

## Reference and Administrative Details of the Charity, its Trustees and Advisors

<b>Company Number</b>	3589542
<b>Registered Charity Number</b>	1074929
<b>Registered Office</b>	9 Portland Square, Bristol, BS2 8ST
<b>Correspondence Address</b>	19 Portland Square, Bristol, BS2 8SJ
<b>E-mail</b>	info@icsoffice.org
<b>Website</b>	www.icsoffice.org
<b>Telephone</b>	+44 (0) 117 944 4881
<b>Fax</b>	+44 (0) 117 944 4882
<b>General Secretary</b>	Walter Artibani – 6 year term started 2003 (resigned 18/09/07)
<b>Treasurer</b>	Ajay Singla – 9 year term (appointed 24/08/07)
<b>Trustee</b>	Werner Schaefer – 6 year term (appointed 24/08/07)
<b>Interim Trustee</b>	Dirk De Ridder - Interim Trustee (co-opted 11/10/07)
<b>Trustee</b>	Paul Abrams – 3 year term started 2003 (term ended 01/02/07)
<b>Trustee</b>	Jean-Jacques Wyndaele – 9 year term started 1998 (resigned 24/08/07)
<b>Trustee</b>	Linda Cardozo – 6 year term started 2001 (term ended 24/08/07)
<b>Secretary</b>	Jordan's Secretarial Services (appointed 01/04/07) Vicky Facey (resigned 31/03/07)
<b>Auditors</b>	Goldwyns (Bristol) Limited, 9 Portland Square, Bristol BS2 8ST
<b>Solicitors</b>	Henriques Griffiths, 18-20 Portland Square, Bristol BS2 8SJ
<b>Bankers</b>	NatWest Bank, Filton Bristol Branch, PO Box 182, 4 Church Road, Bristol BS99 5AA CCLA Investment Management Ltd, COIF Charity Funds, 80 Cheapside, London, EC2V 6DZ
<b>Staff</b>	
Avicia Burchill	Administrative Manager from 01/04/07 Senior staff member delegated day-to-day management of ICS office
Dominic Turner	IT Director
Daniel Snowdon	Committees Coordinator (appointed 07/08)
Ashley Brookes	Analyst Programmer (appointed 01/08)
Rebecca Cheetham	Administrative Assistant – part time (appointed 06/08)
Carole Sales	Administrative Coordinator (resigned 06/08)
Kelly Packer	Administrative Assistant (appointed 06/07-resigned 04/08)
Nicola Walsh	Bookkeeper – contract appointment
Vicky Facey	Administrative Manager (resigned 31/03/07)

## **Who is the International Continence Society and what do we do?**

The International Continence Society (ICS) is a membership society for professionals working in the field of incontinence.

The objectives for which the Charity has been established are:

- The advancement of sciences concerned with lower urinary tract and pelvic dysfunction including urology, gynaecology and urodynamics.
- The promotion of research into the causes, remedies and relief of incontinence.
- Making provision for the publication of the results of that research via website, email, post, telephone, paper publication, newsletters and presentations, annual congresses and educational courses.

In creating such forums, scientific knowledge and expertise on incontinence issues is exchanged between the multi-disciplinary medical professionals. Best practices from countries with established continence awareness programmes are shared with others who are trying to set up continence programmes within their country, hospital or clinic. With the dissemination of research into continence relief, the direct beneficiaries are the patients of those individuals who are members of the ICS or those who attend our congresses and courses.

The main objectives for 2007 were to continue increasing the membership numbers of the Society and to encourage different disciplines to join the Society, for example continence nurses and engineers, as well as the traditionally recognised urologists and gynaecologists. In addition, the Charity aimed to encourage more delegates to submit abstracts for presentation at the Annual Meeting. This in turn is expected to encourage a greater attendance at the Annual Meeting.

### **History**

With Peter Caldwell as president, Shedden Alexander as vice president and Eric Glen as the organising secretary, the inaugural meeting of the Continent Club was held in Exeter in 1971. Over 60 participants attended the meeting from several countries and it was hailed as a great success, both scientifically and socially.

At the same meeting Dr Smeekes, from The Hague, emphasised the importance of standardising the nomenclature used in urodynamics.

At the third ICS conference held in Copenhagen in 1973, Tage Hald was elected first Chair of the ICS Standardisation Committee. His committee published the first ICS reports between 1976 and 1981. The Society has gone on to publish many reports and retains the copyright, enabling them to be published in a range of international journals.

In 1998 the Society was set up as a UK Charity under the guidance of Paul Abrams and now boasts a membership of around 2,000 from 70 different countries covering many disciplines including physicians, surgeons, nurses, physicists, physiotherapists, bio-engineers and scientists.

The founder members decided that the society should meet annually with a different meeting chair and venue each year. This Annual Meeting remains today one of the most valued dates in the urological and gynaecological calendars attracting in excess of 3,000 delegates from all corners of the globe.

## **Activities**

### **Annual Meeting**

The Annual Meeting consists of a scientific programme selected from submitted abstracts, along with workshops, courses, committee meetings and the Society's Annual General Meeting.

The ICS policies, with respect to the Annual Meeting, are to be found in 'The ICS Annual Meeting Guidelines', which is available from the ICS office or website ([www.icsoffice.org](http://www.icsoffice.org)).

The chair for the Annual Meeting is decided four years in advance (i.e. in 2008 for 2012). Bids to host the Annual Meeting must be submitted to the ICS office by 1st April four years prior to the meeting. The bids are then approved or rejected by the ICS Nominations and Meetings Committee in conjunction with our permanent congress organiser, Kenes International.

Approved bids are then put to a members' ballot via the ICS website. Within two months the results of the ballot are announced to the membership by email. A notice is also put in the members' journal, in the ICS newsletter and on the website.

No canvassing of ICS membership by the proposed organising committee bidding for the Annual Meeting is allowed. Any canvassing will result in the rejection and disqualification of the bid.

### **Recent Meetings**

ICS 2005 - Montreal, Canada – Chair, Jacques Corcos

ICS 2006 - Christchurch, New Zealand – Chair, Ted Arnold

ICS 2007 - Rotterdam, Netherlands – Chair, Ruud Bosch

### **Future Meetings**

ICS 2008 - Cairo, Egypt – Chair, Sherif Mourad

ICS 2009 - San Francisco, USA – Chair, Anthony Stone

ICS 2010 - Toronto, Canada – Joint Chairs Sender Herschorn and Harold Drutz – joint meeting with IUGA

ICS 2011 – Glasgow, Scotland – Chair, Ian Ramsay

### **Educational Courses**

The Educational Courses were started in 2005 as a not-for-profit making activity and are intended to appeal to younger doctors, nurses, physiotherapists and scientists who may find it difficult, or too expensive to attend the ICS Annual Meeting, but who are keen to understand the important aspects of the ICS. Therefore the Educational Courses are heavily subsidised by the ICS and the aim is to keep the registration cost as low as possible. In addition to this the ICS involves local industry in a small exhibition area at the event in order to assist with the costs.

The geographical location of these courses is influenced by a number of factors; as they are intended to compliment the ICS Annual Meeting, countries who have not yet hosted, or may not have the infra-structure in place to host the ICS Annual Meetings are selected. It is also hoped that by running these courses, more people may be encouraged to join the ICS, thereby increasing the communication network amongst the multi-disciplinary professionals in the field of continence. With

this, the Educational Courses are hoped to be held in developing countries. The ICS Education Committee reviews applications from members who wish to hold an Educational Course in their country or sometimes decide on a country based on demand.

The speakers are a mixture of local and international, all recognised in their field and have committed time and effort to ICS activities over the years. Normally the courses last one and a half days starting on a Friday afternoon in order to attract more numbers. The courses cover the history of the ICS and an introduction to ICS terminology. The remaining programme is made up of multi-disciplinary topics which the ICS hopes all participants will find interesting and stimulating. The ICS provides free handout material to all delegates, plus CDs of terminology and other educational material to take away and review. Where possible the ICS attempts to webcast the courses so that delegates and those who could not attend can review the slides and talks online for free.

## **Structure, Governance and Management**

### **Board of Trustees**

#### **The 2007 Board of Trustees:**

<b>General Secretary</b>	Walter Artibani – 6 year term started 2003 (resigned 18/09/07)
<b>Treasurer</b>	Ajay Singla – 9 year term (appointed 24/08/07)
<b>Trustee</b>	Werner Schaefer – 6 year term (appointed 24/08/07)
<b>Interim Trustee</b>	Dirk De Ridder - Interim Trustee (co-opted 11/10/07)
<b>Trustee</b>	Paul Abrams – 3 year term started 2003 (term ended 01/02/07)
<b>Trustee</b>	Jean-Jacques Wyndaele – 9 year term started 1998 (resigned 24/08/07)
<b>Trustee</b>	Linda Cardozo – 6 year term started 2001 (term ended 24/08/07)

The Board of Trustees are required to meet four times per year and are responsible for:

- The long-term direction of the Society
- The development of new projects in line with the Society's charitable aims
- Ensuring the Society's charitable aims and objectives are met
- Inspection of the Society's annual accounts
- Ensuring suitable accounting policies are established and applied consistently
- Monitoring and reporting financial position to membership
- Safeguarding the assets of the charity and applying them properly
- Ensuring the Society is operating efficiently and effectively
- Ensuring proper records and reliable financial information are maintained
- Method, policies and procedures for recruitment, appointment, induction and training of new trustees

All nominated candidates for trustee positions will receive documents outlining their duties, responsibilities and any risks pertaining to the role of trustee. They can request attendance at a meeting of the Board of Trustees as observers, in preparation of their possible appointment, with the agreement of the Board.

The Nominations Committee will review all candidates for their suitability, prior to their nominations being put to the membership. All trustees are elected by the membership.

The Trustees have initiated a Statement of Policy with regard to the recruitment, induction and training of committee members. This endeavours to ensure that individuals with an interest in the works of the charity, with appropriate range of expertise and sufficiently diverse skills to provide a reasonable representation of the community are recruited, appointed and subsequently adequately versed in the affairs of the charity and the requirements and responsibilities of charity trusteeship.

### **Management Structure**

The ICS is a Company Limited by Guarantee governed by its Memorandum and Articles of Association, updated in 2003, together with regularly updated Bylaws. These reflect the current activities of the Charity.

As a UK Registered Charity, the ICS Trustees are held responsible ultimately for the Charity and its affairs.

However, the Society has a management structure and Bylaws which ensure that members have sufficient input on all decisions within the Society. This is also supported by means of an elected Advisory Board. The Advisory Board is made up of elected committee chairs, annual meeting chairs and other representatives from the membership and is consulted on decisions and direction regarding the Society and its members. At present, the Executive Committee also acts as the Trustees of the Charity as well as being responsible for the day-to-day financial management of the Society. The ICS Board of Trustees are also the directors of its trading subsidiary, Conticom ICS Limited.

