**ICS Continence Promotion Committee Meeting Agenda**
**Tuesday 6th October 2015,**
**Venue: Palais des Congrès**
**Room: 512C**
**Time: 07.00-10.00**

**Known Attending**: Tamara Dickinson (Chair), Elizabeth Bakker*, Peter Meyer*, Nicole Huige

**Also in attendance**; Jenny Ellis, Margaret McDougald, Alex Wang

**Apologies**:

**Unconfirmed**: Stavros Charalampous, Rowan Cockerell, Tomasz Michalek, Diane Newman, Ran Pang, Vasan Srini, Gregorz Surkont

*Attending another committee meeting at the same time, will pop in when possible.

1. Picture of Committee to be taken
2. Approval of Rio meeting **(Attached)**
3. Terms of Reference & Terms of Office review **(Attached)**
4. Outstanding actions:

   ACTION: Committee to discuss new project- which country to focus on and what tasks to be achieved.
5. Future news articles- Request from PCC
6. Roles and responsibilities of the subcommittees, CPC members in general and ICS office in relation to CPC activities
7. Decision process within the CPC subcommittees and CPC in general - our way of working
8. Annual budget planning for CPC activities - the framework for activities
9. Information base for ICS CPC communication references
10. CPC restricted fund- what to spend the money on.

11. Media pack- Margaret McDougald discussion

12. A.O.B

# ICS Continence Promotion Committee Meeting Minutes

**Tuesday 21st October 2014,**
**Venue: SulAmérica Convention Center**
**Room: 11**
**Time: 07.00-09.00**

**Known Attending**: Tamara Dickinson (Chair), Jacky Cahill, Frankie Bates, Peter Meyers, Els Bakker, Nicole Huige, Grzegorz Surkont, Sherif Mourad

**Also in attendance**; Ran Pang

**Apologies**: Diane Owen, Mary Van Poelgeest-Pomfret, Stavros Charalambou, Vasan Srini, Tomasz Michalek, Barry Cahill, Rowan Cockerell, Diane Newman, Christa Thiel

1. **Picture of Committee to be taken**

   Taken by official photographer.

   TD welcomed members to the meeting, all members introduced themselves. TD asked that member respect each other's opinions inside and outside of the committee.

2. **Approval of Barcelona meeting and February teleconference minutes (Attached)**

   All agreed happy with minutes; FB 1st and TD 2nd. Finale confirmation required by members post meeting as not quorate.

   **ACTION: CPC members to confirm when reviewing these meeting minutes whether the Barcelona and Teleconference minutes can be approved.**

3. **Terms of Reference (TOR) & Terms of Office (TOO) review (Attached)**

   **TOR**;
   TD advised that the subcommittee structure could change. Committee reviewed the TOR and advised that Fistula subcommittee to be removed and change wording of function to national level.

   **ACTION: Office to remove Fistula subcommittee from TOR and change wording of function to national level**.

   Motion to approve- 1st NG, 2nd FB.

NH advised that it would be beneficial to have a teleconference during the year. JE suggested using WebEx as an alternative to teleconferencing. NH agreed would be useful and suggested 2 virtual meetings a year. TD agreed and advised that other committees were good at communicating and we need to be more like them. This year the committee had 2 tasks to complete- WCW and Continence Awareness Forum and this was done by 2 people- which is not fair.

**TOO**;
TD highlighted the members who were stepping down from the current TOO and confirmed that of those who volunteered to stay on, the board would only accept 4 people. TD therefore selected Tomasz Michalek, Diane Newman, Els Bakker and Frankie Bates. FB asked if this meant that the committee numbers (overall) had reduced? TD confirmed that they had.TD thanked the members stepping down for their work and time on the committee.

JE advised that we need to confirm if NH would like to renew, NH confirmed she would.

**ACTION: JE to renew NH for another 3 years**.

4. **Outstanding actions**:

a) **TD to discuss tagging on to education courses where possible with Education Committee**. TD advised that she never engaged with the course local hosts, although discussed a while ago, suggested that the committee target physiotherapists and nurses in key areas. JE suggested sending literature with course materials- aligned to education committee courses. TD agreed the committee has limited time and resources so this could be the best course of action. We could produce and brand literature to send to them. FB asked if we had a budget from the board? TD advised that we need a plan to approach the board regarding this project.

