



ICS Nursing Committee meeting Agenda

Tuesday 27th August 2013,

Venue: Centre Convencions Internacional de Barcelona (CCIB)

Room: M215

Time: 07.00-09.00

Attending Amanda Wells (Chair), Diaa Rizk, Gisele Azevedo, Joan Ostaszkievicz, Maria Helena Lopes, Sharon Eustice, Beatriz Yamada, Veronica Hagggar, Kathleen Hunter, Sandra Engberg, Donna Bliss, Lesley-Ann Hanson, Wakako Satoh

In Attendance: Karen Logan, Elizabeth Thomas

Apologies: Jennifer Skelly, Karen Logan

Also in attendance: Sophie Mangham

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

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| 1. Committee picture to be taken | 07.00-07.05 |
| 2. Approval of Beijing minutes (Attached) | 07.05-07.07 |
| 3. Terms of Office review (Attached) | 07.07-07.10 |
| 4. Terms of Reference review (Attached) | 07-10-07.15 |
| 5. Discuss committee members- review
inactive members | 07.15-07.45 |
| 6. Reports from sub-committee chairs
>Practice subcommittee- need new
members Chair & Co-Chair stepping down | 07.45-08.15 |
| 7. 3 year plan | 08.15-08.40 |
| 8. Website | 08.40-08.55 |
| 9. AOB | 08.55-09.00 |



ICS Nursing Committee meeting minutes

Sunday 14th October,

Venue: China National Convention Center (CNCC), Beijing

Room 409

Time: 09.00-11.00

Attending Amanda Wells (Chair), Sharon Eustice, Kathleen Hunter, Lesley-Ann Hanson

Apologies: Veronica Haggar, Diaa Rizk, Joan Ostaszkiwicz, Mandy Fader, Donna Bliss, Jennifer Skelly, Beatriz Yamada, Maria Lopes, Wakako Satoh

In Attendance: Tracy Griffin

Welcome and opening words

1. Mandy Wells opened the meeting and welcomed everyone. MW confirmed that due to the number of attendees at the meeting, it was not quorum and therefore any decisions will need to be voted on by all committee members, as soon as possible, following the meeting. It was agreed by all that the best way to do this was via the nursing discussion forum.
2. MW confirmed that although Mandy Fader was no longer part of the nursing committee, she has been co-opted to work on the Continence Products Group which has been set up under the Nursing Committee by the office. MW also confirmed that MF will not have any voting rights and therefore it was not necessary to put out to vote.

Approval of July 2012 Teleconference Meeting Minutes

3. MW stated that it would be beneficial if the teleconference included all members not just the chairs. MW also thanked Donna Bliss for her work on the 'add on' course in South Africa, together with Julia Herbert. MW confirmed that Lesley-Ann Hanson would be going to South Africa and that Sharon Eustice would be attending the PACS course on behalf of the nursing committee but a budget needed to be put together.
4. MW confirmed that there will be an e-learning meeting tomorrow, getting back to basics. A meeting will also be held prior to Barcelona 2013-pending budget approval. MW also confirmed that DB was looking at putting scripts together and that the Physios would be joining too.
5. KH confirmed that there was an overlap between the work carried out by the Research Subcommittee and that of the Nursing Practice Subcommittee. KH and L-AH agreed that they would assist with getting the two groups to work more closely together. MW stated that she needed to be involved in every subcommittee also for this purpose.

Action: KH and L-AH (Research and Practice Subcommittees) to work closer together going forward.

6. MW suggested that it would be a good idea to have a whole day meeting in Barcelona. A budget would need to be approved, but this could be included in the 3 year plan presentation to the trustees later in the week.
7. *Action: MW to request budget approval for Barcelona pre-annual meeting, meeting.*
8. Minutes were approved by all attendees, will need to be approved at next quorum meeting

Approval of Glasgow Meeting Minutes

9. Minutes were approved by all attendees, will need to be approved at next quorum meeting

Terms of Reference

10. MW stated that one of the important parts of being a committee member was attendance at meetings. It was agreed by all that at least 2 out of 3 meetings should be attended (by committee members) and that this should be put to a vote by all committee members. This also needs to be included in the Terms of Reference.