Under supervision of the Trustees, day-to-day management of the Charity, the Society, its trading subsidiary and office staff, is delegated to the Administrative Manager. The Administrative Manager is a full-time employee of the Society and its trading subsidiary and reports directly to the Trustees who are ultimately responsible for the management and finances of the Society, as well as the review and approval of administrative procedures implemented by the Administrative Manager.

### **Advisory Board**

ICS Advisory Committee 2007

Ajay Singla	Treasurer
Paul Abrams	ICS/ICUD Committee Chair/Past General Secretary
Werner Schaefer	ICS Education Committee Chair
Jacques Corcos	ICS Neurourology Com Chair/Chair ICS 2005
Jerzy Gajewski	ICS Publications and Communications Committee Chair
Dirk De Ridder	ICS Standardisation Committee Chair

Diane Newman	ICS Continenence Promotion Committee Chair
Wendy Bower	ICS Children’s Committee Chair
Lewis Wall	ICS Ethics Committee Chair (interim)
Kari Bo	Co-opted
Gordon L Hosker	Co-opted
Edwin Paterson Arnold	Chair ICS 2006
Ruud Bosch	Chair ICS 2007
Sherif Mourad Chair	ICS 2008 (observer)
Tony Stone	Chair ICS 2009 (observer)
Sender Herschorn & Harold Drutz	Joint Chairs ICS 2010 (observer)

- Members of ICS may be co-opted, joining the Advisory Committee for 3 or 6 years. These individuals will be selected in order to balance the Advisory Committee membership and reflect the multi-disciplinary nature of the ICS.
- Elected chairs of the current and future ICS annual meetings, may attend Advisory Committee meetings as observers.

### **Constitutional Review Committee (CRC)**

The Constitutional Review Committee (CRC) was originally composed of the following members:

Chairs: Ted Arnold & Guus Kramer

Walter Artibani	Gunnar Lose
Jacques Corcos	Diane Newman
Michael Craggs	Paulo Palma
Hans-Peter Dietz	Chris Payne
Michael Halaska	Werner Schaefer
Paul Hilton	Marijke Slieker-ten Hove
Gordon Hosker	Anthony Stone
Bernard Jacquetin	Lewis Wall
	Osamu Yamaguchi

The CRC was established in order to revise and update the ICS Articles of Association and Bylaws. The Constitutional Review Committee (CRC) was established in order to revise and update ICS rules

A motion was presented to the AGM by the ICS General Secretary at the ICS AGM 2006 and voted by the membership to:

- Withdraw the special resolution proposed on 26 June 2006
- Establish a Constitutional Review Committee
- To put the election of the new General Secretary-Elect on hold until the new rules are established and approved by the membership in a special AGM in Rotterdam

### **Related Parties**

The Charity's wholly owned subsidiary Conticom ICS Limited was established to undertake the commercial trading activities of the Charity. Conticom ICS Limited gift aids the majority of its profits to the Charity.

### **ICS Committees 2007**

The ICS currently has the following committees.

- ICS Education Committee
- ICS Standardisation Committee
- ICS Children's Committee
- Contenance Promotion Committee
- ICS Publications and Communications Committee
- ICS Neurourology Promotion Committee
- ICS Ethics Committee
- ICS/ICUD Committee
- ICS Meetings and Nominations Committee
- ICS Scientific Committee

A chair for each of the above-mentioned committees is elected by electronic membership ballot, to hold office for 6 years (with the exception of the Scientific Committee chair who is in post for one year).

### **ICS Education Committee**

Linda Cardozo - Chair

Helmut Madersbacher

Walter Artibani

Flavio Trigo Rocha

Carlos Levi D'Ancona

Roger Roman Dmochowski

Michael Halaska

Menahem Neuman

Hashim Hashim

Peter K Sand

John PFA Heesakkers

Ajay Singla

Gordon Hosker (Co-opted)

Marijke C.PH. Slieker-ten Hove

Vikram Khullar

Amanda Wells

## Remit

The main aim of the Education Committee of the ICS is to establish, promote, organise and coordinate all educational activities undertaken under the aegis of the ICS. This will involve the following activities:

1. Educational courses to be arranged by the ICS Office and held in association with the ICS Annual Meeting each year.
2. Ensuring that high quality "local" workshops are arranged in association with the ICS annual meeting each year.
3. Organise at least two or three stand alone Educational Courses per year in addition to the Annual Meeting in countries where the Annual Meeting may not normally be held.
4. Setting standards for teaching and training related to incontinence and allied subjects for under graduate medical students, post graduate junior doctors, specialist registrars and subspeciality trainees as well as nurses, physiotherapists and technicians.
5. Setting standards for continuing medical education (professional development for qualified healthcare professionals, specialising in, or with an interest in, incontinence and allied disorders).
6. To promote the use of urodynamics in order to improve patient care in a multidisciplinary environment of investigation and treatment and to support urodynamic training in order to raise the standard of urodynamic testing worldwide under the remit of the School of Urodynamics. The School will also arrange for recognition of urodynamics courses.
7. Ensuring that the annual ICS Meeting, scientific programme has a high educational standard.
8. Liaising with the Continence Promotion Committee to provide information for incontinence sufferers, carers and providers of services.
9. The Education Committee of the ICS will comprise volunteers from relevant medical specialities, allied healthcare professionals and scientists, all being fully paid up members of the ICS.

They will be elected for an initial three year period, with a possible extension for a second three year term.

The Education Committee will meet twice each year, once at the ICS Meeting (for half a day) and once at an appropriate time of year to discuss the Workshop Applications for the coming year. Any member of the Education Committee who fails to attend two out of three meetings of the



committee will be asked to tender their resignation unless adequate explanation for their absence can be provided.

Members of the Education Committee are expected to contribute to the overall committee and to work in the relevant sub committees.

The work of the committee will be overseen by the Education Committee Chairman who will be a member of the Advisory Board of the ICS and who will present the Education Committee report at the AGM of the ICS each year.

The Chairman will be nominated and elected by the membership of the ICS and will stand for a three year term initially renewable for a further three years.

### **ICS Standardisation Committee**

Dirk De Ridder – Chair (appointed 24th August 2007)

Paul Abrams

Manfred Stohrer

Bert Messelink

Andrea Tubaro

Werner Schaefer

Jean-Jacques Wyndaele

Remit

The Standardisation Committee aims to standardise terminology and methodology in the broad field of function and dysfunction of the lower urinary tract.

### **ICS Children's Committee**

Wendy Bower – Chair (appointed 24th August 2007)

Jens C Djurhuus

David Bloom

Chung Kwong Yeung

Remit

The Children's Committee of ICS is responsible for the organisation of the ICS Course on Incontinence in Children. The Committee usually meets during one of the international paediatric meetings. Most of the work is done through email. The Committee also ensures close co-operation between ICS and the ICCS. During the past years the ICCS has grown and has established a sound basis for the study and treatment of urinary incontinence in children: it also includes problems with defecation and faecal incontinence. The Committee aims to inform the ICS membership about new developments in the field of incontinence in children.

### **ICS Continence Promotion Committee**

Diane Newman – Chair

Elisabeth Bakker

Jane Meijlink

Tamara Dickinson

Nancy Muller

David Fonda

Christine Norton

Cheryle Gartley

Diane Owen

Ilan Gruenwald

Vasan Srini

Ewa Kolby Falck

Christa Thiel

Marie Lapitan

Rani Vadiveloo

Peter Huat- Chye Lim

Jean-Jacques Wyndaele

Remit

The Continence Promotion Committee's (CPC) mission is to promote awareness through its national organisations' members, as well as to provide a forum to support the formation of individual public and patient-based organisations in interested countries. The CPC's multinational and multi-disciplinary representation aims to identify broad issues through an international forum that can facilitate translation at a local national level. The CPC's goals are to promote education, services and public awareness about incontinence throughout the world, and to facilitate communication, exchange of information and partnerships between continence organisations, healthcare professionals, governments, and industry.

#### **ICS Publications and Communications Committee**

Jerzy Gajewski – Chair (appointed 24th August 2007)

Hashim Hashim

Katherine Moore

Vik Khullar

Sherif Mourad

Daniela Marschall-Kehrel

Susie Orme

Jane Meijlink

Piotr Radziszewski

Stefano Salvatore

Remit

This committee has been charged with the role of communicating important news, information and, in particular, scientific developments both to and from the membership and between the ICS and the outside world.

The ICS Publications and Communications Committee was established in 2004 to oversee the ICS publications. The principal aims of the committee are:

- To oversee the production of a regular ICS newsletter.
- To oversee the development and maintenance of the ICS website.
- To oversee the production of other publications and media activity relating to the ICS.

The result of this Committee's activity is to produce and integrate publication interface between the ICS and its members, other professional bodies and the external environment.

The Publication and Communications Committee meets twice each year, once in association with the ICS annual meeting and once at another time, usually six months prior to the ICS Annual Meeting.

The work of the committee is overseen by the committee Chair who will be a member of the ICS Advisory Board and who will represent the Publications and Communications Committee at the AGM of the ICS each year.

In providing this role, the Chair of the Publications and Communications Committee will work closely with other members of the Advisory Board of the ICS and in coordination with the Executive Committee.

### **ICS Neurourology Promotion Committee**

Jacques Corcos - Chair

Homero Bruschini

Andrei Manu-Marin

Emmanuel Chartier-Kastler

Victor Nitti

Graham Creasey

Francesco Pesce

Karel Everaert

Michelle Spinelli

Clare Fowler

Jean-Jacques Wyndaele

Helmut Madersbacher

Xiaodong Zhang

Remit

The aim of this committee is to assist centres requesting help, in the set-up, development and promotion of neurourology.

### **ICS Ethics Committee**

Lewis Wall – Chair (interim)

Ted Arnold

Gordon Hosker

Kari Bo

Bernard Jacquetin

Jacques Corcos

Gunnar Lose

Clare Fowler

Diane Newman

Mathias Pfisterer

Remit

The ICS Ethics Committee shall:

1. Develop a policy concerning the disclosure of financial information and potential competing financial interests among members of the ICS as these issues pertain to the activities and interests of the ICS. If disputes arise over these matters among the membership, the Ethics Committee shall investigate the particulars of the issue involved and prepare a recommendation for resolving the issue to be forwarded to the Advisory Board. The ultimate decision as to how the matter should be decided will rest with the Advisory Board.

