



ICS Urodynamics Committee meeting Agenda

Monday 20th October 2014,

Venue: SulAmérica Convention Center

Time: 09.00-11.00

Known Attending: Peter Rosier (Chair), Jerzy Gajewski, Jian Guo Wen, Enrico Finazzi Agro, Alan Wein, Margaret McDougald, Tamara Dickinson & Carlos D'Ancona.

Known Apologies: Jose E Batista, Mario Gomes,

In Attendance:

1. Take a committee photograph
2. Approval of Barcelona Minutes
3. Terms of office
4. Terms of Reference
5. ICS teaching modules: (2014-2015) update;
 - a) **(Accepted for) publication including slidesset**
 - Pad testing
 - Pressure flow (basic module)
 - Post void residual (not yet available: slidesset and presentation; presentation in Rio; Enrico)
 - b) (almost) Ready for publication (incl.slides and presentation):
 - Cystometry
 - Videourodynamics
 - c) (Almost) presentable and submittable (to be presented in Rio?):
 - Ambulatory urodynamics (Alex)
 - Recognize and correct artefacts in urodynamic traces (Andrew Gammie)
 - Background and philosophy of urodynamics (Margaret /Tamara?)
 - d) In preparation:
 - Flowmetry
 - Clinical neuro-uro-gynaecological examination
 - Leak point pressures in NLUTD
 - Leak point pressures
 - (Cysotmetry in neurourology?)
6. Committee –manual: How to make modules
7. Peer review in the committeee
8. ICS endorsement
9. Standard layout slides (and manuscripts);
10. Recording presentations: Talking Head -Videos
11. Page/Sub-site on ICS web
12. Strategy towards ICS and especially ICS scholarly /educational activities
13. New proposals for modules?

a) Who makes; Who asks who?

14. New modules with web films?

a) Sponsored films? E.g. produced by (any) company: How to set –up my machine?

15. AOB

ICS Urodynamics Committee meeting - Tuesday 27th August 2013

Venue: Centre Convencions Internacional de Barcelona (CCIB)

Room: M214 **Time:** 07.00-09.00

In Attendance: Peter Rosier (Chair), Carlos D'Ancona, Mario Gomes, Jerzy Gajewski, Enrico Finazzi Agro, Tamara Dickinson, , Margaret McDougald, Roman Zachoval, Jose Batista, Mario Gomes

Also in attendance; Alex Digesu, Jian Wen, Sophie Mangham

1. Welcome

PR welcomed new members, and informed committee of Ed Stanford stepping down. Also informed the committee that would like to request increase in size of the committee (board approval needed).

2. Beijing minutes

Approved

3. Educational activity

PR explained the concept of the educational modules.

Manuscript for current module was already online. The presentation for this manuscript will take place today. The publication of the manuscript is held back until it is official an 'ICS' – document. PR will present a proposal to the Board and Trustees meeting (see point 4).

PR – several manuscripts and slide sets have been written and seen by the committee.

Action – MM slide set is waiting for feedback from PR and the committee.

PR encourages the committee to find each other at the meeting and discuss their modules.

EFA – Neuro module starting to be created, proposal sent to PR, should be done in 6-8 months, ready to present in 2014. Basic level.

TD – there are a lot of modules that can grow from it.

EFA – Yes, that is the strategy long term.

PR- Modules do not have to be made by the committee, but any ICS member can make a proposal. If our committee accepts the proposal, the develop of the module will start, overseen by the committee.

PR – Unsuccessful applicants who wanted to join the committee were emailed to ask about creating a module – there was a positive response.

JB – How do we make a proposal?

PR – email it to me currently, but we can have another route? I can cope currently but it would be helpful to have another committee member to guide each new initiative.

Action – Choose committee member to help with managing new submissions

JB – Yes. The list is missing uroflowmetry. I did one already for ICI, I could do something for ICS too.

CD'A – Now do we choose who will prepare each module? I would like to do Cystometry

PR – Yes, you can be in the group

CD'A – Suggested module – Non invasive Urodynamics.

PR – Maybe that is too advanced, we want to keep away from the scientific frontier, keep it simple. Thing that are scientifically “settled” From a solid basis we can move on to advanced.

JB – we need to prioritise on expected impact

TC – Is there an EMG module?