Action: Committee to review and update Terms of Reference.

11. MW also stated that new members being put forward should have a working understanding of English. It was agreed by all that this was necessary but the committee didn't intend to be discriminative and didn't want to miss talent. SE asked if TG could provide a copy of the latest terms of reference for both the Nursing and Physio committees. TG agreed to do so once back in the office.

Sender Herschorn joined the meeting.

Sender has attended the meeting to brief the committee on the Strategic Planning Process. MW briefed SH on the current point being discussed regarding members understanding English. MW confirmed that there is a large number of people with great skills but are unable to communicate effectively with the committee. They need good comprehension and need to feel that they can contribute fully. SH confirmed that there is a great amount of talent, but the onus is on them – a real issue. SE asked whether there was access to interpretation, but again SH confirmed that as an English speaking society the onus was on the member.

Action: TG to provide current Terms of Reference for both Nursing and Physio committee.

Strategic Planning Process

12. SH stated that these are changing times and for this reason ICS have employed a strategic planning company called Compass Partnership who will be able to assist with making the society stronger, uniformed and grow going forward by putting together a short term and 5 year plan. It will also look at structure, revenue generation, industry and education. Questionnaires will be sent to membership for their input and there will be a strategic planning meeting to be held on January 11th where all committee chairs will be invited. The venue is yet to be confirmed but will be in the US.

A picture was taken of the members present at the meeting and TG agreed to ensure photos from previous meetings were still available to view on the website.

Action: TG to ensure photos from previous meetings are still available to view via the website.

Sender Herschorn left the meeting.

Terms of Office/Increase Membership Numbers

13. MW confirmed that there was 1 member whose term would finish in 2013, however in 2014 there were several. SE suggested talking to Kenes to see if they could provide contact details of organisations where invites could be sent from the registration information. L-AH said that she was aware of someone who would be suitable and would follow this up.

Action: L-AH to contact potential new member and confirm to Mandy Wells and the office.

14. A general discussion took place regarding recruiting new members and it was agreed that perhaps a discussion should take place via the forum on what nurse's want from the ICS and ICS meetings. L-AH suggested that perhaps a reduction in membership fee might encourage new members to join.

Mentoring/On-line support

15. It was agreed by all that using the forum to provide support would be a good idea. Sending monthly reminders to members, providing details of what information is available via the forum. This could include 'blurb' about particular expertise and listing those members with which this applies. Also tips for putting abstracts together was another suggestion. Suggest committee starts by adding a particular topic every 4 weeks and committee members update information on a rota basis. It was agreed to put this to the committee for comments.

Reports from Sub-committee chairs

16. MW confirmed that all sub committees had been received. A copy of all reports are attached in Appendix.

3 Year Plan

17. MW stated that the financial plan needed to be looked at. Need to look at the cost of 1 day meeting in Barcelona x 15 delegates to include 2 night's hotel accommodation. If e-learning is to be included 3 night's accommodation but also include a no air fare option. Need to confirm PACS funding for 1 nurse to attend the educational course in February. Also need to look at 2 further trips linked to fistula committee/courses.
18. MW raised the subject of the role of the subcommittees but it was agreed that there was nothing further to discuss.

Website

It was agreed by all that there was nothing further to discuss at this stage regarding the website.

Extra Subcommittees

19. MW informed the group that she had 2 ideas reference additional subcommittees. The first being Aged Care in the Care Home. The reason for this is due to the current level of carers together with the change in responsibility of caring for elderly family members. Suggest naming the committee Care Home Committee which will be multidisciplinary, led by nursing. The second is linking Midwifery to fistula. Understand Joanne Townsend is currently looking at this and is part of the practice subcommittee.

20. KH asked what the process would be in order to set up a new subcommittee. MW confirmed that as long as it didn't involve any additional costs, it was not necessary to go through the board, just the nursing committee.

Post Meeting Update: following the meeting the office would like to clarify that the above discussion refers to a working group and not a subcommittee. To confirm a new subcommittee would incur additional costs and the board would therefore need to approve.