2. Develop policies to ensure that all research presented to the society is carried out in compliance with basic international ethical standards for the conduct of human and animal research.
3. Develop position papers on ethical matters as required from time to time by the ICS Advisory Board and Executive Committee (as for example, the American College of Obstetricians and Gynaecologists Committee on Ethics has developed position papers on such matters as “At-risk drinking and illicit drug use: Ethical issues in obstetric and gynaecologic practice;” “Nonmedical use of obstetric ultrasonography;” “Maternal decision making, ethics and the law,” etc).
4. Provide advice from time to time on specific ethical questions as requested by the Advisory Board and/or ICS Executive Committee
5. Organise an annual educational programme on ethical issues relevant to the interests of the ICS in conjunction with each year’s annual scientific meeting
6. Serve as a conduit for conveying the views and opinions on ethical issues from the membership of the ICS to the Advisory Board and Executive Committee, and vice-versa.
7. Undertake such additional matters as may from time to time be required of the Committee by the Advisory Board or Executive Committee.
8. In carrying out its duties, the ethics committee is encouraged to consult externally with appropriate experts or to co-opt expert advice from academia, bioethics, industry, business, the legal profession with regard to specific questions before the committee to aid in its deliberations.

#### Organisation and Structure of the ICS Ethics Committee

The Ethics Committee shall be composed of 11 members, to include the General Secretary of the ICS as a full voting member of the committee, an Ethics Committee Chair elected by the ICS membership for a term of 3 years, and 9 additional members elected directly from the ICS membership, each of these elected 9 members serving a term of 3 years. Three of these 9 members shall be elected each year, ensuring that there is a regular rotation through the committee. Members of the committee (including the Chair) shall be eligible for election to an additional 3 year term, after which time they must rotate off the committee. No committee member shall serve on the committee in any capacity for more than 6 years total service.

The Chair of the Ethics Committee will be elected by the membership of the ICS for a 3 year term, in accord with section 3 of the ICS Bylaws. The Chair may serve for only two terms. If the Chair has previously served on the committee as a member, his or her total service on the committee may not total more than 6 years.

The General Secretary of the ICS shall serve as a voting member of the Ethics Committee for the duration of his or her term as General Secretary.

Each ICS member is entitled to vote for all elected members of the Ethics Committee. Each ICS member shall be entitled to vote for one candidate for each elected position at each annual election of Ethics Committee members.

The ICS Ethics Committee shall be composed of the following categories of members:

- The General Secretary of the ICS, who will serve as a full voting member of the Ethics Committee
- A Chair, to be elected for a 6 year term by the members of the ICS
- A gynaecologist or urogynaecologist
- A gynaecologist or urogynaecologist
- A urologist
- A urologist
- A continence nurse advisor or other member of the nursing profession
- A geriatrician
- A physiotherapist
- An additional member not covered by the previous categories
- An additional member not covered by the previous categories

The members of the committee shall elect from among their members a Deputy Chair to assist the Chair in carrying out the functions of the committee.

#### **ICS/ICUD Committee**

Paul Abrams - Chair

Alan J Wein

Linda Cardozo

Remit

This committee ensures efficient distribution of education and knowledge between the International Consultations on Incontinence and the International Continence Society.

#### **ICS Meetings and Nominations Committee 2007**

Ted Arnold

Linda Cardozo

Walter Artibani

Sherif Mourad

Ruud Bosch

Jean-Jacques Wyndaele

Remit

This Committee is responsible for ensuring that only suitable Annual Meeting applications, or candidates for ICS positions, are accepted for ballot by the membership. This group consists of the General Secretary, past General Secretary, General Secretary-elect, Treasurer, Chair of the Education Committee and three members of the ICS Advisory Board.

#### **ICS Scientific Committee 2007**

Mark Vierhout - Scientific Chair 2007

Werner Schaefer

Walter Artibani

Jack Schalken

Michael Craggs

Erik Schick

Roger Dmochowski

Marian Van der Weide

Gamal Ghoniem

Marijke Van Kampen

Heinz Koelbl

Don Wilson

Karl Kreder

Linda Cardozo - in attendance as Education  
Committee Chair for structuring of final scientific  
programme

Martin Michel

Guus Kramer (Scientific Coordinator)

Remit

This Committee has the duty to review and select the papers/posters to be presented at the Annual Meeting and to produce the scientific programme for the Annual Meeting each year.

The Committee will consist of a Chair, appointed by the Chair of the ICS Annual Meeting for that year and the ICS General Secretary, together with two local representatives, four elected ICS representatives (two clinical and two non-clinical) and the Chairs of the previous two years and the next two years ICS Scientific Committees.

The ICS representatives to the Scientific Committee are elected for three-year terms, two shall usually be clinical and two non-clinical. The Chair of the Scientific Committee is obliged to ensure that his/her Committee is balanced to represent the interests of the ICS membership as a whole.

The Education Committee Chair shall also attend the Scientific Committee to ensure a balanced and interesting programme has been selected for the Annual Meeting.

A Scientific Coordinator will be selected in a paid consultative role to mark all papers (scores only to be used if required), to remove and reject all papers not adhering to the rules and to give guidance to the committee and abstract authors.

## **Election of ICS Posts**

The ICS Bylaws are still under review by the Constitutional Review Committee (CRC). At present the system for election remains as follows:

- Nominations shall be received by the ICS office for all elected posts by April 1st in the year that election will take place.
- All nominees must be current, paid-up ICS members.
- Nominations shall be proposed and seconded by current, paid-up ICS members.
- The ICS membership shall be requested to make nominations by a notice placed in
- Neurourology & Urodynamics, by electronic mailing, in the final call for abstracts for the annual scientific meeting and on the ICS website.
- Nominees will be announced at the AGM and an on-line ballot will commence for 6 weeks, with the winner announced in the next issue of Neurourology and Urodynamics, in the ICS newsletter, on the ICS website and by an email notification to members.
- Nominations for new Committee Chairs should only include those who have attended at least two respective committee meetings.
- No canvassing by candidates to ICS members is allowed; candidates found canvassing will be disqualified from the ballot.

The Meetings and Nominations Committee has now been established to ensure only suitable candidates are put forward for ballot by the membership.

## **Risk Management**

The Trustees are reviewing and implementing a formal risk management process to assess business risks and implement risk management strategies.

The Trustees have identified the types of risks the Charity faces, and have prioritised them in terms of potential impact and likelihood of occurrence, and identified, where possible, means of mitigating the risks. The adequacy of internal controls is reviewed and costs of implementing new controls compared to benefits obtained and implemented, if agreed. Procedures have been established for reporting failure, immediately, to appropriate levels of management and to the Board of Trustees.

The task of monitoring the Charity's financial control systems and procedures is delegated to the ICS Treasurer (Ajay Singla). In conjunction with the Administrative Manager and the Charity's auditors (Goldwyns [Bristol] Limited) the Treasurer reviews and reports to the Trustees on the working of these systems and procedures in relation to the wider issue of managing major risks identified as arising from or in connection with the Charity's activities.

We continue to keep under review the adequacy of our systems which are, in our opinion, appropriate for the Charity at present.

We believe an area of risk requiring particular attention is the ICS Annual Meeting, where possible cancellation or postponement due to terrorist attacks or natural disasters is a major concern. The Charity has passed on the major risk to our new permanent Congress Organiser who, from 2008, will

bear the financial risk of any cancellation or postponement. We are also ensuring adequate levels of insurance are sought for each event.

A nominations committee has now been established to ensure suitable Trustee candidates are put forward for ballot by the membership.

Key Staff – Although all efforts are made to ensure the administration of the Society could continue efficiently should certain key members of staff leave or be absent for any length of time, the position of Administrative Manager and IT Manager are particularly important positions.

With regard to the Society's finances, the Auditors are fully aware of the current status and systems used and could take over from the Administrative Manager in an emergency. The Trustees and the Administrative Manager are all signatories on the Society accounts and therefore any two could sign if required.

With regard to IT systems, the IT Manager is documenting all design and maintenance work to ensure another IT specialist could take over in an emergency. All systems and the ICS website are backed up and stored off site.

Wherever possible, all ICS office staff are trained and briefed in all office procedures.

## **Objectives and Activities**

The strategies employed in the year to achieve the Charity's objectives were:

- To host the 2007 Annual Meeting in Rotterdam, The Netherlands and to increase delegate numbers and therefore income. Hold Public Forum for incontinence sufferers
- To continue and expand Educational Courses whilst maintaining low registration fees
- To maintain membership levels
- To continue the work of the Constitutional Review Committee and implement revised Articles of Association and Bylaws
- To hold additional ICS Committee meetings outside of the Annual Meeting to encourage continuous work throughout the year
- To increase and improve communications and publications with the members
- To continue development of the interactive website
- To instigate Neurourology Fellowship Scheme
- To obtain the best rate of return on our reserve funds

## **Achievements and Performance**

### **ICS Annual Meeting 2007**

The 37th Annual Meeting of the International Continence Society took place this year in Rotterdam, The Netherlands. It was attended by 2500 delegates and had over 50 exhibition stands. This figure



of attendance was lower than expected against our aims for a European meeting and whilst there are several possible reasons for this it is difficult to assess without speculating.

The scientific programme included over 650 abstracts and was carefully constructed by the scientific chair, Mark Veirhout, and the Scientific Committee. Again this number of submitted abstracts was lower than expected. It is suspected that several potential delegates submitted their abstracts to alternative conferences which occurred earlier in the year and the relatively short interval between ICS Christchurch NZ 2006 and ICS Rotterdam 2007. The education programme consisted of 13 ICS educational courses and 25 workshops, which were all well attended and represented the multi-disciplinary values of the ICS.

The AGM saw two votes presented to the membership. The first was a membership disciplinary matter and the second was the Special Resolution in relation to the change in Articles and subsequent bylaw amendments. More information of the latter vote is outlined below in the Constitutional Review Committee section.

Rotterdam also saw the first Continence Public Forum targeted towards those who suffer from or know people who suffer from incontinence. Over 200 local people attended and the programme was presented in Dutch. Leading speakers gave up-to-date information and practical advice, and offered the opportunity for participants to ask questions.

The Dutch Continence Foundation (Continentie Stichting Nederland –CSN ), was officially launched during ICS 2007, in order to support basic and clinical research in the field of incontinence and to serve as a source of objective information for The Netherlands.

Sincere thanks go to Ruud Bosch and his organising committee for their hard work and commitment to the ICS Annual Meeting.

The Charity's wholly owned subsidiary, Conticom ICS Limited operates the Annual Meeting and the majority of its profit is gift aided to the ICS.

### **Educational Courses 2007**

The Education Committee, under the guidance of Linda Cardozo, has continued to develop and run ICS Educational Courses. In 2007 three Educational Courses were held in the United Arab Emirates, Greece and India.

#### **Abu Dhabi, United Arab Emirates 26-27th January 2007**

Over 100 delegates attended the course in Abu Dhabi. It was a challenge for the ICS to advertise this course due to the lack of a local continence society and ability to get local delegates e-mail addresses. However with the assistance of the coordinator, Sherif Mourad, we were able to make this a successful course. The course was attended by people from several different countries and this was due to the large ex-pat population in the area. However, it was a very interesting course with several debates including, should urodynamics be carried out prior to all surgery for SUI and diagnosis and management of incontinence in men. This was also a fully multi-disciplinary course with nurse and physiotherapy sessions included.

