



## **PUBLICATION AND COMUNICATION COMMITTEE AGENDA**

**Tuesday 21<sup>st</sup> October 2014,**

**Venue: SulAmérica Convention Center**

**Room: E**

**Time: 09.00-12.00**

**Chair:** Jacky Cahill

**Members:** Tomasz Rechberger, Stergios Doumouchtsis, Tomasz Rechberger, Grzegorz Surkont

**Apologies:** Simone Crivellaro, Nina Davis, Pamela Ellsworth, Mario Gomes, Sophie Fletcher

**Also in Attendance:** TBC

1. Committee picture to be taken
2. Approval of May teleconference minutes and Barcelona minutes
3. Education committee discussion- Ervin Kocjancic
  - a) The role of the education committee
  - b) How the Education Committee and PCC can work together on the Primary Care Session 2015
4. Primary Health Care publications
5. Committee Terms of Office
6. Committee Terms of Reference
7. ICS News
8. The role of the PCC
9. Factsheets
10. Trainees/social media- Kari Tikkinen & Stacey Loeb (11.30)

- a) Stacey Loeb presentation on social media
- b) Establish a rota for the members to submit social media input to the office
- c) Trainee recruitment
- d) PCC's role with trainee recruitment- discussion

**11. AOB**

## **PCC Teleconference Wednesday 7<sup>th</sup> May 2014.**

**Attendees;** Jacky Cahill (Chair), Nina Davis, Sophie Fletcher, Gregorz Surkont

**Apologies;** Pam Ellsworth, Tomasz Rechberger, Mario Gomes, Simone Crivellaro, Stergios Doumouchtsis, Jeffrey Garris

**Also in attendance:** Jenny Ellis

### **Agenda**

1. **Update and discuss on the strategy information from the Board of Trustees- see attached copy of forum comments.**

JC highlighted the overall review of the strategy changes, see attached online discussion points, members are not happy with changes. The proposed changes would see a reduced committee with different role/functions.

ND asked about the updated TOR that is online. JE advised that the changes made were the ones that the committee suggested in Barcelona, no further changes have been made. Once the TOR have been updated the Chair reviews, to confirm, then a member of the Board reviews the final document (to check that no points contravene the bylaws.) ND happy that no further changes were made to the document.

ND asked about press function, this is mentioned in TOR, does this still come under our remit? JC confirmed that the committee are still responsible for press, working with the office and Nucelio. As previously agreed the press conference will be reviewed annually and depending upon the local host, will go ahead if there is interest or will not. We are currently working on the press conference with Nucelio, we may be having a local press officer to assist but this depends on costs, so this is still to be confirmed if going ahead.

ND asked how much the associate editors do on e-news/newsletter. JC confirmed it's their responsibility to review newsletter before it goes to print. SF confirmed that the associate editors have no influence on content just admin function e.g. proof reading.

ND asked, what is the need for the PCC if we are doing less? JC stated that the suggestion by the trustee's was that they would like us to find materials to send out to members- sourcing the information, finding more scientific information. JC advised that everyone would need to take responsibility- ND agreed that this was reasonable. SF agreed that she receives a number of documents and emails that would be suitable. JC would like to split this out to ensure everyone is providing information. GS agree that we should all be incorporated in obtaining this information to ensure that the information covered all locations e.g. China, USA, Europe etc. JC happy that all agreed, this could help grow social media and influence.

**Action:** Committee to discuss sourcing of information for the office- online discussion to take place.

JC discussed the primary care session in Rio- in middle of writing proposal for Board, not sure if this can be done for Rio but could do in Montreal. Thoughts?

SF thinks a great idea! Would this logistically be possible? JE confirmed that yes we could arrange this for Rio but would need Board to sign off. GS asked whether this was for GP's/nurses? JC think so, it is a mandate of the ICS to educate, therefore worthy cause.

JC highlighted that she is also looking at medical journals, where we can advertise for free. We need a volunteer to find out where we can get free advertising. JC confirmed Brazil journals only. The local host would also need to take responsibility in promoting it through e.g. their press officer.

