



ICS Children's Committee meeting Minutes

Tuesday 16th October 2012,

Venue: China National Convention Center (CNCC), Beijing

Room: 305

Time: 09.00-10.00

Known Attending: Wendy Bower (Chair), June Rogers, Giovanni Mosiello

Apologies: Pallavi Latthe, Laetitia de Kort, Daniela Marschall-Kehrel, Mario Patricolo

Also in Attendance: Jian Wen, Katherine Moore

In Attendance: Jenny Ellis

KM attended the committee meeting to advise members of the forthcoming strategy document that the Board are working on.

KM started by commending the committee on their hard work. The ICS have never had a formal strategic plan we have therefore approved a company to provide a review of the current systems and they will then propose a strategic plan for ICS. This will look at areas of improvement, members will be consulted and they will look into the ICS's current financial revenues and income generation. This will link all ICS committees to the overall ICS vision. Dominic Turner will send out a questionnaire in the next month to all members. In January the Board will follow this up at the Board meeting, the results of the questionnaire will be discussed in details. Should you have any questions please email Jenny.

KM thanked the committee for their time.

KM leaves meeting.

WB welcomed everyone to the meeting especially the new members. WB provided the new members with a history of the Children's Committee, it was originally set up as ICS members normally cover all ages and so they felt that it was important to have a committee to represent this.

JR highlighted the links between the ICS and ICCS, WB agreed that our work complements each other, we therefore work in parallel with the ICCS.

1. Picture of the Committee to be taken

A picture of the committee was taken, this will be uploaded to the committee page.

2. Approval of Glasgow meeting minutes (Attached)

WB confirmed, JR seconded.

a. Work since Glasgow

WB advised that the committee had created a manuscript 'Management of urinary tract.' WB provided an overview of the 2012 report (see attached.)

We currently have a survey on survey monkey

(<http://www.surveymonkey.com/s/8ZRJNKB>)

3. Terms of office (Attached)

WB confirmed that her position ends in 2013, so a new Chair will take over after the next meeting. This position will be advertised online, if members would like to apply then they need to be nominated and seconded for the position.

Action: Office to email committee guidelines on nominations for Chair position.

The committee will also be replacing Daniela, the committee would like to thank her for all her hard work.

Action: Office to advertise Chair and Committee position.

4. Terms of reference (Attached)

WB advised that the TOR needs to be changed but this will be discussed online.

Action: JE to send how to guide regarding discussion forum.

5. Budget for 2013

WB suggested that the committee request funding for think tank meeting in Toronto.

Action: WB to inform the Board at the Trustee-Chair meeting. Also final figures need to be received 1 month after the meeting.

6. Plan for 2013

WB advised that we normally run a workshop at the annual meeting but we do not have one for this year, aiming to have a workshop in Barcelona.

The committee are planning a meeting in Toronto in 2013, there are a few issues currently- hopefully these will be resolved shortly.

WB advised that we need to consider projects for next year and would be interested in receiving members' opinions on what this should be.

JR suggested a project on disabled children- transition from child to adult care. JR felt strongly that the committee should focus on disabled care.

GM suggested comparing transitional care in different regions e.g. in Italy, USA etc.

WB advised that we need to come at this from a members' perspective. WB is currently writing a paper with ICCS on transitional process.

JR also suggested non urogenic bladder and bowel problems in adolescents and young children with both learning and physical disabilities.

WB asked the members if they would be interested in these suggested topics?

All yes.

GM suggested looking at cerebral palsy as well.

JW advised that China has a large data set on these conditions- which would be worth looking at. Also confirmed that he was running a bladder function workshop during the meeting and it was being recorded.

WB asked if this could be turned into a paper? A review article maybe?

JW agreed that it could.

WB would like to include this in the newsletter. Could the office arrange for pictures to be taken during the recording?

JE confirmed that she would arrange this.

Action: JE to arrange pictures of JW's workshop.

Action: Committee to write a paper/review article of JW's workshop for newsletter.

GM advised that there's an overlap in techniques with other specialties, not just pediatrics, this could be a workshop for 2013.

WB advised that we need to make sure this is the best place to host this workshop. This could be discussed further on the discussion forum?

WB advised that there is a London meeting for ICCS members, requested suggestions on how to communicate with other areas. What information is already out there?

JR confirmed there is nothing in adolescence.

WB advised that we do not need to make a final decision today, just a topic would be a good starting point,

JR suggested a literature review.