#### **Thessaloniki, Greece 11-12th May 2007**

Thessaloniki was our most successfully attended course to date with over 300 delegates. Stavros Charalambous, the coordinator and the local Urological Associations gave the ICS a warm welcome. With such topics as Conservative and Pharmacological Treatment of BPH and Surgery options for

prolapse and incontinence including the topical Laser Vaginal Rejuvenation, the feedback from the delegates was very positive.

### **Mumbai, India 16th May 2007 in association with Société Internationale d'Urologie, Indian Chapter**

It was a great pleasure to organise an Educational Course in conjunction with the Indian Section of the Société Internationale d'Urologie. Ajay Singla from the ICS and Jacky Lalmalani, the National Delegate of SIU India, joined together to create an interesting four day course. The course started with practical workshops on uro-oncology and minimal access procedures. Then the ICS held a full day programme, including sessions on Current Management of Neurogenic Bladder, Urological Injuries and Surgery for Pelvic Organ Prolapse. The course then continued for a further two days focusing on SIU topics. Over 300 delegates attended this course and the ICS were very privileged to work with the SIU and the two societies benefited from mutual advertisements. For the ICS this was the first time in India and it was an excellent opportunity to use the existing SIU network to invite delegates to learn more about the ICS and incontinence issues.

### **ICS Membership**

The membership of the International Continence Society has grown significantly in the last five years and although the ICS membership did not increase in 2007 (1753 compared to 1976 in 2006) the number of members remained at a relative constant compared to previous membership years. This is likely to be accounted to the 2007 membership year being relatively short which ran from 1st November 2006 to 1st August 2007. However the numbers of “new” members has been kept level at approximately 360 per year for the last five years. Global membership remains unchanged with still just over 50% of the ICS members coming from Europe.

The Annual Membership subscription fee remains at £50 even though this is at a loss to the ICS, it is felt that its important to keep the subscription low to encourage more members from varying disciplines. Subscription includes:

- Six issues of the journal Neurourology and Urodynamics (Official journal of the ICS)
- On-line access to Wiley Interscience
- A substantial discount on registration to the ICS Annual Meeting
- Free access to all educational materials on the ICS website
- Access to details of, and contact with, ICS members worldwide
- ICS Membership Certificate
- ICS Membership Book
- On-line membership directory
- A regular ICS Newsletter
- Free membership to the EU-ACME Programme for Continuing Professional Development
- Voting privileges on membership issues and ICS elections

## **Constitutional Review Committee (CRC)**

In the months after the Christchurch AGM (ICS 2006) the CRC began to review the ICS Articles of Association and Bylaws. They met for the first time for three days in Padova, Italy in May 2007. From this meeting the key issues were identified and discussed. In the months following the meeting the Articles and Bylaws were developed in conjunction with legal advice. Drafts were sent at interim periods to the membership for feedback and the final document was produced in time prior to the AGM to allow members to vote on-line on the Special Resolution. At the AGM in Rotterdam (ICS 2007) the members attending voted, with the required percentage to pass the vote was 75% of all votes cast. The votes only amounted to 74.3% and therefore the resolution was not passed. The CRC is continuing its work and will prepare a new set of draft Articles and Bylaws for the next AGM in Cairo (ICS 2008).

## **Additional ICS Committee Meetings**

In 2005 it was agreed that committees could meet in addition to the Annual Meeting, so that the members could discuss and establish new projects throughout the year. This initiative has continued in 2007 with the Education Committee meeting in January 2007 in Bristol and Publication Committee meeting in Berlin in March. The Advisory Board also met in March in Berlin and also held regular telephone conference meetings.

## **Publications and Communications**

The ICS successfully produced two membership newsletters in 2007. In line with ICS aims and objectives, the newsletter was expanded to 12 pages and the name 'ICS News' was established as the official name for this publication and a standardised style was developed.

In 2007 the PR strategies were expanded for the society and included developing a corporate image and starting to attend other relevant events and congresses to raise awareness of the society. The ICS now has its own exhibition booth at the ICS Annual Meetings, which has proven to be very popular. The booth for ICS 2007 was very successful and well attended by the delegates at the meeting. It provided a focus on the ICS and reinforced the corporate image. Delegates were able to come join or renew their membership on PCs provided and ask the ICS staff questions. It was also an opportunity to advertise the ICS to those who did not know about the ICS. Also at the Annual Meeting, press facilities were provided exclusively for the international press who attended and a press conference was held on the morning of the first day of the scientific meeting. The ICS continues to evaluate the quality of public relations of the annual meeting and the facilities provided.

## **IT Infrastructure Change Summary**

2007 was a busy year for the ICS, with big changes to the Office structure. In addition to moving offices and recruiting more staff (refer to "we also achieved" section"), the equipment in use for providing IT services was badly in need of updating. New security standards introduced by credit card providers in 2007 required changes to our financial systems for online payments. New staff employed required more computers, software and training. All of these changes led to a great deal of IT infrastructure change for the ICS Office - the IT projects to take the ICS forward and safeguard the society for future change and increase the capabilities of the society are detailed below.

### **IT Infrastructure - Legacy ICS Windows 2000 Server**

The existing ICS Corporate Server was purchased in the year 1999 to host the ICS Corporate Server

using Microsoft Windows 2000 Server to provide network access, storage and backup functionality. In 2001 it was upgraded to implement the new ICS Corporate Email system based on Microsoft Exchange Server 2000 to provide more advanced corporate email functionality and backup. By 2007 this system was running out of capacity and becoming unreliable. Much time was being spent keeping this aging system going and replacing hardware that was rapidly becoming hard to source. The amount of data stored on the server was much greater than the original tape backup device could back up overnight, which exposed the ICS to the risk of data loss. As the server was rapidly running out of storage capacity many archived documents could not be kept "online". A number of system failures caused by this aging equipment that led to days of downtime made this issue a top priority for the ICS. The Trustees agreed that a new server was required to provide IT infrastructure to the society, with capacity to expand our operations over the next 5 years.

### **IT Infrastructure - ICS Administration Systems / Exposure to Risk**

As the IT systems of the ICS have become more advanced and replaced many of the traditional paper based systems for Membership processing, credit card processing, Membership communications, reporting, financials, electronic data transfer with 3rd parties (e.g. Wiley-Liss, NY, USA for Journal Distribution), the IT infrastructure has become a business critical component of the ICS organisation. As we have become more ambitious in our automation of administration tasks, we have been able to provide more and more services to members while keeping our staffing at extremely low levels. Although this has been driven by our commitment to providing the best possible service levels and value to members, it has made the organisation extremely dependent on our IT hardware and software. The exposure to risk for the society of losing our IT services (communications / financial transactions / document storage etc) made a new system an urgent priority.

### **IT Infrastructure - New ICS Corporate Server Platform Specification (Hardware / Procedures / Disaster Recovery)**

The new system therefore needed to be extremely robust, offering the highest levels of data security, resilience from hardware and power failure, provide additional storage capacity and processing power for the more demanding applications that the ICS was now using. Planning capacity for the next 5 years meant specifying a 64-bit architecture that the latest server operating systems demanded. Data security meant specifying a RAID-6 array of mirrored, striped disks to ensure that any hard-disk failure did not result in any loss of data. In addition a high specification tape backup device would ensure that vast amounts of data could be backed up every night, securing the data from the risks of hardware failure, fire or theft. The ICS already had procedures in place for off-site storage of backups in the event of a total loss of our systems (e.g. fire/theft) and these policies were also updated. In the event of power failure an intelligent Uninterruptible Power Supply was specified that could provide power to the server and shut it down safely in the event that mains power to the building was lost for a sustained period, while maintaining internet access and IT services for a few hours until power was restored. As all the client computers in the ICS are laptops, should the power fail all users could continue working normally for at least 60 minutes, giving ample time to save any work and safely shut down all systems, securing the ICS against loss of data.

A new DELL 64-bit quad-core PowerEdge Server with a 6 disk hot-swappable RAID array and 4GB RAM was specified (all future server operating systems will be [at least] 64-bit). The hardware RAID controller was specified with a battery backup to ensure all data could be flushed to disk in the event of a total power failure - again ensuring the integrity of the ICS's data. Dual power supplies ensure that there is no "single point of failure". A DELL PowerVault LTO2 tape drive was installed to provide high speed volume offline storage for backups. Providing up to 200Gb of storage per tape at a rate of

48Mb/s this allowed the ICS to back up all corporate data every night - combined with new disaster recovery procedures this minimised the risk of any loss of data to a 24 hour window. A "next business day" on-site hardware maintenance agreement was purchased from DELL to provide hardware support for this system.

### **IT Infrastructure - Corporate Server Platform (Software)**

The legacy ICS Corporate Windows server ran on Windows 2000 Server which was fast becoming obsolete, the latest Windows Server operating system available was Windows 2003 R2. The latest version of Microsoft Exchange (the email server platform) was Exchange Server 2007. This software required a 64-bit architecture - therefore 64-bit versions of all software were installed including the operating system. Hardware monitoring software provides email alerts to the IT staff should any hardware fail or be detected of imminent failure - our policies should then trigger a callout from a DELL engineer to rectify any fault. Yosemite Backup software was installed to schedule the daily backup of software, log backup failures and alert staff by email of any backup failures.

### **IT Infrastructure - Server Migration Plan**

The move from the legacy server to the new one was a complicated procedure taking many weeks to migrate over fully. At every stage disaster recovery procedures were designed and implemented so that at no stage could data be irrevocably lost. In the first phase the new server platform was built using Windows Server 2003 R2 and Exchange 2007. Services were then migrated over one at a time including Active Directory, Domain Name Server, SQL Server Databases, Users and Groups, Client Mailboxes, Public Mail Folders, Corporate Document Storage, Backup and Print Services. Once all users and services were successfully migrated to the new system, the servers were run in parallel for a few weeks to ensure all services were operational

### **IT Infrastructure - Network / Communications**

The move of the ICS Office from 9 Portland Square to 19 Portland Square gave the ICS the opportunity to increase the internet bandwidth available by using a shared high capacity broadband connection for the entire building. This gives the ICS increased internet bandwidth (as most of our membership systems are now based on our website, our internet connection is also now a business critical function to the society). The higher specification of our service level agreement means that downtime is also guaranteed to be less than 24 hours with on-site engineers on call 24x365. This is a vast improvement of our "home-consumer" level agreement in the old building (previously problems with our ADSL line had caused a 7 day internet outage before an engineer was called). The ICS now shares a proper rack based network cabinet for the entire building with the ICS on a separate sub-net. The network infrastructure allows the ICS to route network, internet and traditional telephone services to any point in our office without the need for error prone and hazardous trailing cables. The provision of a Wireless Router also gives the ability of wireless internet access to visitors to the ICS office. Currently the ICS has 4 telephone lines for incoming and outgoing calls and fax provided by British Telecom.

