



ICS Fistula Committee Meeting Agenda

Date; Tuesday 27th August 2013

Venue; Centre Convencions Internacional de Barcelona (CCIB)

Room; M213

Time; 07.00-09.00

Attending: Sherif Mourad (Chair), Daa Rizk, Jacky Cahill, Suzy ElNeil

Apologies: Sophie Fletcher

In Attendance: Gill Brook

Also in Attendance; Jenny Ellis

Please be aware that the below timings are approximates for each point.

Committee Picture to be taken	07.00-07.05
Approval of London Committee minutes (attached)	07.05-07.10
Terms of Office & Terms of Reference review (attached)	07.10-07.15
Update and feedback from the 10th Anniversary of the UNFPA International Obstetric Fistula	07.15-07.25
Working Group celebrations on 23rd May 2013	07.25-07.30
Initiatives/projects to improve obstetric practice in parallel with the current focus on conducting training workshops for fistula repair-discussion.	07.30-07.45
Patient education and preventative measures discussion	07.45-07.55
Fistula workshops	07.55-08.10
Uganda Fistula Center > Basic criteria for a "Center of Excellence" that the ICS might support	08.10-08.15
Collaboration with FIGO	08.15-08.20
Teach trainees in the workshops, in addition to the basic surgical skills of fistula repair, some simple techniques or procedures that can improve the outcome of fistula repair (like using autologous fibrin glue).	08.20-08.25
Developing some scientific collaboration between the committee members.	08.28-08.30
Subcommittees > Do we need to form new committees?	08.30-08.40



Fistula surgery technical book discussion

08.40-08.45

ICS Fistula surgery fellowship discussion

08.45-08.55

AOB

08.55-09.00



Minutes of the ICS Fistula Committee Meeting

10th February 2013, 14.00-17.00, Sheraton Heathrow, UK

Attending: Sherif Mourad (Chair), Jacky Cahill, & Suzy Elneil

Also in Attendance: Patricia English, Fistula Project Manager for FIGO

1. Zonal Subcommittees activity review; 2 zones east and west

It was found that no zonal activities were encountered along the last years and hence we see it is better and more reliable to work in 2 zones only and those would be the East and West Africa Zones. East Africa is well taken care of by the team of Sherif, Hassan, Ahmed and Yassin. The west zone will be supervised by Suzy Elneil in the Anglophone area and Gill Karsenty in the francophone area.

2. Awareness Missions to Sophie Fletcher

We shall discuss with Sophie Fletcher if she can come up with a programme for fistula awareness.

3. Fistula Events 2013; Uganda 3 in June

Next event will be Uganda in June 2013

4. Fistula Committee Website Sophie & others

Sophie Fletcher & others are working on this mission and we shall look at the progress with them.

5. Fund raising follow-up Jacky & Suzy & Ahmed & Sherif

Jacky & Suzy & Ahmed & Sherif will be looking at different options in the form of preparing fund raising modules for donations, equipment's, surgical kits.

6. Research Projects.

Antimuscarinics pre and post fistula repair (on going).

7. Fistula Center in Uganda/ Sponsorship of Uganda center – donation

This issue was discussed in more details after our last workshop in Uganda and we approached the different authorities in Kampala till we reached a preliminary memorandum of collaboration. The Ugandan people will offer us a ready built department already used for gynecology and fistula patients. We think it is a great opportunity for the ICS to be the leader in initiating such an International Center in Africa. We looked at the chances of direct donations, or of collaborations with other societies and organizations.

8. Communication with the FIGO/ Training Manual

There was a discussion mainly about the possible collaboration of the FIGO as organization with the ICS to open the International Fistula Center in Uganda>

The first aspect was using the FIGO manual of surgical training of fistula repair to be used at the center for the training and treatment of fistula. The second aspect is the possibility of donations from the FIGO to push with ICS in creating the new center.

Patricia was open to the discussions and promised to put it on the next board meeting for actions.

9. Communication with UNFPA

Suzy will continue on communicating with the UNFPA with regards to the surgical kits donations, the collaborations in the fistula missions and the Uganda center support.

10. Surgical kit by UNFPA

This issue was discussed with the UNFPA in details by Ahmed Saafan in Bangladesh during the last ISOFS meeting and he brought the different available kits that the UNFPA had prepared. We might be able to create a simpler one and ask the UNFPA to consider it for donating our fistula missions.

ICS Fistula Committee Terms of reference

Mission: To reduce the number of obstetric fistulae worldwide through education, advocacy, and collaboration. The ICS Fistula committee will lobby to unite organizations to prevent duplication of efforts and to evaluate outcomes.

Background: Obstetric fistulae are pervasive in some countries as a result of poor prenatal care, female genital mutilation, early age of pregnancy, and poor delivery practices. Currently, prevention strategies are limited in effectiveness and physicians do not have the knowledge to effectively repair fistulae when a woman presents with problems. Women suffering from obstetrical fistula can have urinary and/or faecal incontinence so severe that they are ostracized in their communities. Hospital services are limited and often long distances from the woman's home village. Many international groups are involved in aspects of fistula management and this can lead to independent and less effective approaches to care than if services were united.