**Action: A committee member to volunteer to look into free advertising in Brazilian journals.**

ND think local (Rio) doctors would only travel to event but would probably want to get CME credits. JC advised would discuss with JE later on.

**Action: JC and JE to discuss CME credit and application process.**

JC would the members want to be presenters? ND thinks it should be better for Portuguese speakers. JC agrees but maybe 50:50 English, Brazilian speakers. ND suggested email invites to presenters. GS asked what percentage would speak English? Unsure, JC suggested translations services. JE advised this is very expensive! JC asked JE to look into language levels and costs for translation.

**Action: JC and JE to look into the local language for Rio Doctors/Nurses and if translation required what would the cost be?**

GS happy to speak at event if in English.

SF asked if Education committee needs to be on faculty/involved? JC confirmed that they would not need to be involved. Trustees could say this is not within our mandate but as publications and communications I feel this would be within our remit. JC will update the committee with the Boards response to the request.

**Action: JC to inform the committee of the Boards response to primary care session.**

## **2. Any other role for the committee following on from the strategy? Discussion**

ND asked whether the fact sheets needs to come under education committee remit? JC advised we would discuss this further at the next meeting. ND it's under our TOR, in future need to review use of fact sheets.

**Action:** Discuss fact sheets in Rio, review of fact sheets-how often/need for them etc

JC advised we may need to print some more for courses and annual meeting- they were originally made for press at the annual meeting.

SF asked how often the fact sheets are requested? JE advised that they are online so we don't see requested for this information but the office does send this information to education courses. JC suggested we look at this in Rio. SM IUGA has patient leaflets- really good! SF became a member because of these leaflets. JC thinks ours good for press, clinicians, and primary care. JC asked for stats on how often downloaded on website. Also JE to create banner and news article to highlight that this information is available online.

**Action:** IT team to confirm how many times this information has been downloaded.

**Action:** JE to write article and create banner for website highlighting the fact sheets.

3. **Pamela Ellsworth- Suggestion to introduce a promotion to reward ICS members that get new members to join - giving one ties or scarf to each ICS member who encourages say 5 new people to join the ICS. Discussion**

GS not sure if a good idea, not sure how to encourage colleagues to join-don't think it would work in Poland. JC advised it would have to be passed by trustees. JE advised that this had been discussed previously but there is a cost attached to do so, so the Board would need to agree and sign off any costs. JC doesn't think it would be enough of an encouragement for members but we could give them away as suggested by GS to GP's/Nurses who attend primary care session. ND asked if we have a membership committee? JE advised that we don't as far as she is aware. SF asked if this was our job now, to boost membership? JC advised it wasn't but we could make it our job. The group discuss the possibility of offering an incentive to trainees, JE explained that trainees have no membership discount at the moment but it is something that she is keen to introduce! JC stated that this could be our new function, encouraging trainees/membership. ND, SF & GS all agreed that this was a great idea.

*Postscript; JE and JC discussed the proposed trainee membership and we need more information from these members- what they want from ICS/membership/costs etc. We need to obtain this information before making a proposal to the board, maybe this is something that the committee members could do research on (if they work with/near trainees.) It could be that the office assists them in producing a questionnaire? This needs to be discussed further.*

**Action:** Committee members to research what trainee want from ICS and ICS membership costs.

4. **Any other business**

No other business.

### **PCC Teleconference Wednesday 7<sup>th</sup> May 2014.**

**Attendees;** Jacky Cahill (Chair), Nina Davis, Sophie Fletcher, Stergios Doumouchtsis, Simone Crivellaro, Jeffrey Garris

**Apologies;** Pam Ellsworth, Tomasz Rechberger, Mario Gomes, Gregorz Surkont

**Also in attendance:** Jenny Ellis

#### **Agenda**

1. Update and discuss on the strategy information from the Board of Trustees- see attached copy of forum comments.
2. Any other role for the committee following on from the strategy? Discussion
3. Pamela Ellsworth- Suggestion to introduce a promotion to reward ICS members that get new members to join - giving one ties or scarf to each ICS member who encourages say 5 new people to join the ICS. Discussion
4. Any other business

## Strategy Update Forum Information

Dear Committee Members,

It has taken a while to hear back from the Trustees as to direction for the PCC after their January meeting.