### **IT Infrastructure - Client Systems**

All ICS client computers have now been moved to laptop computers. This allows all staff to work remotely at ICS Annual Meetings and Educational Courses, and gives the ICS additional flexibility in terms of moving staff geographically. All ICS systems are now accessible remotely (Corporate Document Storage / Membership Systems / Archives / Secure Communications) Windows Vista /

Microsoft Office 2007 via secure Virtual Private Network (VPN) connections from ICS laptops or via secure internet connection from any web browser globally. This increases the resilience of ICS Corporate IT systems by making it possible for staff to perform their job roles even in extreme circumstances - for example in the event of theft of a laptop. Data security of ICS Members data is achieved by storing all data on secure corporate servers rather than locally on the laptop. Therefore sensitive data is protected from theft of hardware and secure against loss (all documents, emails, photos, membership records financial records are stored centrally and backed up regularly under the corporate ICS disaster recovery plan - see above).

### **IT Infrastructure - Accountancy/Bookkeeping System**

Due to staff changes in the ICS office due to the departure of Vicky Facey, the book keeping function has been outsourced to a dedicated accountant (Nicola Walsh). As part of this move the existing Sage Accounts software to the latest version a multi-company server based solution was purchased to provide multi-user access to both ICS and Conticom ICS Ltd data. The server architecture also allowed a common data storage solution integrated with the corporate server backup system, thereby safeguarding the ICS accountancy data also under the corporate disaster recovery plan. In planning the migration to the new software the opportunity was taken to reorganise our accounts database from the ground-up with the assistance of our new bookkeeper for a much better system of cost-codes and bookkeeping, allowing the ICS to have much better forecasting and reporting, with a much easier to administrate system, built from the ground up to be future-proof (the old system was not well suited to rolling accounts over between years). Legacy data from the old system is held on the same database so as to be still accessible for archive purposes.

### **IT Staff Changes**

The ICS Executive Committee promoted Dominic Turner to act as IT Director of the ICS to reflect the role he played in the society. They also identified the need to expand the IT function of the ICS as more and more systems became automated, and to increase our capabilities. The ICS already "punches above its weight" for the small number of staff due to the ever increasing reliance on IT systems to perform administrative tasks, and we strive to continue this trend to provide the best possible service to members and delivering excellent value to the society. To this end the need for an additional IT staff member to report to the IT Director was identified and a Job Specification was agreed - a recent science/maths graduate with programming experience was felt to be the best addition to the team, with the intention of training them on the latest technologies that the ICS use. Unfortunately despite an extensive recruitment effort the position was not filled until the second round of interviews in December 2007. The new staff member (Ashley Brookes) started on the 7th of January 2008 in the role of Graduate Analyst Programmer. Ashley Brookes graduated with a BSc in Physics from Exeter University having completed a scientific programming project in Astrophysics Imaging in his final year in the C Programming Language - making him an ideal candidate for learning the programming languages employed by the ICS.

### **ICS Website - Financial / Data Security - VISA / MasterCard Secure 3D**

Due to the international nature of our membership, availability of these systems to members in different time-zones from the UK means that online payments are vital. All ICS Membership renewals and applications are processed via the ICS website - membership is open 24 hours per day until memberships for the current year are closed just prior to the Annual Meeting. In addition a limited number of products can also be purchased online (for example back-issues of our official Journal). The move to internet payments has resulted in cost savings for the ICS due to the reduction

in fees per transaction. ICS Membership dues are collected via secure online payments through merchant terminal services provided by PayPoint.Net the leading UK Branded Collection network complying with the highest level of the Payment Card Industry Data Security Standard (PCIDSS). In order to comply with the latest advances in secure online payments, to protect our members financial transactions and to achieve additional limited liability and reduced fees for the ICS, we have implemented the new MasterCard/VISA Secure 3D online payments security system which enables our members to use the latest secure payments system when paying for their membership online. This is the online equivalent of "chip 'n pin" which allows a cardholder to have a secure password with their own bank to authorise online transactions. Complying with these new security standards allows the ICS to display the official "Verified by VISA" and "MasterCard SecureCode" logos on the ICS website. In addition to our secure encrypted HTTPS certificates on our website this gives our members the highest degree of confidence available of the security not only of their financial, but personal details also, protecting our members from identity theft.

### **ICS Website - ICS Events**

This section is a new part of the ICS website that co-ordinates information regarding annual meetings, educational courses and other relevant events. It should make it easier for members to find out information about past, present and future events from one specific area on the website. The areas developed are detailed below:

- ICS Annual Meetings Module (Event Summary)
- ICS Courses Module (Event Summary)
- Other Relevant Meetings Module (Event Summary)
- Event Detail View
- Staff Administration Module

### **ICS Website - ICS 2007 Abstracts System**

Many aspects of the Abstract submission website were improved both functionally and visually. In addition a great deal of work was done creating the database entities required for future developments relating to the new Meeting Administration System completed in 2008. In 2007 we successfully processed 679 Abstracts from submission through to final publication. This was a fall of 74 abstracts from the submission total for 2006 Christchurch. Many factors may have contributed to this reduced figure including the conflict of dates with other similar international meetings in 2007 and the relatively short interval between ICS Christchurch NZ 2006 and ICS Rotterdam 2007 (this was due to the NZ meeting being very late in the year to coincide with summer in the southern hemisphere).

The submission and processing of abstracts for 2007 is broken down as follows:

Status	Total
Plenary Presentations	26
Discussion Posters	110
Non Discussion Posters	192
Read by Title	186

Rejected	226
Withdrawn	13
<b>TOTAL</b>	<b>753</b>

Once again the Abstracts Issue of the official Journal of the ICS (Journal of Neurourology & Urodynamics – Wiley-Liss, NY) was a great success and very popular with members, with 2007 being the first Abstracts Issue with all colour plates.

### **ICS Website - Redevelopment**

Work continues to improve and update the ICS website. Areas that were redeveloped during 2007 are as follows:

- About the ICS
- Contact Us
- Links
  - Links (Search)
  - Links (Submission Organisations)
  - Links (Submission Industry)

### **ICS Website – New Sections - News**

Several new sections were added to the ICS website in 2007 including a new News area that combined ICS News items with dynamically syndicated medical news feeds from around the world via many respected medical news feeds to give a single up to the minute snapshot of Incontinence news from around the world.

### **ICS Website – New Sections – Press Area**

A new press area was added to the website bringing together all relevant content from the website with respect to journalists and those coming to the subject for the first time. Meeting our outreach and education objectives this area for the first time strove to address the needs of non-professionals seeking information on a variety of subjects. Existing content produced by the publications committee for Press Releases was made available in an engaging and accessible format.

### **ICS Website – New Sections – Online Resolution Voting**

2007 saw the requirement for a membership vote on a Special Resolution amendment to our articles. For the first time members were able to vote before the AGM electronically for a simple majority Yes/No vote (previously only post-elections were held online). The new ASP.NET Voting system was rolled out to implement this new requirement with the existing post election system to be redeveloped in the future.

### **ICS Website – Corporate Branding**

A major re-branding exercise was initiated by the Publications Committee in 2005 with an agreed website branding document being signed off in 2006. In 2006 the new ICS Logo was implemented across the website and all print media. In 2007 this new branding colour scheme and design was finally rolled out across the entire website including a dramatic redesign of the corporate website



navigation and security system. This not only dramatically changed the look and feel of the entire website to the new consistent ICS Branding, but made the website much more engaging, pleasing on the eye and easier to use. Many of the “front of house” pages were completely redeveloped to give them a new look and improve the overall user experience. The website has had a dramatic facelift and gives off a much more professional and slick appearance, while maintaining the content, functionality and investment in the existing technology. User feedback for the website has been extremely positive and the number of hits has risen steadily since its introduction.

### **Neurourology Fellowships**

The ICS will be providing funding for Neurourology fellowships in various centres globally. In the initial stages of this project, the ICS will provide funding for one fellowship placement per year, with the aim to increase this in future years.

The placement will be three months in one of the following centres and the deadline for applications will be 1st April 2008.

London (UK) Dr Clare Fowler

Cleveland (USA) Dr Graham Creasey

Innsbruck (Austria) Dr Helmut Madersbacher

Montreal (Canada) Dr Jacques Corcos

Antwerp (Belgium) Dr Jean Jacques Wyndaele

Halifax (Canada) Dr Jerzy Gajewski

Ghent (Belgium) Dr Karel Everaert

Paris (France) Pr Chartier Kastler and Pierre Denys

### **Investment Performance**

Surplus funds invested during the year in an interest bearing deposit account earned interest of £54,748

### **We also achieved:**

#### **ICS Office**

The continued financial stability of the Society has meant that the administrative office has continued to grow. With the departure of Vicky Facey who had been with the ICS for nine years, the office needed to review the current positions. Avicia Burchill became the Administrative Manager in April 2007, and had a three month handover with Vicky. Avicia has taken over the day-to-day running of the office and is the direct link to the Trustees. In addition Avicia has continued her role overseeing the Educational Activities.

Kelly Packer was appointed in June 2007 to become the membership secretary and provide administrative support to the whole office. In recruiting Kelly, this has meant that Carole Sales' role has developed to include being responsible for all communication and publications the ICS produces with the relevant committees and develop PR strategies.

Nicola Walsh, a trained accountant, works for the ICS one day a week as a contractor. Nicola, working closely with Avicia and the appointed accountants, Goldwyns oversees the bookkeeping requirements of the ICS and Conticom-ICS Ltd.

Dominic Turner was appointed IT Director in April 2007 and continued in his role and recruitment was undertaken to seek a Graduate Analyst Programmer to assist. An appointment was made in January 2008, with Ashley Brookes joining the ICS team.

Jordans, the ICS charity and company law advisors were appointed Company Secretary for both ICS and Conticom-ICS Ltd.

The lease was due to expire on 9 Portland Square in August 2007, and with the new staff joining and with activities expanding, it was felt that the office required larger premises. It was decided to continue leasing office premises rather than acquiring a freehold property. The office moved to 19 Portland Square in August 2007, just opposite the existing building.

### **Conticom ICS Limited**

The trading subsidiary continued to support the Charity in meeting its objectives.

## **Financial Review**

### **Reserves Policy**

The Trustees of ICS have adopted this reserves policy in order to determine prudent levels of financial reserves which ICS should maintain. The process for setting and monitoring the annual budget will take account of the level of reserves set by this policy. Reserves are maintained:-

- a) To provide a safeguard of two years' estimated operating costs of ICS and Conticom ICS Limited.
- b) To provide an element of contingency for unforeseen liabilities.
- c) To provide a permanent base for the Charity.

In determining the level of reserves the Trustees have taken into account the average present annual operating costs (£557,599 per annum). They have also allowed, within the contingency element, a figure of £50,000 in case of liabilities arising against ICS in respect of the Annual Meeting. The Annual Meeting is an annual international medical and scientific conference for specialists in the medical and scientific disciplines relevant to the charitable objects of ICS. Organisation of the Annual Meeting is contracted to an organiser (Kenes International will be the permanent organiser from 2008) by Conticom ICS Limited (the wholly-owned trading subsidiary of ICS).