FUNCTIONS:

- Research:
 - Collect data (or use existing data) on the prevalence of obstetric fistulas and incontinence
 - Determine target area for ICS involvement based on prevalence data, existing services, and perceived need by community
 - Collect data on the subjective impact of obstetric fistula
 - Determine focused need for ICS fistula committee involvement based on services available, number of potential patients, healthcare professional support, and building/infrastructure.
 - Focus, based on the above, on two or three key areas for education and support.
- Education:
 - Provide 2 ICS endorsed Training sessions annually to healthcare professionals involved in ante and post natal care to 'train the trainer' and increase clinical skills in voiding dysfunction, Obstetric Fistula and treatment of surgical complications.
 - Sponsor 1 ICS endorsed session annually with a specific focus on surgical repair of fistula
 - Encourage participation in annual ICS fellowship and award opportunities to increase knowledge and skills in all aspects of obstetrical fistula.
- Advocacy
 - Identify a "champion" in the targeted areas who will lobby on behalf of both the ICS and the community.

- Establish and maintain links with other International Authorities & Societies also involved with fistula management, including WHO, UNFPA, Engender Health, EAU, AUA, SIU, IUGA, PACS, ISOFS, AFFCS and others.
- Fund raise with the support of the ICS to Supply Training Centers
- Fund raise to support fellowship and research award funds for healthcare professionals to visit other sites for education and experience.
- Work with local agencies on prevention strategies and to actively lobby for prevention of fistula.

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

4. COMPOSITION:

Total Members	Method of Appointment	Name	Term of Office
Chair:	Elected. A member must sign his/her agreement to stand. This nomination is signed by nominator and seconder, all being ICS members. The Chair would normally have served as a committee member, either current or in the past. Nominations received by April 1st as advertised. Voting regulations as stated.	See Membership Page	Term of office: 3 years, but renewable after notification to the members at an AGM. ICS Bylaw #3.
Membership	All members of ICS committees must be active ICS members (paid for current membership year) (By-law 2.3.2) and have completed a disclosure form.		3 years, but renewable once by the Chair/Committee
Subcommittees	Zonal distribution of subcommittees in Africa (3 SC), India, Bangladesh, China, Russia, Latin America (1 Sc each)		3 years, but renewable once by the Chair/Committee
Updated February 2013			

5. MEETINGS: Two face-to-face meeting one during the Annual Scientific meeting; and one in mid-year (during the EAU meeting or according to the tasks of the committee) .

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

7. MINUTES: Extract from the 2011 ICS Bylaws:

6 Minutes

6.1 Minutes of all General Meeting, Board of Trustee meetings, any formal meetings of ICS officials and ICS committee meetings must be recorded, and kept at the ICS office and published on the ICS website in the members only section.

6.2 Draft minutes of the meetings shall be sent to all those who attended for correction and subsequently made available to all ICS members via the website within six weeks of the date of that meeting.

6.3 Only a member attending the meeting in question may comment on the accuracy of the draft minutes. Any ICS member can comment on the subject discussed or the issues raised.

6.4 Sensitive issues will be recorded in the published minutes by the subject only.

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 the [Membership Page](#)

Fistula Committee Terms of Office

Member	Role	Term Start	Term End	Term Yrs	Elected	Term details	Renew	Stand Down	Additional Information
Sherif Mourad	Chair	26-Aug-10	29-Sep-13	3	Y	3 year term will finish 2013			Stepping down in Barcelona
Sophie Fletcher	Committee Member	01-Sep-11	30-Oct-14	3	N	3 year term will finish in 2014- can renew once			
Ahmed Saafan	Committee Member	18-Oct-12	03-Jul-15	3	N	3 year term will finish is 2015			
Diaa Rizk	Committee Member	18-Oct-12	03-Jul-15	3	N	3 year term will finish is 2015			
Ervin Kocjancic	Committee Member	18-Oct-12	03-Jul-15	3	N	3 year term will finish is 2015			
Chris Payne	Committee Member	26-Aug-10	15-Sep-16	6	N	6 year term will finish 2016 - cannot renew			
Gilles Karsenty	Committee Member	26-Aug-10	15-Sep-16	6	N	6 year term will finish 2016 - cannot renew			
Hassan Shaker	Committee Member	26-Aug-10	15-Sep-16	6	N	6 year term will finish 2016 - cannot renew			
Jacky Cahill	Committee Member	26-Aug-10	15-Sep-16	6	N	6 year term will finish 2016 - cannot renew			
Limin Liao	Committee Member	26-Aug-10	15-Sep-16	6	N	6 year term will finish 2016 - cannot renew			
Suzy Elneil	Committee Member	29-Aug-13	15-Sep-16	3	N	3 year term will finish in 2016- can renew once by formal election			New Committee Chair 2013
Gill Brook	Committee Member	29-Aug-13	15-Sep-16	3	N	3 year term will finish in 2016- can renew once			New Committee Member 2013

Nominations 2014

1 position can be renewed Sophie needs to confirm if she wishes to renew, if not then 1 position available.

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