I had a conference call with Katherine Moore and am now clearer as to what our future role might look like. This is not carved in stone as all ICS Chairs have to fill out a survey by month's end which may impact the ICS direction vis a vis the new strategic plan.

To date my understanding is that the PCC will no longer be responsible for its original mandate: the website and e-bulletins, as the office is now quite capable of handling this without our oversight. It has been suggested that we take on responsibility for sourcing and providing the office, (Sophie), with content i.e. new research, articles, news etc. to help her with the content of the Social Media feeds. The new title for this committee will therefore likely be the Communication Committee. This will not take place immediately and I would like to solicit your opinions on other roles we could play for the ICS prior to filling out the survey sent to the Chairs.

It has also been suggested that we take on a more Educational role and work closely with the Continence Promotion Committee – what are your thoughts on this?

We will definitely be retaining the position of ICS News Editor but I do believe we need to reinvent ourselves somewhat if we are to continue to play a vital role within the ICS.

I therefore ask you to submit your suggestions on the forum by March 21st.

Kind regards to all,

Jacky

**Pamela Ellsworth**-I think that as the PCC it is our goal to "publicize and communicate" what is ongoing in the ICS to highlight its activities, recognize contributors and enhance recruitment of new members. As such being isolated from all of the other committees makes it challenging - perhaps we should be more integrated with all of the other committees and one of us participate in all of the meetings so that we indeed can publish/communicate better. I also think that as previously brought up the editor of the ICS newsletter should be treated like a committee chair and be present at such crucial meetings to understand the leaderships goals and direction to better align the newsletter with such goals.

**Nina Davis**-I agree completely with Pam. As it currently stands, it appears that most of the members of the PCC have little opportunity to contribute to the "news magazine", PR materials or other publications disseminated by the ICS. In other organizations to which I belong, the editor of the newsletter or equivalent works with the office staff to solicit and collate appropriate material. Sometimes there are also editing duties and, in some cases, writing duties (usually one article/issue). Usually committee chairs, authors of important studies or course directors contribute most of the material. Therefore, the editor must keep abreast of what is going on throughout the organization



and must know who the key contacts are to obtain the necessary information. With regard to the Fact Sheets, I think they should be under the purview of the Education Committee or, perhaps, become a periodic supplement to NUU. First, as we have been discussing, someone (?Trustees, ?PCC, ?NUU Editorial Board, ?Education Committee) needs to decide a) Are the Fact Sheets necessary (To that, I say an unequivocal yes!) ;b) If they are necessary, who constitutes their audience?; and c) Once the audience is identified, what will be the formal process for establishing the topics, assigning writing responsibilities and performing periodic revisions.

Finally, Pam's comment implies one of 2 things, either the members of the PCC are assigned ex officio to the other committees as liaisons for information-gathering and possibly participating in writing articles or, alternatively, a member of each committee is designated an "assistant editor" or serves on the "editorial board" to contribute to the magazine. I actually favor the latter, even if it means dissolution of the PCC. I do not feel that aligning with the Continence Promotion Committee is a viable option.

**Stergios Doumouchtsis**-I feel that the content of the website and e-bulletin should still be under our remits. The technical aspects of the website or the process of updating is a different task and of course can be fulfilled by the office.

We should be very careful to ensure that our role does not overlap with other committees (ie education) although i agree that one of our core roles should be educational.

This committee has still a major role to play without having having to invent a new one.

We should keep the current title for the committee.

**Sophie Fletcher**-I agree with Nina that the PCC is distinctly different from the Continence Promotion Committee and aligning or merging with that committee is not a good option. One area in which we could excel is that of social media. The ICS office staff is very skilled (and young) in this area. Dom and others have revamped the website, started social media feeds, and created the ICS YouTube channel. Sourcing the office with consistently high quality content is an important job that we could champion.