SE agreed that the subject matter was very important, but would need to look at the process to avoid risk of duplication with other committees. KH agreed with SE comments, would be good to have a strong link with other committees working on this topic. Perhaps include in terms of reference. MW agreed to take idea to trustee's meeting tomorrow. MW agreed to take back to the committee for discussion.

Action: MW to include linking with other committees idea within presentation to trustees and to discuss 2nd proposal with the whole committee.

Deputy Chair

21. As MW's term finishes in October 2013, it was agreed that a deputy chair should be appointed for succession. A discussion took place regarding the process and voting procedure. TG agreed to provide the roles and responsibilities of committee chairs.

Action: TG to provide roles and responsibilities of chair to all committee members.

Conduct of Committee Members

22. MW queried whether the committee should remove people off if they don't respond to emails? KH commented that the committee should tread carefully. KH suggested that it would be a good idea to connect members whose 1st language isn't English to other members whose English is greater to assist with interpretation as part of a mentoring role.

Any other business

23. KH informed the group of an email she had received from MW raising the issue of whether nursing funds could be spent on supporting ICS membership for an African Nurse that she had become aware of. KH agreed with the question that if we were to spend funds in this way, how would we identify the many nurses in emerging countries that might be interested and decide on who to support in a fair and transparent way?
24. SE stated that although sympathetic would need to look at decision making process.
25. MW informed the group that she had now retired from the NHS, but was now working at the University of Plymouth, conducting a research project.

The meeting was adjourned, next meeting will be held in Barcelona 2013

Nursing Committee Terms of Office

Member	Role	Term Start	Term End	Term Yrs	Elected	Term details	Renew	Stand Down	Additional Information
Amanda Wells	Chair	24-Oct-08	30-Oct-14	6	N	6 year term will finish 2014 - cannot renew			
Joan Ostaszewicz	Committee Member	09-Nov-07	06-Sep-13	6	N	6 year term will finish in 2013 - cannot renew			Stepping down in Barcelona stepping down 30th June 2013
Jennifer Skelly	Committee Member	24-Oct-08	30-Oct-14	6	N	6 year term will finish 2014 - cannot renew			
Beatriz Yamada	Committee Member	24-Oct-08	30-Oct-14	6	N	6 year term will finish 2014 - cannot renew			
Diaa Rizk	Committee Member	24-Oct-08	30-Oct-14	6	N	6 year term will finish 2014 - cannot renew			
Donna Bliss	Committee Member	24-Oct-08	30-Oct-14	6	N	6 year term will finish 2014 - cannot renew			
Lesley-Ann Hanson	Committee Member	24-Oct-08	30-Oct-14	6	N	6 year term will finish 2014 - cannot renew			
Kathleen Hunter	Committee Member	01-Sep-11	30-Oct-14	3	N	3 year term will finish in 2014- can renew once			
Maria Helena Baena de Moraes Lopes	Committee Member	01-Sep-11	30-Oct-14	3	N	3 year term will finish 2014 – can renew once			
Wakako Satoh	Committee Member	01-Sep-11	30-Oct-14	3	N	3 year term will finish 2014 – can renew once			
Sharon Eustice	Committee Member	01-Sep-11	30-Oct-14	3	N	3 year term will finish in 2014- can renew once			
Sandie Engberg	Committee Member	18-Oct-12	03-Jul-15	3	N	3 year term will finish is 2015 - can renew once			
Veronica Haggard	Committee Member	18-Oct-12	03-Jul-15	3	N	3 year term will finish is 2015 - can renew once			
Gisele Regina de Azevedo	Committee Member	18-Oct-12	03-Jul-15	3	N	3 year term will finish is 2015 - can renew once			
Karen Logan	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 xChair position required.

5 Committee positions required to replace Joan and Jennifer stepping down and Beatriz, Diaa, Donna and Lesley.

4 Committee members to confirm whether they wish to renew- of not then additional positions will be 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

ICS Nursing Committee Terms of Reference

1. PURPOSE: The nursing committee of the ICS provides leadership to advance the science of bladder, bowel and pelvic floor health by fostering collaboration in research, education and evidence-based practice.