The terms of the relevant agreement (on which legal advice was taken) provide for the organiser to accept all financial risks and for a proportion of any net surplus to be passed to ICS via Conticom ICS Limited. However, notwithstanding the provision regarding financial risks, the trustees consider it prudent to retain the contingency figure stated in case any liability should be alleged against ICS in the event of a major failure of the Annual Meeting, such as cancellation.

The Trustees consider it appropriate to retain two years' operating costs as ICS operates on an annual cycle and its key annual event (the Annual Meeting) has to be pre-planned on a four year cycle.

## **Principal funding sources**

The principal funding sources of the Charity in the year aside from the donation from Conticom ICS Limited, were membership fees £85,390 (2006: £96,575), educational course registration fees £36,244 (2006: £18,701) and investment income £54,748 (2006: £47,175).

With this funding the Charity has been able to finance additional educational activities, the running costs of the ICS Office and continue to produce the membership book and newsletters and the subscriptions to the NUU Journal. In addition it has allowed the Advisory Education, Publication and Communication Committees to meet outside of the Annual Meeting which has been found to be extremely useful in driving forward their ongoing projects.

The total profits of the trading subsidiary were £190,721 (2006: £306,441), and £190,319 (2006: £309,033) was gifted to the Charity to minimise any tax liability. The Trustees are pleased with the commercial success of the subsidiary which supports the Charity in meeting its objectives.

As of 31st December 2007 the consolidated balance sheet showed the Charity and its subsidiary had a combined carried forward funds of £1,402,354.

## **Investment Powers and Policy**

Under the Memorandum and Articles of Association, the charity has the power to invest in any way the Trustees wish. The Trustees, having regard to the liquidity requirements of operating the Charity and to the reserves policy have operated a policy of keeping available funds in an interest bearing deposit account to see the best rate obtainable.

## **Plans for Future Periods**

The main objectives for the coming year are to continue increasing the membership numbers of the society and to encourage different disciplines to join. Several projects are planned to increase continence awareness both from a scientific and patient perspective.

### **ICS Annual Meeting 2008 – Cairo, Egypt 20th-24th August 2008**

Chair – Sherif Mourad

Scientific Chair – Heinz Koelbl

The 38th Annual Meeting of the International Continence Society will take place at the Cairo International Congress Centre (CICC). The pre-meeting programme (20th and 21st October) will consist of over 30 courses and workshops on a range of multi-disciplinary topics. The diverse scientific programme (22nd - 24th October) will cover a number of subjects and will be accessible to all health professionals.

This will be the first ICS Annual Meeting run by our own Permanent Congress Company, Kenes International, who have been working with the ICS for some years now dealing with the logistics for the Education Courses. With over 30 years experience of organising medical conferences we are very happy to be working with Kenes.

Registration for 2008 can be made online through [www.kenes.com/continence-meeting/](http://www.kenes.com/continence-meeting/)

Annual Meeting Secretariat, Kenes International, 1 – 3 Rue de Chantepoulet, P.O. Box 1726, CH-1211 Geneva 1, Switzerland

Tel: +41 22 908 0488 ext. 275

Fax: +41 22 732 2850

E-mail: ics@kenes.com

### **Continenence Promotion Committee Public Forum & World Continenence Day**

It is expected that the CPC will host a Public Forum again in Cairo following the ICS 2008 Annual Meeting. The CPC will also meet to discuss plans for a World Continenence Day or Week to continue to raise awareness of incontinenence issues worldwide and to break down the stigmas attached.

### **2008 Educational Courses**

The following courses have been planned for 2008:

Berlin, Germany, July 2008

Istanbul, Turkey, August 2008

Chongqing, China, September 2008

There may also be some opportunities arising where the ICS may be asked to provide speakers to attend an existing local meeting.

### **E-Learning**

Using our existing CME accredited webcasts, the ICS plans to develop a series of on-line e-learning programmes. This will allow users to listen and learn from world renowned teachers and then undertake multiple choice questions in order to earn their CME credits. It is hoped that this resource will be free to ICS members.

### **Developing Countries**

All committees have been asked to put special emphasis on ideas and projects for expanding membership in developing countries. It is also hoped the Educational Courses will encourage membership in these areas.

### **Voting**

There are several ICS Posts open for nomination to start office 24th October 2008

General Secretary - (term 6 years)\*

Ethics Committee Chair - (term 6 years)\*

Ethics Committee; nurse representative - (term 3 years)

Ethics Committee; physiotherapy representative - (term 3 years)

Ethics Committee; urologist - (term 3 years)

Scientific Committee; 1 clinical representative (term 3 years)

Scientific Committee; 2 non-clinical representatives (term 3 years)

Advisory Board; co-opted Nursing representative\*\* - (term 3 years)

Advisory Board; co-opted Physiotherapy representative\*\* - (term 3 years)

Advisory Board; co-opted non-clinical representative - (term 3 years)

\* Terms may be changed by the Special Resolution

\*\*These posts may be replaced by newly established nurse and physiotherapy committee chairpersons.

### **ICS Publications & Communications Committee**

The ICS Factsheets were originally produced in 2005. They are small information sheets produced to provide information about the ICS and also about the topics that the ICS is involved in. As much has developed and changed over the recent years the PCC are tasked with updating these factsheets.

It is intended that the ICS should attend other similar events and congresses to promote the ICS and raise its profile. In conjunction with this, it is expected that further merchandising ideas will develop.

The PCC will continue to expand press relations by increasing the relationships with media partners and continue to raise awareness with relevant media outlets i.e. other relevant publications.

### **Planned IT Projects 2008**

Future plans include rewriting the documents and post election systems. A new Abstracts Administration (Meeting Admin) system is planned for the Q1 2008 comprising of Abstract Review, Scoring and Analysis modules, with a complementary Abstracts Publishing module planned for Q2 2008. E-Learning modules are also planned with the first module in Basic Neurourology scheduled for Q3 2008. Other projects include online disclosures, a new more interactive documents system and other engaging interactive content projects for the website. The addition of a new ICS IT team member will be an additional string to the ICS bow, allowing parallel development of multiple projects simultaneously. We look forward to 2008 with the prospect of improving the user experience of the ICS website allowing it to become a truly interactive meeting place for continence professionals, furthering the educational aims of the charity and delivering the best possible experience to all users – both ICS members and the international community of medical professionals.

## **Trustees' Responsibilities in Relation to the Financial Statements**

Company law requires the trustees to prepare Financial Statements for each financial year, which give a true and fair view of the state of affairs of the Charity and the group and the incoming resources and application of resources, including the net income or expenditure, of the group for the year. In preparing these financial statements the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent; and
- Prepare Financial Statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation;

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and the group and to enable them to ensure that the Financial Statements comply with the Companies Act 1985. They are also

responsible for safeguarding the assets of the Charity and the group and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the Charity's website. Legislation in the United Kingdom governing the preparation and dissemination of Financial Statements may differ from legislation in other jurisdictions.

#### Statement of Disclosure of Information to Auditors

We, the directors of the company who held office at the date of approval of these Financial Statements, as set out above, each confirm so far as we are aware that:

- there are no relevant audit information of which the company's auditors are unaware; and
- we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the Charity's auditors are aware of that information.

#### **Auditors**

A resolution will be proposed at the Annual General Meeting that Goldwyns (Bristol) Limited be re-appointed as auditors to the Charity for the ensuing year.

Approved, on behalf of the Trustees, by:

Treasurer

Ajay Singla

Date

# INTERNATIONAL CONTINENCE SOCIETY ANNUAL GENERAL MEETING AGENDA

Cairo, Egypt, 24<sup>th</sup> October 2008

1. Appointment of Chair of AGM as per article 5.3
2. Approval of Minutes of AGM held 24<sup>th</sup> August 2007, Rotterdam, The Netherlands
3. Matters arising from the Minutes of the AGM
4. Amendments to Articles of Association and Bylaws
  - a. Special resolution for approval
  - b. Bylaws for approval
5. Ballot for ICS General Secretary and Trustees
6. Trustee Report
7. ICS Treasurer's Report & Statement of Accounts – Ajay Singla
  - Approval of 31 December 2007 Annual Accounts
  - Approval auditor's reappointment and remuneration
8. ICS Education Committee Report – Werner Schaefer
9. ICS Publications and Communications Committee Report – Jerzy Gajewski
10. ICS Continence Promotion Committee Report – Diane Newman
11. ICS Ethics Committee Report – Lewis Wall
12. ICS Standardisation Committee Report – Dirk De Ridder
13. ICS Neurourology Committee Report – Jacques Corcos
14. ICS Children's Committee Report – Wendy Bower
15. ICS/ICUD Committee Report – Paul Abrams
16. ICS Meetings and Nominations Committee Report
  - c. Announcement of elected persons from web ballot
  - d. Announcement of approved bids for 2012 Annual Meeting web ballot
  - e. Announcements of nominees required by 1<sup>st</sup> April 2009 for ICS posts web ballot
17. ICS Scientific Committee 2008 Report – Heinz Kölbl (ICS 2008 Scientific Chair)
18. ICS Neurourology & Urodynamics Report – Chris Chapple (Editor in Chief)
19. Date of Next Annual General Meeting – San Francisco, USA 3<sup>rd</sup> October 2009
20. Any other Business

## **REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF THE INTERNATIONAL CONTINENCE SOCIETY**

We have audited the consolidated financial statements of The International Continenence Society for the year ended 31 December 2007, which comprise of the Charity and Consolidated Statement of Financial Activities (including Summary Income and Expenditure Account), the Charity and Consolidated Balance Sheet, and the related notes. These financial statements have been prepared under the historical cost convention and the accounting policies set out therein and the requirements of the Financial Reporting Statement for Smaller Entities (effective January 2007).

This report is made solely to the company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of directors and auditors**

As described in the Statement of Trustees' responsibilities the trustees (who are also the directors of The International Continenence Society for the purpose of company law) are responsible for the preparation of the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you whether in our opinion the information given in the Trustees' Annual Report is consistent with the financial statements.

In addition, we report to you if, in our opinion the charity has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and transactions with the charity is not disclosed.

We read other information contained in the Trustees' Annual Report and consider whether it is consistent with the audited financial statements. We consider the implications for our report if we become aware of any apparent misstatements within it. Our responsibilities do not extend to any other information.

### **Basis of audit opinion**

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We have undertaken the audit in accordance with the requirements of APB Ethical Standards including APB Ethical Standard – Provisions Available for Small Entities, in the circumstances set out in note 24 to the financial statements.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.