**Jeffrey Garris**-I would agree with Pam and Sophie. I am concerned for our new Committee title and what the future role of that Committee will be. We should not lose purpose or momentum. If our mission is to be changed then we should create and direct those efforts directly from our own Committee members. We should be involved in some sort of oversight for the website and e-bulletin, integrate ourselves into other Committees and take on the task of writing and editing. If we are mandated to develop a new role, then the PCC, itself, needs to proactively define our role before the opportunity is lost, avoid duplicating other Committee responsibilities and unify our own goal as a leadership Committee.

**Jacqueline Cahill**-Thank-you all for your constructive feed-back, I shall relay this back to the Trustees. I am confident that we will retain a viable role as an ICS committee. I think we should hold a conference call mid to late April, I will ask the ICS office to organize this.

## **Publications and Communications Committee meeting - Monday 26th August 2013**

**Venue:** Centre Convencions Internacional de Barcelona (CCIB) Room: M214 Time: 07.00-11.00

**Chair:** Jerzy Gajewski

**Members:** Jane Meijlink, Jacky Cahill, Pamela Ellsworth, Nina Davies, Jeffrey Garris, Katherine Moore, Tomasz Rechberger, Stelios Doumouchsis, Mario Gomes

**Also in Attendance:** Jenny Ellis, Sophie Mangham, Dominic Turner, Roger Blackmore

**Apologies:** Sophie Fletcher, Simone Crivellaro, Daniela Marschall-Kehrel, Susie Orme, Grzegorz Surkont

### **1. Committee photos taken**

### **2. Beijing minutes** -JM approve, JC second

### **3. Welcome to new members**

JG– Lots of members are leaving in 2013 after many years on the committee; JC is taking over the committee as new chair. Reiterated that all members must attend 2/3 committee meetings during their term on the committee.

JM – What happens if members are on several committees with meeting scheduled at the same time?

JG – if this is cleared with the chair in advance exceptions can be made.

### **4. Committee Terms of Office**

### **5. Terms of Reference (ToR)**

KM – would like to make committee aware that the ToR are to be reviewed as some responsibilities are now held by the office rather than the committee, so the ToR will be changed to reflect that. Committee will be more involved in providing scientific content and news.

JM questioned the “closed-ness” of the trustees

KM assured that the Board of Trustees and the PCC will continue to work together on transparency.

JG questioned with the ToR will be changed now

KM confirmed that the ToR will be looked at with regards to staff job roles and what they already do, and shift these responsibilities off the committee ToR.

JM questioned if scientific content will be transferred to staff as this would be a burden.

KM confirmed that responsibility for scientific content will still lie with the committee. The office staff will hold responsibility for the “Publications” side, and the committee will hold more of the “communications side. This is not a slight on the committee but ICS has skills in the office that we need to capitalise on. Scientific content will be sourced by the committee.

JG– Still unsure what will be moving to staff?

KM clarified again, over time certain responsibilities have been taken over by the office, but these have not been moved off the ToR.

PE – We need to clarify to members who to go to for what, with regards to committees and staff.

JM – “Who does what” article in the magazine on Committees and Staff.

JE – Jenny explained that she is working on Committee guidelines that will make this clear.

KM – we are not proposing that we amend the ToR now, we will wait until January as all committees are to be reviewed. The staff will also review the ToR with regards to their job roles.

PE – when will we find out the results of the review?

KM – unsure, probably by the PCC midterm meeting if will be one

JC – Aiming for a meeting in February as usual.

KM – they will have been made but not approved by Feb as all committee terms need to be reviewed

JM – Other committees have been producing publications without the knowledge of the PCC

KM – Yes, we need to integrate the work of all committees

JG – So it will be more of the Communications and Publications committee rather than the Publications and Communications Committee

KM – Exactly, the PCC will have a key role in Communication going forward.

Action – SM to send procedures to the committee for the ToR review so they can see the overlap and suggest a better way for things to be outlined in the ToR by Feb meeting.