PR - No. There are lots of potential modules, concentrate on your speciality.

MM – I would be grateful for your help, as I am yet to hear back from the VK.

PR – those interested from outside the committee can make a working group. This group should include one native English speaker. They work on the modules which then come back to the committee to discuss.

EFA – should we continue randomly or start a project schedule to progress logically?

PR – Might be good to discuss with the Education committee or the SSC. Personally I do not like to appoint someone a role; I prefer someone to take their own initiative, as then they are more invested.

MM – We did have a schedule plan in the past but we lost it!

PR - I am not in favour of strict planning

TD – People may be motivated to do the projects if not on schedule, it's more fluid. In SUNA we did a call to membership for working group members?

PR – that is too far, I don't want applicants it is too complicated, you have your own team. And the committee can keep an overview of what is going on.

EFA – Keep a list of what modules are finished/to be done

PR – Yes, we have a few already for next year.

JB – I suggest we use more graphs in presentations.

The committee agreed.

Ad – Maybe we can put all presentations together at the end to create a textbook

PR - I agree.

PR explains how this afternoon session filming of modules will run.

4. The publication, webcasting and ICS endorsement process of the modules

PR the first module was a test case, and was accepted. The slides and script were sent to the journal NeuroUrology and Urodynamics (NUU) for acceptance. After these were accepted, we will seek endorsement from the ICS

JG – what happens if accepted by NUU but not then endorsed by ICS?

PR – We will then say to NUU “please do not print yet as not endorsed”

PR – We do not want the ICS to assess the content, we want to them to ask questions relevant to ICS values.

EF – Who will review?

PR - I suggest: 1 trustee, 1 education committee member, one Publications committee member and 1 Standardisation committee member. This has been proposed to the relevant committees and we are waiting for an answer.

JG – I have some reservations. If the ICS do have changes to be made do we then retract them and resubmit?

TD – why would they not accept?

PR – We would not accept changes to the content

AD – I do not see the standardisation committee denying the module.

MM- Education needs to be more flexible than standards.

PR – I am hoping to make this a speedy process for approval.

JW left the meeting.

5. Our manual to develop modules

PR – Do we need to update the manual?

Action – all committee members to read and review the manual

6. Future Educational modules next year and beyond

PR – all slides need to have a uniform look

Action – SM to get template slide master from designer, Roger

PR – we need a volunteer to transfer all across to new format

JG – We do not need just a background we need Roger to do all pictures, fonts charts etc.

SM – Roger will not have time to do this, as this is not part of his job role, this is a committee responsibility. I am sure he will be happy to create the slide but will not have the time to transfer all existing material onto these slides and format for you.

MM – Yes, the office can generate the slide with all the background and fonts set in it and we can add the content.

MM – we need to consider our audience, this is not named at the urodynamic expert.

JB – Yes, we need to all make constructive criticism on all slide sets for modules.

AF – We need a schedule to show – Patient prep, equipment set up, etc. so we can show in what order it goes on.

Action – Committee to create a sequence for the modules

PR shows a flow diagram to the committee – continuum between education and standardisation and healthcare quality. Practice needs to drive education and standardisation.

The committee all accepted this framework.

7. Educational modules, other than urodynamic (or diagnostical) techniques

PR - should we go further outside Urodynamics? POPq etc?

JG - I would not at the minute

MM - I think we should do what we have now, but then if someone wants to grow the idea outside of urodynamics we should not discourage them

TD - I agree

AD – I doubt that will come under the Urodynamics committee as POPq is the standardisation committee's remit.

PR – should we stay only as urodynamics committee?

AD – Yes we should, there are so many more things we can do under urodynamics.

PR – We could expand out of the urodynamics committee, but now it is not practical.

8. Terms of office

PR – Ed has resigns, and I want to request 2 new members from the Board so that we have an overlap when next year a lot of members will end their term.

PR would like to stand for re-election a chair.

9. Terms of Reference

No comments from the committee

10. AOB

MM – English is not the first language of all watching the modules, pictures with some words on the screen do help as they may be better at reading than hearing the words spoken aloud.

EFA – what do we think of the committee review of modules? Maybe allocate members to manage review, who chooses small committee to help review and then chases them? Will this be quicker? Having a nominated Senior Editor?

PR - that is a good idea.