GM suggested a follow up on people who, in previous years, had received the surgery- it could be interesting to investigate and review how the surgery went/how the patient feels it went. There's currently no data in this area.

WB confirmed the plan of action for the members;

JR & MP to follow up on disability

GM look at the overlap between specialties

JW transcribe bladder development and urodynamic workshop into a review article

Actions: JR requires her Wiley log in details to proceed with the literature review, office to send.

WB asked the committee whether the committee should push for a SOA lecture next year?

All agreed that we should.

Bowel dysfunction in adolescents or adolescents unique challenges were proposed. WB will request this from the Board.

Action: WB to contact the Board regarding a SOA lecture in Barcelona.

Meeting ends, next meeting Barcelona 2013.



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In Attendance: Jenny Ellis

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 the Committee to be taken | 09.00-09.05 |
| 2. Approval of Glasgow meeting minutes (Attached) | 09.05-09.10 |
| 3. Terms of office (Attached) | 09.10-09.20 |
| 4. Terms of reference (Attached) | 09.20-09.30 |
| 5. Budget for 2013 | 09.30-09.45 |
| 6. Plan for 2013 | 09.45-10.00 |



ICS Children's Committee meeting Agenda

**13:00 – 14:00, Monday 29 August 2011, Crowne Plaza Hotel, Meeting room 2
Glasgow, UK**

1. Welcome to new Committee members
2. Approval of Toronto 2010 meeting minutes
3. Terms of office
4. Liaison with ICCS
5. Current projects
6. Matters for discussion
7. Terms of Reference



ICS Children's Committee Meeting Minutes

13.00-14.00 Monday 29th August 2011

Location: The Crowne Plaza Hotel in Meeting room 3, Glasgow, UK

Attending: Wendy Bower (Chair), Laetitia De Kort, Pallavi Latthe, Daniella Marschall-Kehrel, Lucy Swithinbank.

1. Minutes approved from 2010 meeting
2. Welcome to Pallavi Latthe, in-coming committee member representing adolescent gynaecology
3. Terms of office: WB and DM-K complete their term at the end of 2013; Laetitia de Kort and Lucy Swithinbank remain until 2014; Pavalli and June Rogers begin their term as of now. Tom de Jong has not attended any committee meetings and as stipulated in the ICS by-laws he cannot retain his status. We would like to invite him to be ex-officio to the committee and to be available for expert opinion and advice.

The committee needs to seek a dedicated Paediatric Urologist: suggestions have identified possible candidates in the Netherlands and Brazil. The ICS membership has many adult urologists who have paediatric caseloads, creating a large pool of available expertise.

Action: Committee members to approach possible candidates to see if they would be interested in the Paediatric Urologist Committee position.

4. Liaison with ICCS:
 - Joint ICS-ICCS course in Canada 'Adolescent Incontinence and transitional care – neurogenic, structural and functional'. Date: June 2013
 - Joint meeting at ICS 2012 in Beijing – to discuss relevant content with Beijing Chairman and with ICCS in Oct. Early discssion indicates a need for a Neurogenic focused educational activity.
 - Joint working party re Transitional Care document. Lead authors of document Mario de Gennaro and Wendy Bower. Co-authors: Laetitia de Kort, JC Djurhuus, UK rep, Mario Patricolo.
 - Wendy Bower to attend next ICCS Board meeting in Moscow 2011 and to convey content of ICS Meet continence Societies Initiatives.



Action- WB to attend next ICCS Board meeting in Moscow 2011 and to convey content of ICS Meet continence Societies Initiatives.

5. Current projects:

- a. Neurogenic manuscript has been reviewed and being re-submitted
- b. Non-neurogenic manuscript continues work in progress: Daniella
- c. Outcomes manuscript continues work in progress: Wendy

6. Other matters:

- a. To our knowledge only 1 ICS Educational Course included paediatric content. We believe this to be inadequate, even at an Introductory level. We will discuss concerns with Education Committee and seek greater paediatric content

Action- WB to speak to Education Committee regarding content of course- need to add more paediatric content to courses.

- b. Would like to see an ICS State of the Art lecture on paediatric care every 3 years
- c. Would welcome a Q & A session in intervening years.
- d. Wish to enhance the committee name to more fully represent the current direction of committee activities: suggest new title contain the terms 'adolescent' and 'transitional care' along with 'paediatric'. Awaiting feedback from the Board as to whether we can develop this idea.

Action- WB to confirm with the Board the Committee name change.

- e. 2011 ICS educational initiative was labelled as a 'workshop' when in previous years it has been an "ICS COURSE". Was this intentional, and if so, what was the rationale?