JE left the meeting

## 6. ICS News

PE clarify that she/committee will be responsible for the scientific content and the office deals with the format and production

JG – All committee chairs ToR should contain the responsibility to provide an article for the newsletter

PE – Agree, this being written down will give us more leverage with the chairs when chasing, and give the chairs more accountability

JM – there should be a communications rep on each committee

PE – Where do I look to get content? Need a “who’s who” for transparency

ND – Where is the newsletter on the website? How are people told?

SM explains the location of newsletter on the website and the email notification to members.

JM – It should be on the website home page

SM – the website home page needs to be fresh and changing constantly, with the new banner system and news article system. When the publications section is transferred over to the new look it should be even easier to find the Newsletter

SD questioned the old/new look combination of the website

RB explains that it is a massive job to transfer the whole website and it will take time.

PE found it challenging to find lists of committee members on the website

RB informs that this is one of the first things that is going to be updated on the new website after Barcelona meeting.

Action – IT team to look into creating a quick list of all committee members/chairs available in a single view with email addresses.

PE – it should be easy for members to access the list of committee members to facilitate communication.

Action – Office to write “How to use the website” article for the ICS News

ND – All we talk about is processes, we need a list of processes going forward, everyone needs a background of the committee when they join. The office needs to do these.

PE – The committee forum should have all processes on

Action – Office to upload all processes to the forum.

JG – We still want ICs news to be printed

ND – It could be an extra opt in service on membership for a paper newsletter £5-10 a year

KM – that is a nice idea, but in fact no matter who opts in the cost is £11,000 up front. The printed newsletter is probably a thing of the past.

JM – Could we source advertising?

KM – this is very difficult, the journal NUU already struggles, and has been unsuccessful as many journals are. We do not object to having adverts, but it is just not realistic.

Action – SM Write a procedure on how to contact people for the newsletter articles.

JG – Maybe we could have other committee members come to PCC meetings?

PE- this is not feasible as meetings are scheduled concurrently.

KM- going forward we are going to implement a trustee liaison for each committee.

Action – articles to include in the newsletter: upcoming courses, how to become a member

Action – SM to include visual ICS “adverts” to break up the text, for example for membership

JG – could we include biographies for new committee chairs/General Secretary?

JC agrees

Action – In the July 2014 newsletter include an introduction to Adrian Wagg, as now General Secretary. Also smaller features on other key committee members. PE/SM

JC – We need to include more from the members on what they have been up to

PE agrees

JM – I keep asking for patient involvement in ICS news

PE – that is a top down decision – we need to be told by the trustees if we want to be targeting the patients from the new strategy, then we can include this.

SM – we need to ask the committees/members for more scientific content and interesting articles. More like the prolapse article and Chinese medicine article.

Action - SM/PE to go out to members requesting articles

JM – Can I still submit articles?

SM – Of course, you are still an ICS member!

PE thanks Jane

## **7. Press release/Annual Meeting Press**

JG– is it worth the return on investment? Shall we just feed the press an article reviewing the meeting?

JM – they come for the science and phone directly through to the editor the latest breaking research.

SM – We made the front cover of Urology News

PE – The urology news article was written by JM and sent through to them, NOT from the press themselves.

Action – SM to look into writing the Urology News article with PE this year.

PE – Still, we do not know what return we got from the press conference?

JG – We need the Local organising committee to work on this

ND – are there other ways of getting ICS into the news? Adrian being General Secretary in to UK press? Spanish news regarding the conference?

JM – Yes, I think the Adrian story will get picked up by the UK press.

SM- but are the general public our target audience? Those who read the newspapers? Don't we want to get into medical magazines?

JE – Yes, is that who we want to speak to?

SD – There are 3 levels: ICS professionals, non-ICS professionals, and Public. We need to choose our channel depending on who we want to target. Primarily Social Media.

PE – But still, what have we got out of the press conference?

JG– Zero!

PE – is it worth doing it? We need to look at physicians, family practice, general physicians, primary care.

JC – Is that our role?

PE – we can identify new avenues. Then highlight to the board and direct to the correct committee.

Action – Look into primary care publications (e.g. British Medical Journal) to find new ways to target medical professionals.

PE – Where do we come in Google? I always Google.