**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF  
THE INTERNATIONAL CONTINENCE SOCIETY**

**Opinion**

In our opinion:

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities of the state of the charity's affairs as at 31 December 2007, and of its incoming resources and application of resources, including its income and expenditure, in the year then ended;
- the financial statements have been properly prepared in accordance with the Companies Act 1985; and
- the information given in the Trustees' Annual Report is consistent with the financial statement.

Goldwyns (Bristol) Limited  
Registered Auditor  
Chartered Accountants  
9 Portland Square  
BRISTOL  
BS2 8ST

Date: .....

**THE INTERNATIONAL CONTINENCE SOCIETY**

**STATEMENT OF FINANCIAL ACTIVITIES  
(INCLUDING INCOME & EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 31 DECEMBER 2007**

	Unrestricted	Restricted	Total	Total
	Year	Year	Year	Year
	ended	ended	ended	ended
	31.12.07	31.12.07	31.12.07	30.12.06
Notes	£	£	£	£
<b>Incoming resources</b>				
<i>Incoming resources from generated funds:</i>				
Voluntary Income:				
Donations and gifts	2	18,500	19,865	38,365
Investment Income	4			
Interest income		54,748	-	54,748
Gift aid donation from trading subsidiary		190,319	-	190,319
<i>Incoming resources from charitable activities:</i>				
Educational activities	5	36,244	-	36,244
Membership fees	6	85,390	-	85,390
Other incoming resources		706	-	706
<b>Total incoming resources</b>		385,907	19,865	405,772
<b>Resources expended</b>				
<i>Costs of charitable activities:</i>				
Educational activities	7	167,922	18,927	186,849
Membership costs	7	116,839	-	116,839
<i>Governance costs</i>	7	74,116	-	74,116
<b>Total resources expended</b>		358,877	18,927	377,804
<b>Net incoming resources and net movement in funds for the year</b>		27,030	938	27,968
Fund balances brought forward at 1 January 2007		1,338,481	-	1,338,481
Fund balances carried forward at 31 December 2007		1,365,511	938	1,366,449

All the above results are derived from continuing activities. All gains and losses recognised in the period are included above.

THE INTERNATIONAL CONTINENCE SOCIETY

CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES  
(INCLUDING CONSOLIDATED INCOME & EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 31 DECEMBER 2007

	Notes	Unrestricted Year ended 31.12.07 £	Restricted Year ended 31.12.07 £	Total Year ended 31.12.07 £	Total Year ended 30.12.06 £
<b>Incoming resources</b>					
<i>Incoming resources from generated Funds:</i>					
Voluntary Income:					
Donations and gifts	2	18,500	19,865	38,365	19,374
Activities for generating funds:					
Annual meeting income		323,333	-	323,333	321,590
Sponsorship and exhibition income	3	44,914	-	44,914	107,621
Investment Income	4	57,017	-	57,017	50,217
<i>Incoming resources from charitable Activities:</i>					
Educational activities	5	36,244	-	36,244	18,701
Membership fees	6	85,390	-	85,390	96,575
Other incoming resources		706	-	706	410
<b>Total incoming resources</b>		566,104	19,865	585,969	614,488
<b>Resources expended</b>					
<i>Cost of generating funds:</i>					
Annual meeting expenses		179,795	-	179,795	125,812
<i>Costs of charitable activities:</i>					
Educational activities	7	167,922	18,927	186,849	143,124
Membership costs	7	116,839	-	116,839	118,520
<i>Governance costs</i>	7	74,116	-	74,116	55,673
<b>Total resources expended</b>		538,672	18,927	557,599	443,129
<b>Net incoming resources and net movement in funds for the year</b>		27,432	938	28,370	171,359
Fund balances brought forward at 1 January 2007		1,373,984	-	1,373,984	1,202,625
Fund balances carried forward at 31 December 2007		1,401,416	938	1,402,354	1,373,984

All the above results are derived from continuing activities. All gains and losses recognised in the period are included above.

**THE INTERNATIONAL CONTINENCE SOCIETY**

**BALANCE SHEET AS AT 31 DECEMBER 2007**

		2007		2006	
	Note	£	£	£	£
<b>FIXED ASSETS:</b>					
Investments	13		1		1
<b>CURRENT ASSETS:</b>					
Debtors	14	271,286		358,206	
Cash at bank and in hand		<u>1,136,055</u>		<u>1,029,540</u>	
		1,407,341		1,387,746	
<b>CREDITORS:</b> Amounts falling					
due within one year	15	<u>40,893</u>		<u>49,266</u>	
<b>NET CURRENT ASSETS:</b>					
			<u>1,366,448</u>		<u>1,338,480</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES:</b>					
			<u>£1,366,449</u>		<u>£1,338,481</u>
<b>FUNDS:</b>					
Unrestricted funds	17		1,365,511		1,338,481
Restricted funds	17		<u>938</u>		<u>-</u>
			<u>£1,366,449</u>		<u>£1,338,481</u>

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective January 2007).

**ON BEHALF OF THE BOARD:**

A Singla- TRUSTEE

Approved by the Board on .....

**THE INTERNATIONAL CONTINENCE SOCIETY**  
**CONSLIDATED BALANCE SHEET AS AT 31 DECEMBER 2007**

		2007		2006	
	Note	£	£	£	£
<b>FIXED ASSETS:</b>					
Tangible assets	12		16,334		8,168
 <b>CURRENT ASSETS:</b>					
Debtors	14	271,499		325,444	
Cash at bank and in hand		<u>1,212,992</u>		<u>1,106,897</u>	
			1,484,491		1,432,341
<b>CREDITORS:</b> Amounts falling due within one year	15	<u>98,471</u>		<u>66,525</u>	
<b>NET CURRENT ASSETS:</b>			<u>1,386,020</u>		<u>1,365,816</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES:</b>			<u>£1,402,354</u>		<u>£1,373,984</u>
 <b>FUNDS:</b>					
Unrestricted funds	17		1,401,416		1,373,984
Restricted funds	17		<u>938</u>		<u>-</u>
			<u>£1,402,354</u>		<u>£1,373,984</u>

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective January 2007).

**ON BEHALF OF THE BOARD:**

A Singla- TRUSTEE

Approved by the Board on.....

## THE INTERNATIONAL CONTINENCE SOCIETY

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2007

#### 1. ACCOUNTING POLICIES

##### a) **Basis of Preparation**

The financial statements have been prepared under the historical cost convention, in accordance with the Statement of Recommended Practice (SORP 2005), Accounting and Reporting by Charities issued in March 2005, applicable accounting standards and the Companies Act 1985.

##### b) **Group Accounts**

The results of Conticom - ICS Limited, a wholly owned subsidiary, have been consolidated on a line by line basis in the Statement of Financial Activities and the Balance sheet. Exemption from preparing a cash flow statement under FRS 1 has been taken.

##### c) **Company Status**

The charity is a company limited by guarantee. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

##### d) **Fund Accounting**

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of general objectives of the charity and which have not been designated for other purposes.

##### e) **Incoming Resources**

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. Incoming resources from membership fees are recognised in the Statement of Financial Activities on a calendar year basis and are deferred where they are received in advance.

##### f) **Resources Expended**

All expenditure included in the Statement of Financial Activities is accounted for on an accruals basis. Charitable activities include expenditure associated with the educational activities and the provision of membership services and includes both the direct costs and support costs relating to these activities. Governance costs include those incurred in the governance of the charity and its assets and are primarily associated with constitutional and statutory requirements. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, e.g. staff costs by their time spent and other costs by their usage. Any irrecoverable VAT is charged to the Statement of Financial Activities or capitalised as part of the asset cost, where appropriate.

##### g) **Tangible Fixed Assets Depreciation**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

Fixtures and fittings	- 25% on cost
Computer equipment	- 33% on reducing balance

##### h) **Group Investments**

The investment in the subsidiary is stated at cost.

##### i) **Foreign Currencies**

Transactions in foreign currencies are recorded at the rate ruling at the date of transaction. Monetary assets and liabilities are retranslated at the rate of exchange ruling at the balance sheet date. All differences are taken to the Statement of Financial Activities.

##### j) **Hire purchase and leasing commitments**

Rentals paid under operating leases are charged to the Statement of Financial Activities over the period to which they relate.

##### k) **Pension costs**

The charity operates a defined contribution pension scheme. Contributions payable for the year are charged in the Statement of Financial Activities.

THE INTERNATIONAL CONTINENCE SOCIETY

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2007

2. DONATIONS AND GIFTS

	Charity		Group	
	2007 £	2006 £	2007 £	2006 £
Other donors	38,365	19,374	38,365	19,374
	<u>38,365</u>	<u>19,374</u>	<u>38,365</u>	<u>19,374</u>

3. SPONSORSHIP AND EXHIBITION INCOME

	Charity		Group	
	2007 £	2006 £	2007 £	2006 £
Partnership program sponsors:				
Medtronic	-	-	-	20,590
Pfizer	-	-	-	67,632
Educational course sponsors and exhibitors	-	-	44,914	19,399
	<u>-</u>	<u>-</u>	<u>44,914</u>	<u>107,621</u>

4. INVESTMENT INCOME

	Charity		Group	
	2007 £	2006 £	2007 £	2006 £
Interest receivable	54,748	47,175	57,017	50,217
Gift aid donation from trading subsidiary	190,319	309,033	-	-
	<u>245,067</u>	<u>356,208</u>	<u>57,017</u>	<u>50,217</u>

5. EDUCATIONAL ACTIVITIES

	Charity & Group	
	2007 £	2006 £
Educational course registration fees receivable during the year	<u>36,244</u>	<u>18,701</u>

6. MEMBERSHIP FEES

	Charity & Group	
	2007 £	2006 £
Deferred balance brought forward	32,334	44,772
Membership income received during the year	74,436	84,137
Deferred balance carried forward	(21,380)	(32,334)
Income as shown in the Statement of Financial Activities	<u>85,390</u>	<u>96,575</u>

**THE INTERNATIONAL CONTINENCE SOCIETY**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2007**

**7. ANALYSIS OF CHARITABLE EXPENDITURE**

	Charity & Group				
	Educational Activities £	Membership Costs £	Governance Costs £	Total 2007 £	Total 2006 £
Journal & other membership costs	-	43,820	-	43,820	54,361
Membership book costs	-	4,765	-	4,765	7,290
Travel and subsistence	67,271	-	-	67,271	46,257
Promotional event	-	1,828	-	1,828	-
Educational course venue costs	59,151	-	-	59,151	44,599
Executive committee costs	-	-	2,424	2,424	1,923
Publication committee costs	-	1,514	-	1,514	4,831
Education committee costs	5,210	-	-	5,210	9,081
Editorial committee costs	-	-	-	-	1,069
Trial committee costs	-	-	-	-	1,689
Nurses meeting costs	2,997	-	-	2,997	5,944
Advisory committee costs	-	382	382	764	6,918
Continence Promotion Committee costs	18,927	-	-	18,927	-
Constitutional review committee costs	-	-	14,886	14,886	-
Printing and postage costs	20,210	9,455	10,807	40,472	27,676
Staff costs	7,115	47,180	18,658	72,953	69,404
Finance costs	835	4,090	-	4,925	4,457
Support costs (Detailed in note 8)	5,133	3,805	26,959	35,897	31,818
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total	<u>186,849</u>	<u>116,839</u>	<u>74,116</u>	<u>377,804</u>	<u>317,317</u>

**8. SUPPORT COSTS**

	Charity & Group				
	Educational Activities £	Membership Costs £	Governance Costs £	Total 2007 £	Total 2006 £
General office	5,133	3,805	199	9,137	7,298
Auditors remuneration	-	-	7,637	7,637	8,803
Legal and other professional fees	-	-	19,123	19,123	15,717
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total	<u>5,133</u>	<u>3,805</u>	<u>26,959</u>	<u>35,897</u>	<u>31,818</u>



**THE INTERNATIONAL CONTINENCE SOCIETY**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2007**

**9. TRUSTEES REMUNERATION**

The trustees neither received nor waived any emoluments during the period (2006: £Nil).