Action: ICS Office to confirm why the 2011 ICS educational initiative was labelled as a workshop rather than an ICS course.

- f. Children's committee recognise efforts of Daniella to work more closely with Continence Promotion Committee and keen to adopt this as a committee direction.

Action- DMK to work more closely with the CPC

- g. Transitional Care initiative: to seek funding for a think tank to develop framework for identifying gaps and problems and devising solutions / guidelines.



ICS is a key body to in the adolescent arena and ideally placed to co-ordiante this initiative. WB liaising with other organisations who have addressed this area, e.g. PAGs. To achieve:

- Clarity about current evidence
- Identification of major issues
- Strategies to address key problems
- Consensus around care and service pathways
- Standardization document
 - in association with ICCS; perhaps invite contribution from IUGA

Action- WB to work with other organizations regarding the Transitional Care Initiative.

Meeting Ends



ICS Children's Committee Terms of reference

1. PURPOSE: The ICS Children's Committee is responsible for supervising workshops and sessions at the annual ICS meeting relating to continence in children in those years when the International Children's Continence Society (ICCS) does not meet.

2. FUNCTIONS:

- monitoring and meeting the needs of members for educational updates, topic reviews, and clinical mentoring;
- promoting research initiatives that bridge the child-adult interface;
- actively seeks to work together with International Children's Continence Society to promote high quality care for children with bladder and bowel dysfunction who are seen by ICS members.

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

4. COMPOSITION:

| Total Members | Method of Appointment | Name | Term of Office | Term Start/End Term No. |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-----------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| ICS General Secretary | Ex officio | See Appendix A | 3 years | 2008-2011 |
| 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 Chair/committee approval. Further terms could be approved in exceptional circumstances | Ends 2013 |

| | | | | |
|------------------------|------------------------------------------------------------------------------------------------------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| | | | and by referral to the ICS Trustees. | |
| Membership | All members of ICS committees must be active ICS members (paid for current membership year) (By-law 2.3.2) | 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. | |
| Subcommittees (if any) | | | | |
| Updated March 2011 | | | | |

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). Extract from the 2009 ICS Bylaws:

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.

| Children's Committee Terms of Office, July 2011 | | | | | | |
|--------------------------------------------------------|-------------------|------------------|-------------------|-----------------|-----------------|---------------------------------------------|
| Role | First Name | Last Name | Term Start | Term End | Term Yrs | Term details |
| Children's Committee Chair | Wendy | Bower | 24 Aug 2007 | 06 Sep 2013 | 6 | 6 year term will finish 2013 - cannot renew |
| Children's Committee Member | Tom | de Jong | 24 Aug 2007 | 06 Sep 2013 | 6 | 6 year term will finish 2013 - cannot renew |
| Children's Committee Member | Daniela | Marschall-Kehrel | 24 Aug 2007 | 06 Sep 2013 | 6 | 6 year term will finish 2013 - cannot renew |
| Children's Committee Member | Lucy | Swithinbank | 24-Oct-08 | 02-Sep-14 | 6 | 6 year term will finish 2014 - cannot renew |
| Children's Committee Member | Laetitia | M De Kort | 24-Oct-08 | 02-Sep-14 | 6 | 7 year term will finish 2014 - cannot renew |

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Appendix A

Terms of office

| Role | Member | Term Start | Term End | Term Yrs | Elected | Term details |
|------------------|---------------------------------|--------------|-------------|----------|---------|---------------------------------------------|
| Chair | <u>Wendy Bower</u> | 24 Aug 2007 | 06 Sep 2013 | 6 | Y | 6 year term will finish 2013 - cannot renew |
| Committee Member | <u>Daniela Marschall-Kehrel</u> | 24 Aug 2007 | 06 Sep 2013 | 6 | N | 6 year term will finish 2013 - cannot renew |
| Committee Member | Laetitia de Kort | 24-Oct-08 | 02-Sep-14 | 6 | N | 6 year term will finish 2014 - cannot renew |
| Committee Member | <u>Lucy Swithinbank</u> | 24 Aug 2007 | 06 Sep 2013 | 6 | N | 6 year term will finish 2013 - cannot renew |
| Committee Member | Pallavi Latthe | 01 Sept 2011 | 30 Oct 2014 | 3 | N | 3 year term will finish in 2014- can renew |
| Committee Member | June Rodgers | 01 Sept 2011 | 30 Oct 2014 | 3 | N | 3 year term will finish in 2014- can renew |