



ICS Children's Committee meeting Agenda

Tuesday 27th August 2013,

Venue: Centre Convencions Internacional de Barcelona (CCIB)

Room: M212

Time: 08.00-09.00

Known Attending: Wendy Bower (Chair), Mario Patricolo, Jian Wen, June Rogers, Giovanni Mosiello

Apologies:

Also in Attendance:

In Attendance: Tracy Griffin

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| 1. Picture of the Committee to be taken | 08.00-08.05 |
| 2. Approval of Beijing meeting minutes (Attached) | 08.05-08.10 |
| a. Work since Beijing | |
| 3. Terms of office & Terms of Reference (Attached) | 08.10-08.15 |
| 4. Budget for 2014 | 08.15-08.20 |
| 5. Plan for 2014 | 08.20-08.25 |
| 6. Adherence to Guidelines | 08.25-08.30 |
| 7. Merging with other Scientific Societies (or Societies Sections/Special Interest Groups) | 08.30-08.35 |
| 8. Report from Adolescent meeting in Toronto | 08.35-08.40 |
| > Deliverables following on from Toronto | |
| 9. Adolescent gynecological project | 08.40-08.50 |
| 10. Report on compilation of evidence relating to children with learning and other disabilities- JR & MP | 08.50-08.55 |
| 11. AOB | 08.55-09.00 |



ICS Children's Committee meeting Minutes

Tuesday 16th October 2012,

Venue: China National Convention Center (CNCC), Beijing

Room: 305

Time: 09.00-10.00

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

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

Also in Attendance: Jian Wen, Katherine Moore

In Attendance: Jenny Ellis

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

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

KM thanked the committee for their time.

KM leaves meeting.

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

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

1. Picture of the Committee to be taken

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

2. Approval of Glasgow meeting minutes (Attached)

WB confirmed, JR seconded.

a. Work since Glasgow

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

We currently have a survey on survey monkey

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

3. Terms of office (Attached)

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

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

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

Action: Office to advertise Chair and Committee position.

4. Terms of reference (Attached)

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

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

5. Budget for 2013

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

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

6. Plan for 2013

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

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

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

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

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

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

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

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

All yes.

GM suggested looking at cerebral palsy as well.

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

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

JW agreed that it could.

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

JE confirmed that she would arrange this.

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

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

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

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

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

JR confirmed there is nothing in adolescence.

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

JR suggested a literature review.

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

WB confirmed the plan of action for the members;

JR & MP to follow up on disability

GM look at the overlap between specialties

JW transcribe bladder development and urodynamic workshop into a review article

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

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

All agreed that we should.

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

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

Meeting ends, next meeting Barcelona 2013.



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Room: 305

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

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

Also in Attendance: Mario Patricolo, Jian Wen

In Attendance: Jenny Ellis

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

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|--|-------------|
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(Attached) | 09.05-09.10 |
| 3. Terms of office (Attached) | 09.10-09.20 |
| 4. Terms of reference (Attached) | 09.20-09.30 |
| 5. Budget for 2013 | 09.30-09.45 |
| 6. Plan for 2013 | 09.45-10.00 |

Children's Committee Terms of office

Member	Role	Term Start	Term End	Term Yrs	Elected	Term details	Renew	Stepping down	Additional Information
Wendy Bower	Chair	24-Aug-07	06-Sep-13	6	Y	6 year term will finish 2013			Steps Down in Barcelona
Laetitia de Kort	Committee Member	24-Oct-08	02-Sep-14	6	N	6 year term will finish 2014 - cannot renew			Position will need to be advertised after Barcelona
Pallavi Latthe	Committee Member	01-Sep-11	30-Oct-14	3	N	3 year term will finish in 2014- can renew			
June Rodgers	Committee Member	01-Sep-11	30-Oct-14	3	N	3 year term will finish in 2014- can renew			
Jian Guo Wen	Committee Member- Paediatric ur	18-Oct-12	03-Jul-15	3	N	3 year term will finish is 2015- can renew			
Mario Patricolo	Committee Member- Paediatric ur	18-Oct-12	03-Jul-15	3	N	3 year term will finish is 2015- can renew			
Giovanni Mosiello	Committee Member- Neurogenic e	29-Aug-13	15-Sep-16	3	N	3 year term will finish is 2015- can renew			New Chair
Selcuk Yucel	Committee Member	29-Aug-13	15-Sep-16	3	N	3 year term will finish in 2016- can renew			New Member 2013
Kwang Myung Kim	Committee Member	29-Aug-13	15-Sep-16	3	N	3 year term will finish in 2016- can renew			New Member 2013

Nominations 2014

1 position will need to be advertised to replace Laetitia. But Pallavi & June will need to confirm if they wish to renew, if not then up to another 2 positions will be available (3 total.)

Key	
Colour	Meaning
	Stepping down in Barcelona
	Will need to confirm if renewing/ positions will need to be advertised after Barcelona
	New member/position

ICS Children's Committee Terms of reference

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

2. FUNCTIONS:

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

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

4. COMPOSITION:

Total Members	Method of Appointment	Name	Term of Office
ICS General Secretary	Ex officio	See Membership Page	3 years
Chair:	Elected; A member must sign his/her agreement to stand. This nomination is signed by nominator and seconder, all being ICS members. The Chair would normally have served as a committee member, either current or in the past. Nominations received by April 1st as advertised. Voting regulations as stated.		Term of office: 3 years, renewable once by Chair/committee approval. Further terms could be approved in exceptional circumstances and by referral to the ICS Trustees.
Membership	All members of ICS committees must be active ICS members (paid for current membership year) (By-law 2.3.2)		3 years, renewable once by Chair/committee approval. Further terms could be approved in exceptional

		circumstances and by referral to the ICS Trustees.
Subcommittees (if any)		
Updated February 2013		

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

6. QUORUM: One third of committee membership plus one. For example, a committee of ten will have a quorum of four members.

7. MINUTES: Minutes are recorded at each meeting and posted on the ICS and CPC website in accordance to 2009 ICS Bylaw 6.1-6.4). Extract from the 2009 ICS Bylaws:

8. REPORTING & ROLES:

The Chair of each committee is required to prepare an annual report to the Board of Trustees outlining achieved goals/budget requests and future objectives and strategies. The Chair is also required to be present at the Annual General Meeting should the membership have any questions over committee activities.

The committee Chair is also responsible for submitting an interim report to the Board of Trustees' mid term meeting. The date that this report will be required will be given in advance each year.

For Terms of Office Information please see [Membership Page](#)