can be made up of any clinician with an interest in nursing care of patients with bladder and or bowel problems. A maximum of 15 members can form the Nursing committee.</p> <p>Additionally the Chair may appoint up to 3 additional members as key representatives from other countries.</p>	See Appendix A	3 years, renewable once by Chair/committee approval. Further terms could be approved in exceptional circumstances and by referral to the ICS Trustees. staggered terms so that in any one year only 50% of membership turns over.
Subcommittees	<p>All members of the Nursing Committee are eligible for subcommittees. Members will put forward a statement of interest and be appointed by the Chair; each subcommittee will have a lead and 2-3 additional members.</p> <p>The lead may appoint additional <i>ad hoc</i> content expert ICS members who are not</p>		As above

	voting members of the ICS Nursing committee.		
	Education (Nursing):	Donna Bliss (lead), Diaa Ritz, Wakaka Satoh, Beatriz Yamanda	3 years (as per membership above); strive for membership of 3-4 per committee
	Practice	Jennifer Skelly, Lesley Hanson, Joanne Townsend, Joan Ostaszkiwicz	
	Research	Mandy Fader, Kathleen Hunter	
	Communication	Sharon Eustice, Mandy Fader	

5. MEETINGS: One face-to-face meeting during the Annual Scientific meeting; Other deliberations normally by email.

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 and CPC website in accordance to 2009 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.

Appendix A**Terms of office**

Role	Member	Term Start	Term End	Term Yrs	Elected	Term details
Chair	Amanda Wells	24 Oct 2008	30 Oct 2014	6	N	6 year term will finish 2014 - CANNOT renew
Committee Member	Donna Bliss	24 Oct 2008	30 Oct 2014	6	N	6 year term will finish 2014 - CANNOT renew
Committee Member	Mandy Fader	27 Nov 2006	19 Oct 2012	6	N	6 year term will finish in 2012 - cannot renew
Committee Member	Lesley-Ann Hanson	24 Oct 2008	30 Oct 2014	6	N	6 year term will finish 2014 - CANNOT renew
Committee Member	Joan Ostaszewicz	09 Nov 2007	06 Sep 2013	6	N	6 year term will finish in 2013 - cannot renew
Committee Member	Diaa Rizk	24 Oct 2008	30 Oct 2014	6	N	6 year term will finish 2014 - CANNOT renew
Committee Member	Jennifer Skelly	24 Oct 2008	30 Oct 2014	6	N	6 year term will finish 2014 - CANNOT renew
Committee Member	Sharon Eustice	01 Sept 2011	30 Oct 2014	3	N	3 year term will finish in 2014- can renew once
Committee Member	Kathleen Hunter	01 Sept 2011	30 Oct 2014	3	N	3 year term will finish in 2014- can renew once

Committee Member	Beatriz Yamada	24 Oct 2008	30 Oct 2014	6	N	6 year term will finish 2014 - CANNOT renew
Committee Member	Wakako Satoh	01 Sept 2011	30 Oct 2014	3	N	3 year term will finish 2014 – can renew once
Committee Member	Maria Helena Baena de Moraes Lopes	01 Sept 2011	30 Oct 2014	3	N	3 year term will finish 2014 – can renew once
Committee Member	Veronica Haggard	18 Oct 2012	23 Oct 2015	3	N	3 year term will finish 2015 – can renew once
Committee Member	Sandie Engberg	18 Oct 2012	23 Oct 2015	3	N	3 year term will finish 2015 – can renew once