2. FUNCTIONS:

Development of Science and promotion of research into the issues related to nursing care (Research sub-committee)

- a. Provide a forum for discussion and prioritising research needs
- b. Encourage application for research grants and fellowships
- c. Encourage submission of abstracts to the ICS annual meeting
- d. Increasing accessibility to the ICS annual meeting

Develop Educational materials and programmes (Education sub-committee)

- e. Create a forum for the discussion of educational needs
- f. Facilitate professional development through mentorship
- g. Survey membership regarding needs from the committee
- h. Encourage workshop submissions to ICS annual meeting
- i. Work with the local Scientific Planning committee to assist as needed in the planning of a workshop for nurses
- j. Maintain representation on the ICS Education Committee
- k. Survey membership on perceived educational needs
- l. Provide a Meet the Experts session specific to Nursing at the ICS annual meeting
- m. Help develop continence nursing in developing countries

Promote Evidence-based Nursing Practice (Practice sub-committee)

- n. Hold an open education session at the ICS annual meeting
- o. Provide a forum for practice issues
- p. Support those who wish to develop clinical competencies in continence care
- q. Provide a website so that nurses and other clinicians with an interest in nursing care can communicate, debate issues and which will provide nursing care information.
- r. Contribute to the nursing research agenda and lead research into practice related nursing issues

Communication – raising awareness (Communication sub-committee)

Increase nursing visibility worldwide through communication, collaboration and dissemination worldwide to raise awareness and interest in our field of expertise

- s. Maintain nursing website with support from ICS staff
- t. Include update of activities in bi-annual ICS Newsletter
- u. Increase nurse membership in ICS by advertising through other professional organisations (IUGA, SUFU, WOCN, FIGO)

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	3 years
Chair	Elected by the membership. 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	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) and have completed a disclosure form. The Nursing Committee of the ICS can be made up of any clinician with an interest in nursing care of patients with bladder and or bowel problems. A maximum of 15 members can form the Nursing committee. Additionally the Chair may appoint up to 3 additional members as key representatives from other countries.	See Membership	3 years, renewable once by Chair/committee approval. Further terms could be approved in exceptional circumstances and by referral to the ICS Trustees. staggered terms so that in any one year only 50% of membership turns over.

Subcommittees	<p>All members of the Nursing Committee are eligible for subcommittees. Members will put forward a statement of interest and be appointed by the Chair; each subcommittee will have a lead and 2-3 additional members. The lead may appoint additional <i>ad hoc</i> content expert ICS members who are not voting members of the ICS Nursing committee.</p> <p>The sub-committees may co-opt any active ICS member for any required period of time in order to fulfill its remit as per the ICS Bylaw 2.3.5. Such members will not become members of the ICS Nursing Committee but shall be eligible for appointment/election in accordance with current bylaws should a vacancy arise.</p>		As above
	Education (Nursing):	See Membership	3 years (as per membership above); strive for membership of 3-4 per committee
	Practice	See Membership	
	Research	See Membership	
	Communication	See Membership	

5. EXPECTATION OF COMMITTEE MEMBERS:

- Committee participation will either be by email, the nursing committee forum and occasionally by teleconference.
- Timely response to emails sent from the ICS office, and any member of the Nursing Committee is expected.
- If for any reason participation needs to be limited for a time due to personal reasons the Chair of the Nursing Committee should be notified as soon as possible.
- Each member will be involved in one or more subcommittees and will be expected to review any materials posted by the group for feedback or initiate projects as discusses with the subcommittee

- The expectation is that each committee member will attend a minimum 2 of the 3 annual ICS meetings during their term if possible. If not then equivalent participation in the committee could be considered.
- ICS is an English-speaking society and therefore reasonable command of the English language is expected to facilitate effective communication.

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

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

8. 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).

9. 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. This report will be circulated to the committee for feedback prior to submission to the ICS in July of each year.

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.

An annual report from each Subcommittee will be submitted to the Chair by June 1 each year. Subcommittee Chairs will develop a list of objectives of work proposed over the next year and ensure that each subcommittee member is given the opportunity to indicate how they will participate.

For Terms of office information please see the [Nursing Committee Membership page](#).