DT – We will never be at the top of Google for “incontinence” alone, there are many more patient facing websites referring to incontinence before websites for doctors.

JGarris – We need to be a resource for physicians. Are we on Wikipedia?

DT – you need to be in certain groups on Wikipedia to amend the article. We would also need to pay to be on the top page of Google result for incontinence.

Action – Look at the Wikipedia page for incontinence and looking into editing and referencing ICS. Amending definitions to ICS definitions.

JGarris – WE should be on wiki, as should our standardizations – as #1

JG – We could have a meeting with family doctors in Rio?

PE – A course for primary care physicians?

JG – We should not focus on press, and instead target primary care, as press has no returns.

PE- should this be the responsibility of the local organising committee?

JM – This could replace the CPC public forum

PE – We could get sponsorship. Who should we propose this to?

JG – The trustees

KM – You can have a satellite forum sponsored, but a workshop cannot be sponsored.

JC – the local host is very important in this or it could fail.

Action – Committee to propose the Primary Care session to the trustees

A short break was taken

## 8. Fact sheets

PE – These are a great resource, should go to General Practitioners.

JC – Very expensive to produce, should go in newsletter

**Action – Article on factsheets to be written for newsletter**

PE – We need to define a role for these fact sheets.

DT – Self print facility for physicians?

JGarris – I would love to have these for all patients.

JM – I think we should go back to having them as single sheets rather than a book.

JGarris – Patient booklets are written at a 7<sup>th</sup>/8<sup>th</sup> grade level. We should be the go-to for this kind of thing.

JM – It is an international resource.

**Action – SM to send PE JGarris email address.**

JG – It is impossible to have these as an international resource.

PE – We need to tell membership that this is available. Are there copyright issue for reproduction?

DT – No we have that covered.

JG – On reproduction the need to acknowledge it is ICS developed.

PE – should we make this available to primary care? Identify key organisations that refer patients to the specialists and target them

JM- also nurse and physio organisations.

KM – this is part of the strategy to contact non-members.

SM explained the use of the Kenes database alongside our membership database.

**Action – Identify targets for factsheets, adapt language, ascertain copyright, contact other committees for content, and budget for a short run print.**

JG – Thanks to ND, is good to have one person responsible for overseeing

ND – Yes thank you, as editor, and the committee have been very helpful in the process too.

Copyright is very important

DT – Include citations

PE – Must stipulate no edits are to be made to wording.

## **9. Website**

JG asks about the committee email list as PE mentioned earlier in the meeting

DT explained issues with Data Protection

PE explained she could not find the committee lists

DT showed everyone how the committee members list feature works

DT then showed the committee the new website and explained the changes that have been made, and amalgamation of the meeting website into our website. Also easy URLs and abstract search.

DS – Likes new scientific programme and abstract search. Works perfectly.

KM left the meeting

JG requested better internet during the meeting so people can access the Scientific Programme.

DT explained the availability of the Scientific Programme on the USB stick and ICS booth.

PE – Do we still want to have the programme book?

DT – Yes, people like the book.

PE – We could have an advert in the book for the fact sheets

Action – Committee to request advert in programme book for fact sheets in 2014 book

DT also showed the committee the Continence Product Advisor website.

JGarris – is there a way we can contact the abstract author directly?

DT – No, but you will be able to search for them in the Member directory if they are a member. The abstract authors do not give their permission to be contacted.

DT and ND left the meeting.

SM gave social Media presentation, requesting links to scientific articles and news from committee members

Action – all committee members to send SM interesting articles, news and research they find online.

#### **10. Annual Meeting press guidelines**

JM – we should have an embargo on all photos taken by press in the exhibition to protect the ICS. All other societies do this: AUA, EAU etc.

Action – find out legal reasons why these other organisations have an embargo on photos in the exhibition

#### **11. Focus for 2014**

See below – to be discussed at mid term meeting

#### **12. Advertising**

JG – Yes we should allow advertising in the Newsletter if we can get it, but not in eNews. The committee agreed.

