



ICS Continence Promotion Committee Meeting - Beijing
Sunday 14th October 2012,
Venue: China National Convention Center (CNCC), Beijing
Room: 405
Time: 09.00-11.45

Known Attending: Satya Vasan (Chair), Frankie Bates, Sherif Mourad

Apologies: Brian Buckley, Diane Owen, Tamara Dickinson, Diaa Rizk, Tomasz Michalek, Nancy Muller, Diane Newman, Elizabeth Bakker, Barry Cahill, Christa Thiel, Ewa Kolby Falck, Deborah Gordon, Mary Van Poelgeest-Pomfret

Apologies due to other Committee meeting commitments: Jane Meijlink, Jacqueline Cahill

In Attendance: Dan Snowdon

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

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| 1. Picture of Committee to be taken | 09.00-09.05 |
| 2. Approval of Paris meeting minutes, (attached) | 09.05-09.10 |
| 3. Terms of Reference & Terms of Office to be discussed (attached) | 09.10-09.20 |
| 4. Subcommittee reports for 2011-2012 and plans for the next year | 09.20-09.40 |
| 5. CPC source of funding | 09.40-09.50 |
| 6. WCW 2013 planned activities | 09.50-10.10 |
| 7. Barcelona 2013- Workshop, public forum and CPC booth | 10.10-10.20 |
| 8. Listing of priorities for next year | 10.20-10.30 |
| 9. Adopt a country initiative | 10.30-10.45 |
| a) Who would like to be involved | |
| 10. Organisation of the Committee | 10.45-11.00 |
| 11. Discuss how the Committee can learn from its members? | 11.00-11.30 |
| > Strategy/Plan going forward. | |
| 12. AOB | 11.30-11.45 |

ICS Continence Promotion Committee Interim Meeting – Paris
Sunday 26th February 2012,
Venue: Hotel Concorde Lay Fayette, Paris
Time: 14.00 – 18.00

Known Attendees: Satya Srini Vasani (Chair), Els Bakker, Frankie Bates, Sherif Mourad, Diane Newman, Christa Thiel, Nicole Huige, Mary Van Poelgeest-Pomfret, Jane Meijlink.

Agenda for Discussion

1. Terms of office – Dr. Vasani S S
2. CPC chair nominations – **Separate CPC members**
3. WCW 2011 update and 2012 awards – Diane Newman
4. WCW 2012 planning activities – Vasani / Diane Newman
5. CPC Microsite – Els Bakker
6. Beijing 2012 – Workshop, public forum and CPC booth – Frankie Bates
7. ICS meets continence organizations – 2012 update
8. CPC role: patient advocacy groups, continence organizations, societies – Vasani
9. Industry subcommittee update – Christa Thiel
10. Fistula committee update – Sherif Mourad – **Initiation in countries**
11. Feedback from Industry – Nicole Huige - **Does not want shared award**
12. AOB

Terms of office: Dr. Satya Srini Vasani informed members he is stepping down as Chair CPC and advised members who are interested to send their nominations to ICS office. He provided the update on the scoring methodology & the timelines for the CPC WCW awards.

There was a request from the members to permit the CPC Chair to be funded to attend the Annual Meeting as many CPC members have limited funding. There was also a suggestion to nominate a co-chair from the CPC members in order to ensure smooth running of the meeting, if for some reason Chair is unable to attend. This ensures meetings are held on time and as per schedule. Dr Vasani will write to the board on this matter and update the committee.

Sherif: WCW is not a recognised event in Africa and third world countries and he advised for a change in strategy.

Jane - WCW continence week website & ICS newsletter should carry information about WCW, its importance, brief outline of activities conducted in various Countries to encourage membership proactively and facilitate observance of WCW in their respective countries.

Following the meeting Tamara Dickinson has offered to assist with the WCW- helping Jane with the publication/promotion of WCW. Plus assisting in implementing strategy and timeframes for this initiative.

Diane / Lynne: ICS board should write to WHO & UN & other Organizations in Incontinence, urology & gynecology to publicize WCW through their contacts. Social Media like Facebook and Twitter and Medical publicity websites should be used to sensitise the issue.

Sherif: Fistula committee requested CPC to help in Fund Raising, creation of awareness leaflets, brochures for Fistula prevention in English & French. Els Bakker has agreed to provide the same from her sources. Sherif commented Fistula video which was developed by CPC has neither been properly utilized either in the website or in any of courses / programs done by ICS, nor are members are aware of it. The Committee members requested that the ICS office circulate video, to all members, other organizations and continence groups. This could be done by posting the video on the ICS website and sending an email to all of these organizations notifying them of the video and how to view it.

CPC future and its role: In the past, CPC has funded activities through soliciting donations from industry. The group felt that moving forward, CPC funding should be part of the ICS budget as a mission of the ICS is to promote Continence Awareness through the CPC. CPC Continence Awareness activities include: Public Forum, annual WCW awards and the CPC “Adopt a Country” program.

Diane Newman / Huige Nicole: Henceforth it is proposed to discontinue shared WCW awards and instead, each year, the CPC would support one Country in its promotion of Continence Awareness.

Following the meeting Deborah Gordon has offered to assist with the adopt a country programme.

Jane: Suggested dedicated E news for WCW awareness, Fistula awareness.

Lynne/ Els / Jane: A targeted and a push Email for WCW and for CPC program or support for developing countries should be done to source funding opportunity WHO, UNFPA, Gates foundation etc.