JG – Agree – give 2 weeks deadline, then chase.

AD – If someone does not respond then assume they agree.

Action – EFA to write proposal for the review structure/timetable and send to PR.

Action – JG not been receiving forum emails – JE to check this is all set up OK

JG – I have seen the new SUFU Urodynamics module for residents – it is all text and no pictures. We need to make sure we include the curves.

CD – When do you think we will finish our task?

EF/TD – Never!

CD'A – No, we need a timeline

Action – CD to draw up proposed timeline.

CD'A – We can do it now.

PR – No, I want to see an email.

Urodynamics Committee Terms of Office

First Name	Role	Term Start	Term End	Term Yrs	Elected	Term details	Renew	Standown	Comments
Peter Rosier	Chair	01-Sep-10	30-Oct-14	3	Y	3 year term ending in 2014- can renew by formal election once			Waiting for confirmation in Rio on Peter's position
Jose Batista	Committee Member	26-Aug-10	15-Sep-16	6	N	6 year term will finish 2016 - cannot renew			
Carlos D'Ancona	Committee Member	26-Aug-10	15-Sep-16	6	N	6 year term will finish 2016 - cannot renew			
Tamara Dickinson	Committee Member	26-Aug-10	15-Sep-16	6	N	6 year term will finish 2016 - cannot renew			
Enrico Finazzi Agro	Committee Member	26-Aug-10	15-Sep-16	6	N	6 year term will finish 2016 - cannot renew			
Jerzy Gajewski	Committee Member	26-Aug-10	15-Sep-16	6	N	6 year term will finish 2016 - cannot renew			
Mario Gomes	Committee Member	26-Aug-10	15-Sep-16	6	N	6 year term will finish 2016 - cannot renew			
Margaret McDougals	Committee Member	26-Aug-10	15-Sep-16	6	N	6 year term will finish 2016 - cannot renew			
Edward Stanford	Committee Member	26-Aug-10	15-Sep-16	6	N	6 year term will finish 2016 - cannot renew			
Alan Wein	Committee Member	26-Aug-10	15-Sep-16	6	N	6 year term will finish 2016 - cannot renew			
Roman Zachoval	Committee Member	26-Aug-10	15-Sep-16	6	N	6 year term will finish 2016 - cannot renew			
Jian Wen	Committee Member	29-Aug-13	15-Sep-16	3	N	3 year term will finish in 2016- can renew once			
Alex Digesu	Committee Member	29-Aug-13	15-Sep-16	3	N	3 year term will finish in 2016- can renew once			
Gunnar Lose	Committee Member	23-Oct-14	14-Sep-17	3	N	3 year term will finish in 2017- can renew once			New Committee Member
Michael Guralnick	Committee Member	23-Oct-14	14-Sep-17	3	N	3 year term will finish in 2017- can renew once			New Committee Member

Nominations 2015

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

ICS Urodynamics Committee Terms of Reference

1. PURPOSE:

The ICS Urodynamics Committee develops specific content for the training of good urodynamics practice. The ICS-UC should provide this for basic and (very) advanced education, about the complete variety of diagnostic methods that applicable to diagnose LUT and pelvic floor function that has an ICS watermark and can be made available to all relevant persons.

2. FUNCTIONS:

To initiate and support the development and the maintenance of educational modules that are relevant for ICS. To guide ad-hoc working groups with an initiative to develop a future ICS teaching module, according to the ICS-UC manual (2010).

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. A nominee would have served as a committee member, either current or in the past. Nominations and voting regulations as stated in ICS regulations.	See Membership Page	Term of office: 3 years, renewable once by Chair and committee consensus. Further terms could be approved in exceptional circumstances and by referral to the ICS Trustees.
Members:	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	None		
Updated December 2013			

5. MEETINGS: One face-to-face meeting during the Annual Scientific meeting; Occasional gatherings during other congresses. All other deliberations and internal minutes will be circulated 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 ICS Bylaws.

8. REPORTING & ROLES:

The Chair of the ICS-UC shall prepare an annual report to the Board of Trustees that is supported by the committee members. The report outlines achieved goals as well as future objectives, strategy and budget requests.

The Chair of the ICS-UC shall be present at the Annual General Meeting.

The Chair of the ICS-UC shall submit an interim report that is supported by the committee members 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](#)