#### **13. Handover from Jerzy to Jacky**

JC proposed a winter meeting as usual, presuming that we get the budget. The meeting would be where the whole committee can sit down together and discuss future plans.

JM – We need to find out the talents of each member so we can capitalise on them.

JG – you must be strong when requesting budget from the trustees. Trustees should be involved directly in this committee- the chair of the PCC should be a Trustee.

JM thanks JG for managing the committee for so many years.

#### **14. AOB**

PE requested the committee forward items for comment on to PE for the newsletter

**PCC Terms of Office**

Member	Role	Term Start	Term End	Term Yrs	Elected	Term details	Renew	Stand down	Additional Information
Jacqueline Cahill	<b>Chair</b>	29-Aug-13	15-Sep-16	3	Y	3 year term will finish in 2016- can renew once by formal election			
Tomasz Rechberger	Committee Member	02-Oct-09	23-Oct-15	6	N	Second 3 year term end 2015 - cannot renew			
Simone Crivellaro	Committee Member	02-Oct-09	23-Oct-15	6	N	Second 3 year term end 2015 - cannot renew			
Pamela Ellsworth	Committee Member-Editor	18-Oct-12	23-Oct-15	3	N	3 year term will finish is 2015 - can renew			Confirmed would like to renew
Stelios (Stergios) Doumouchtsis	Committee Member	18-Oct-12	23-Oct-15	3	N	3 year term will finish is 2015 - can renew			
Jeffrey Garris	Committee Member	18-Oct-12	23-Oct-15	3	N	3 year term will finish is 2015 - can renew			
Sophie Fletcher	Committee Member	29-Aug-13	15-Sep-16	3	N	3 year term will finish in 2016- can renew once			
Mario Joao Gomes	Committee Member	29-Aug-13	15-Sep-16	3	N	3 year term will finish in 2016- can renew once			
Grzegorz Surkont	Committee Member	29-Aug-13	15-Sep-16	3	N	3 year term will finish in 2016- can renew once			
Nina Davis	Committee Member	01-Sep-11	14-Sep-17	6	N	First 6 year time will finish 2017			

**Nominations 2015**

**Need to call for Tomasz and Simone replacement.**

**Stelios and Jeffrey need to confirm if would like to renew, Pam already confirmed**

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



## ICS Publications and Communications Committee Terms of Reference

**1. PURPOSE:** To ensure timely and effective communication of ICS information and the latest developments both to the membership and between the ICS and the larger community. Overall the publications Committee develops a long-term ICS publications and public relations plan, edits ICS News, monitors progress of the website, advises on a Press Office, Public Relations, Congress Newsletter and develops Fact Sheets.

**2. FUNCTIONS:**

- Publication of the biannual ICS News, which is available to membership and general public
- Oversight of E-News sent regularly by the ICS Office on behalf of the Trustees to the membership
- Work with freelance and in house graphic designers to enhance corporate identity and ICS visual identity.
- Organise press affairs and the Congress Newsletter for the ICS annual meeting. Work in collaboration with the ICS office and local organising committee to define general policies and consult on Press affairs and Public Relations for the ICS.
- Maintain current and accurate Fact Sheets used to communicate with the Press and the public.
- Monitor Website appearance and content, navigation engine and security model. Website Traffic is monitored on a regular basis to better understand the needs and expectations of the members.
- Promote ICS at large annual meetings such as the AUA or EAU and in Neurourology & Urodynamics.

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

**4. COMPOSITION:**

Total Members	Method of Appointment	Name	Term of Office
<b>General Secretary</b>	Ex officio		3 years
<b>Chair:</b>	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.	<a href="#">See Membership Page</a>	3 years, renewable once by formal election
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. Committee	<a href="#">See Membership Page</a>	3 years, renewable once by Chair/committee approval. Further

	members must be active participants and attend at least one meeting a year.		terms could be approved in exceptional circumstances and by referral to the ICS Trustees.
Subcommittees (if any)	ICS News Editorial Board	<a href="#">See Membership Page</a>	
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- 5. MEETINGS:** Two face-to-face meetings, one during the Annual Scientific meeting and another mid-term 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).
- 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](#)