Out of pocket expenses were reimbursed to trustees as follows:

	Charity & Group		Charity & Group	
	2007	2006	2007	2006
	Number	Number	£	£
Travel and meeting expenses	4	4	<u>9,611</u>	<u>6,222</u>
			<u>9,611</u>	<u>6,222</u>

**10. STAFF COSTS**

	Charity		Group	
	2007	2006	2007	2006
	£	£	£	£
Wages and salaries	64,421	60,872	128,842	121,744
National insurance contributions	6,363	6,432	12,726	12,865
Pension contributions	1,568	2,100	3,136	4,200
Recruitment and training	601	-	1,203	-
	<u>72,953</u>	<u>69,404</u>	<u>145,907</u>	<u>138,809</u>

No employee earned more than £60,000 during the year.

The average number of full-time equivalent employees during the year was as follows:

	Charity		Group	
	2007	2006	2007	2006
	Number	Number	Number	Number
Governance	1	1	1	1
Educational co-ordinator	1	1	1	1
Membership administrators	2	1	2	2

**11. AUDITORS REMUNERATION**

The auditors remuneration consists of the following:

	Charity		Group	
	2007	2006	2007	2006
	£	£	£	£
For audit services	6,220	6,517	11,883	11,340
For preparation of consolidated accounts	1,175	1,175	1,175	1,175
For accounting software installation and support	130	329	130	515
For VAT and taxation advice	112	-	449	141
For payroll bureau services	-	110	621	713
For other services	-	568	-	568
For preparation & filing annual return	-	103	90	103
	<u>7,637</u>	<u>8,802</u>	<u>14,348</u>	<u>14,555</u>

**THE INTERNATIONAL CONTINENCE SOCIETY**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2007**

**12. CONSOLIDATED TANGIBLE FIXED ASSETS**

	<u>Fixtures and Fittings</u>	<u>Computer Equipment</u>	<u>Total</u>
	£	£	£
<b>COST:</b>			
At 1 January 2007	3,976	52,694	56,670
Additions	2,538	15,446	17,984
Disposals	(363)	(37,889)	(38,252)
	<u>6,151</u>	<u>30,251</u>	<u>36,402</u>
At 31 December 2007	6,151	30,251	36,402
<b>DEPRECIATION:</b>			
At 1 January 2007	2,610	45,892	48,502
Charge for year	1,538	6,534	8,072
Eliminated on disposals	(196)	(36,310)	(36,506)
	<u>3,952</u>	<u>16,116</u>	<u>20,068</u>
At 31 December 2007	3,952	16,116	20,068
<b>NET BOOK VALUE:</b>			
At 31 December 2007	<u>2,199</u>	<u>14,135</u>	<u>16,334</u>
At 31 December 2006	<u>1,366</u>	<u>6,802</u>	<u>8,168</u>

**13. CHARITY FIXED ASSET INVESTMENTS**

		£
<b>COST:</b>		
At 1 January 2007 and 31 December 2007		<u>1</u>
<b>NET BOOK VALUE:</b>		
At 31 December 2007		<u>1</u>
At 31 December 2006		<u>1</u>
	2007	2006
	£	£
Unlisted investments	1	1
	<u>1</u>	<u>1</u>

**THE INTERNATIONAL CONTINENCE SOCIETY**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2007**

The charity's investments at the balance sheet date in the share capital of unlisted companies include the following:

**Conticom - ICS Limited**

Country of incorporation : England & Wales

Nature of business : Conference facilitator %

Class of shares: holding  
Ordinary 100.00

	2007	2006
	£	£
Aggregate capital and reserves	35,906	35,504
Profit/(loss) for the year	<u>402</u>	<u>(2,592)</u>

**Results and net assets/(liabilities) of Conticom – ICS Limited**

	£	£
Turnover:		
Annual meeting income	323,333	
Sponsorship and exhibition income	<u>44,914</u>	
		368,247
Cost of sales:		
Annual meeting expenses		<u>(46,770)</u>
Gross profit		321,477
Administrative expenses		<u>(133,025)</u>
Operating profit		188,452
Interest receivable and other similar income		2,269
Net income		<u>190,721</u>
Amount gift-aided to the charity		<u>(190,319)</u>
Retained profit for the year		402
Retained profit brought forward		35,503
Retained profit carried forward		<u>35,905</u>
Assets		345,215
Liabilities		309,309

**14. DEBTORS: AMOUNTS FALLING  
DUE WITHIN ONE YEAR**

	Charity		Group	
	2007	2006	2007	2006
	£	£	£	£
V.A.T	-	-	1,305	743
Trade debtors	9,901	-	257,738	319,112
Prepayments	9,654	5,091	12,456	5,589
Amounts due from group undertaking	251,731	353,115	-	-
	<u>271,286</u>	<u>358,206</u>	<u>271,499</u>	<u>325,444</u>

**THE INTERNATIONAL CONTINENCE SOCIETY**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2007**

**15. CREDITORS : AMOUNTS FALLING  
DUE WITH ONE YEAR**

	Charity		Group	
	2007 £	2006 £	2007 £	2006 £
Trade creditors	1,058	6,347	45,305	7,990
Other creditors	2,203	2,112	3,186	3,106
Social security and other taxes	-	-	5,439	4,278
Accruals and deferred income	37,632	40,807	44,541	51,151
	<u>40,893</u>	<u>49,266</u>	<u>98,471</u>	<u>66,525</u>

**16. OPERATING LEASE COMMITMENTS**

The following payments are committed to be paid within one year:

	Charity		Group	
	2007 £	2006 £	2007 £	2006 £
Land and buildings				
Expiring:				
Within one year	-	2,800	-	5,600
Between one and five years	6,750	-	13,500	-
	<u>6,750</u>	<u>2,800</u>	<u>13,500</u>	<u>5,600</u>

	Charity		Group	
	2007 £	2006 £	2007 £	2006 £
Other operating leases				
Expiring:				
Within one year	-	-	-	-
Between one and five years	-	-	906	906
	<u>-</u>	<u>-</u>	<u>906</u>	<u>906</u>

THE INTERNATIONAL CONTINENCE SOCIETY

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2007

17. STATEMENT OF FUNDS

	At 31 December 06 £	Income £	Expenditure £	Transfers	At 31 December 07 £
<b>Unrestricted funds:</b>					
General fund	1,338,481	385,907	(358,877)	-	1,365,511
	-----	-----	-----	-----	-----
<b>Total unrestricted funds</b>	1,338,481	385,907	(358,877)	-	1,365,511
	-----	-----	-----	-----	-----
<b>Restricted funds:</b>					
Continence promotion committee fund	-	19,865	(18,927)	-	938
	-----	-----	-----	-----	-----
<b>Total restricted funds</b>	-	19,865	(18,927)	-	938
	-----	-----	-----	-----	-----
<b>Subsidiary</b>	35,503	370,516	(370,114)	-	35,905
	-----	-----	-----	-----	-----
<b>Intercompany transactions</b>	-	(190,319)	190,319	-	-
	-----	-----	-----	-----	-----
<b>Total funds</b>	1,373,984	585,969	(557,599)	-	1,402,354
	=====	=====	=====	=====	=====

The continence promotion committee fund was established during the year and the funds will support the activities of the continence promotion committee.

The General fund represents the free funds of the charity, which are not designated for particular purposes.

18. ANALYSIS OF NET ASSETS  
BETWEEN FUNDS

**CHARITY**

**Fund Balances at 31 December 2007  
are represented by:**

	Restricted Funds £	Unrestricted Funds £	Total Funds £
Fixed assets	-	1	1
Current assets	938	1,406,403	1,407,341
Current liabilities	-	(40,893)	(40,893)
	-----	-----	-----
<b>Total Net Assets</b>	<b>938</b>	<b>1,365,511</b>	<b>1,366,449</b>
	-----	-----	-----

**GROUP**

**Fund Balances at 31 December 2007  
are represented by:**

	Restricted Funds £	Unrestricted Funds £	Total Funds £
Fixed assets	-	16,334	16,334
Current assets	938	1,483,553	1,484,491
Current liabilities	-	(98,471)	(98,471)
	-----	-----	-----
<b>Total Net Assets</b>	<b>938</b>	<b>1,401,416</b>	<b>1,402,354</b>
	-----	-----	-----

**THE INTERNATIONAL CONTINENCE SOCIETY**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2007**

**19. PENSION COMMITMENTS**

During the year, the charity paid into a defined contribution pension scheme. These monthly amounts, totalling £3,136 for the year (2006: £2,100), are included within staff costs in the Statement of Financial Activities.

There were no outstanding or prepaid contributions as at 31 December 2007.

**20. TAXATION**

As a registered charity the International Continence Society is exempt from taxation of income and gains falling within Section 505 Taxes Act 1988 or Section 256 Taxation of Chargeable Gains Act 1992 to the extent these are applied to its charitable objects. No tax charge has arisen during the year. No tax charge has arisen in the subsidiary since they gift all taxable profit to the charity.

**21. RELATED PARTY DISCLOSURES**

During the period a donation of £190,319 (2006: £309,033) was receivable from the charity's subsidiary, Conticom - ICS Limited.

At the balance sheet date the charity was owed £251,731 (2006: £353,115) by Conticom - ICS Limited. This balance is shown in 'amounts due from group undertakings'.

The above balances have been removed from the consolidated accounts.

**22. INCOMING RESOURCES**

Included within annual meeting income in the consolidated statement of financial activities is £18,700 of Income that relates to the 2006 annual meeting. This additional meeting surplus income was identified after the 2006 financial statements had been authorised for issue and has been included within income in the current year.

**23. CONTROLLING PARTY**

The charity is under the joint control of the trustees, as set out in the trustees report.

**24. APB ETHICAL STANDARD – PROVISION AVAILABLE FOR SMALL ENTITIES**

In common with many other charities of our size and nature we use our auditors to assist with the preparation of the financial statements.