



ICS Neuro-urology Promotion Committee Meeting Agenda

Sunday 14th October 2012,

Time: 13.00-15.00

Venue: China National Convention Center (CNCC), Beijing

Room: 406

Known Attending: Anthony Stone (Chair), Waleed Al Taweel, Karel Everaert, Brigitte Schurch, Limin Liao , Jerzy Gajewski, Ryuji Sakaibara

Known Apologies: Andrei Manu-Marin, Clare Fowler, Homero Bruschini, Victor Nitti, Pablo Gomery, Jean Jacques Wyndaele

In Attendance: Avicia Burchill, Jenny Ellis

Also in Attendance: Francesco Pesce, Mario Averbeck, Jalesh Panicker

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 | 13.00-13.05 |
| 2. Approval of Glasgow committee meeting minutes (Appendix A) | 13.05-13.10 |
| 3. Terms of office (Appendix B) | 13.10-13.15 |
| 4. Terms of Reference (Appendix B) | 13.15-13.20 |
| 5. Future Neurourology promotion projects: workshops, local primary /community care education | 13.20-13.40 |
| 6. Standard management: global differences, are EAU guidelines sufficient? | 13.40- 14.00 |
| 7. Report on pudendal neuropathy (FP) | 14.00- 14.15 |
| 8. Fellowship issues: length of fellowship, research component | 14.15-14.30 |
| 9. Discuss information/ dissemination on intermittent catheterization | 14.25-14.40 |
| 10. Any other business | 14.40-15.00 |

Appendix A

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. Pudental 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 pudental neuropathy workshop held during ICS 2011.*

The meeting was adjourned

Appendix B

ICS Neurourology Committee Terms of reference

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

2. FUNCTIONS:

1. **a. To manage and run the Neuro-Urology Fellowship**
2. **b. To promote educational efforts, including materials related to Neurourology**
3. **c. To encourage multidisciplinary and multicenter research relating to Neurourology**
4. **d. To contribute to the 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
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.
Membership	All members of ICS committees must be active ICS members (paid for current membership year) (By-law 2.3.2) and have	See Appendix A	3 years, renewable once

	completed a disclosure form.		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)			
	Neuro-Urology Guidelines	F. Pesce, H. Madersbacher, J. Gajewski, A. Manu-Marin, K. Everart	
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.

Terms of office

Member	Committee Role	Term Start	Term End	Term Yrs	Elected	Term details
Anthony Stone	Chair	03 Jul 2011	18 Oct 2012	1	Y	1 year interim term
Homero Bruschini	Committee Member	2 Oct 2009	18 Oct 2012	3	N	3 year term will finish in 2012- can renew
Waleed Altaweel	Committee Member	26 Aug 2010	29 Aug 2013	3	N	3 year term will finish in 2012- can renew
Emmanuel Jean Chartier Kastler	Committee Member	24 Oct 2008	30 Oct 2014	6	N	6 year term will finish in 2014- CANNOT renew
Graham Creasey	Committee Member	2 Oct 2009	18 Oct 2012	3	N	3 year term will finish in 2012- can renew
Karel Everaert	Committee Member	2 Oct 2009	19 Oct 2012	3	N	3 year term will finish in 2012- can renew
Enrico Finazzi Agro	Committee Member	26 Aug 2010	29 Aug 2013	3	N	3 year term will finish in 2013- can renew
Clare Fowler	Committee Member	26 Aug 2010	29 Aug 2013	3	N	3 year term will finish in 2013- can renew
Jerzy Gajewski	Committee Member	24 Oct 2008	30 Oct 2014	6	N	6 year term will finish in 2014- CANNOT renew
Pablo Gomery	Committee Member	24 Oct 2008	30 Oct 2014	6	N	6 year term will finish in 2014- CANNOT renew

Limin Liao	Committee Member	26 Aug 2010	29 Aug 2013	3	N	3 year term will finish in 2013- can renew
Helmut Madersbacher	Committee Member	2 Oct 2009	18 Oct 2012	3	N	3 year term will finish in 2012- can renew
Andrei Manu-Manu	Committee Member	2 Oct 2009	18 Oct 2012	3	N	3 year term will finish in 2012- can renew
Victor Nitti	Committee Member	2 Oct 2009	18 Oct 2012	3	N	3 year term will finish in 2012- can renew
Ryuji Sakakibara	Committee Member	21 Oct 09	19 Oct 2012	3	N	3 year term will finish in 2012- can renew
Brigitte Schurch	Committee Member	26 Aug 2010	29 Aug 2013	3	N	3 year term will finish in 2013- can renew
Jean Jacque Wyndaele	Committee Member	2 Oct 2009	18 Oct 2012	3	N	3 year term will finish in 2012- can renew