Els/ Frankie: Physiotherapists & Nurses, help will be solicited by Els in developing a Fistula visual document and CPC missions to raise awareness. The focus of which will be to provide training in traditional birth attendance to prevent fistula, in pre- and postoperative management (especially post op)

It is proposed that a yearly National Continence Awareness Meeting, independent of the ICS meeting along with probably educational courses or as standalone meeting, should be held to discuss strategies of continence awareness request should be done along with ICS courses which will help raise the profile of ICS.

EB reported on the meeting with Dom in Brussels to work on the new website. The website will be constructed in the same way as those of the ICS. It will be possible for a restricted number of members to add/remove news on our page. A proposal will be ready for the Annual Meeting

The CPC Education subcommittee co-chair, Frankie Bates reported been busy organising the CPC workshop "Increasing Awareness around Spinal Cord Injured Patients and Neurogenic Bladder". This will be a free CPC initiated workshop in conjunction with the ICS conference in Beijing. Vasan Srini will chair the event. It is slated for Monday October 15th / 12.

Also organising a public forum for October 17th from 6 PM to 9PM at the China National Convention centre (CNCC) in Beijing. This will be in the Chinese language. The subcommittee chair continues to work with industry, the local chairs and speakers on this project.

ICS Continence Promotion Committee Terms of reference

1. PURPOSE: To act as a facilitator for various international continence organisations to meet and address relevant issues to do with continence promotion, awareness and prevention and to promote awareness through its National Organization members, the public and government.

The principle aims are to:

- seek opportunities for networking across various countries;
- increase awareness amongst ICS members of continence related issues;
- facilitate development of continence organisations;
- facilitate exchange of information about continence awareness and promotion;
- identify opportunities for continence prevention strategies.

2. FUNCTIONS:

- Identifies broad issues through an international forum that can facilitate translation at a local national level.
- Provides input into continence awareness, promotion and prevention.
- Holds annual workshops at the ICS meetings.
- Conducts a Public Forum in conjunction with the ICS Annual meeting.
- Facilitates World Continence Week.

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

4. COMPOSITION:

Total Members	Method of Appointment	Name	Term of Office
General Secretary	Ex Officio	See Appendix A	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
Membership	All members of ICS committees must be active ICS members (paid for current membership year) (Bylaw 2.3.2) and have completed a disclosure form. Members are expected to attend meetings and to be active on subcommittees. The Chair may ask inactive members to step down from their position.	See Appendix A	3 years, renewable once by Chair/committe e approval. Further terms could be approved in exceptional circumstances

			and by referral to the ICS Trustees.
Subcommittees	Education		F Bates, B Buckley, B Cahill, J Cahill, T Dickinson, N Muller, D Rizk
"	WCW		D Newman, T Dickinson, D Gordon, T Michalek
"	Internet		E Bakker, E Kolby Falck, J Meijlink, P Meyers, V Satya
"	Industry Liaison		C Thiel, E Kolby-Falck, D Newman, D Owen
"	Fistula		S Mourad, D Rizk, F Bates, J Cahill, J Meijlink, V Satya, M Van Poelgeest-Pomfret
Updated October 2011			

5. MEETINGS: Two face-to-face meetings, one held during the Annual Scientific meeting and the second meeting heard mid-year, usually during EAU. 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	Vasan Srini	02 Oct 2009	19 Oct 2012	3	Y	3 year term will finish 2012 - can renew once by formal election
Committee Member	Elisabeth Bakker	24-Oct-08	30-Oct-2014	6	N	6 year term will finish 2014 – CANNOT renew
Committee Member	Frankie Bates	24-Oct-08	30-Oct-2014	6	N	6 year term will finish 2014 – CANNOT renew
Committee Member	Brian Buckley	09-Oct-09	19-Oct-12	3	N	3 year term will finish 2012 - can renew once
Committee Member	Barry Cahill	24-Oct-08	30-Oct-2014	6	N	6 year term will finish 2014 – CANNOT renew
Committee Member	Jacky Cahill	24-Oct-08	30-Oct-2014	6	N	6 year term will finish 2014 – CANNOT renew
Committee Member	Tamara Dickinson	24-Oct-08	30-Oct-2014	6	N	6 year term will finish 2014 – CANNOT renew
Committee Member	Deborah Gordon	24-Oct-08	30-Oct-2014	6	N	6 year term will finish 2014 – CANNOT renew
Committee Member	Ewa Kolby Falck	24-Oct-08	30-Oct-2014	6	N	6 year term will finish 2014 – CANNOT renew
Committee Member	Jane Meijlink	24-Oct-08	30-Oct-2014	6	N	6 year term will finish 2014 – CANNOT renew
Committee Member	Tomasz Michalek	24-Oct-08	30-Oct-2014	6	N	6 year term will finish 2014 – CANNOT renew
Committee Member	Sherif Mourad	24-Oct-08	30-Oct-2014	6	N	6 year term will finish 2014 – CANNOT renew
Committee Member	Nancy Muller	24-Oct-08	30-Oct-2014	6	N	6 year term will finish 2014 – CANNOT renew
Committee Member	Diane Newman	24-Oct-08	30-Oct-2014	6	N	6 year term will finish 2014 – CANNOT renew

Committee Member	Kaoru Nishimura	24-Oct-08	30-Oct-2014	6	N	6 year term will finish 2014 – CANNOT renew
Committee Member	Diane Owen	24-Oct-08	30-Oct-2014	6	N	6 year term will finish 2014 – CANNOT renew
Committee Member	Diaa Rizk	24-Oct-08	30-Oct-2014	6	N	6 year term will finish 2014 – CANNOT renew
Committee Member	Christa Thiel	24-Oct-08	30-Oct-2014	6	N	6 year term will finish 2014 – CANNOT renew
Committee Member	Lynne Poelgeest	24-Oct-08	30-Oct-2014	6	N	6 year term will finish 2014 – CANNOT renew