*JC joins the meeting*.

EB suggested 1 country every year to focus on and set a local course. TD thought this was a good idea and suggested we start with the education materials. EB suggested a continence awareness forum; TD advised that we have no funds to attend these meetings. NH felt that if we want to be more successful then we need to tag on to the education course- this will have a greater impact. We could also do a press release. JE highlighted that it is not an issue creating press releases but we do not have the local contacts in order to send this to/generate interest. TD advised that we would need to ask the board for funding for the education material/press release etc. The documents produced will have in the local language so there will be a translation cost attached for them. JE suggested 1 generic document that can then easily be translated into multiple languages, TD agreed.
EB highlighted that we don't have many affiliate groups; JC felt this was because we had

little to offer these groups. FB felt that the suggested documents had already been done by other organisations; ICS would therefore just be reproducing what was already available. TD asked whether this was for patients or health care providers? FB stated health care providers.
NH suggested we create a press pack similar to the one offered for WCW. TD thought a fact sheet would be useful, this could be translated. EB advised that it would need to have country specific information on it, which could be difficult to obtain. TD thought the media toll kit suggested by NH was a good idea. NH asked in her position (at the Canadian Continence Foundation) if this would be helpful? JC thought it would but is this something that could be a standard document? TD felt it would be most useful in places like Brazil that do not already have this type of information available to them. NH suggested that we contact our local Brazilian members (who helped with the continence awareness forum) to see what they think, FB to provide contact details.

**ACTION: FB to provide TD the Brazilian members contact details regarding the suggested media pack project.**

FB suggested online information only would be more cost effective. EB suggested that we do a press release for that country, this will help create awareness. FB felt we need to help the associations engage with patients/health care. NH thought we should start from next year, EB felt this was not required in Montreal.
JE suggested it would be best to do the forum and engagement in developing countries like Brazil, China etc. It seems pointless to do it in western countries where people have access to this information and materials. All agreed this would be the best idea.
PM asked if we could pick a country and make a project of this? First start with the country and create awareness and then bring in the education committee. EB agreed this would be a good idea; we should split it into a 3 step plan and divide the tasks between the committee member. TD asked which country we should target first? NH suggested Tokyo? Group unsure. PM felt we need to work ahead of the ICS and not around. TD felt this should be discussed further at a later date.

**ACTION: Committee to discuss new project- which country to focus on and what tasks to be achieved.**

b) **If any committee members have you tube videos then please notify Jenny and we can like the video so they show up on our news feed for other members to view.**
This is an ongoing project, TD asked that committee members provide this information to JE to upload to the website and social media platforms.

5. **Public forum Discussion:**
   a) **Review of 2014 forum by Frankie**
   FB confirmed that the Continence Awareness Forum will take place on Wednesday 3-6pm.

The costs to the CPC are minimal due to ICS covering the cost of the room and translation, the CPC therefore only need to cover lunch and AV equipment, around US$1000-1200 total. FB confirmed that from this year the Public Forum will now be known as the Continence Awareness Forum- as previously agreed. 51 people had registered for the event by today. TD thanked FB for all her hard work and JE for her assistance with this project.

b) **Group discussion on forum- plans/future actions?**
The group discussed whether it would only be beneficial to run the forum in developing countries- places like Montreal don't need this type of event- all agreed.

6. **WCW:**
   a) **Review by Nicole**
   NH advised that Bladder Diary Day (BDD) was launched this year in conjunction with WCW. This is a Standardisation Steering Committee project created to establish what is 'normal' with regards to urinary continence. NH also introduced a WCW form which member complete to notify CPC/office of their plans for WCW- the responses were disappointing, 2 people replied. But there were a number of WCW events worldwide. JC highlighted that Cheryl Gartley was doing a joint North America WCW.

   b) **Group discussion-plans/future actions?**
   EB stated that WCW was big in US, Germany, Canada etc. TD advised that US nursing were struggling to get funding to take part in the event- as it does cost money to be involved. EB asked whether we should look at whether it's worth continuing? Mixed reaction to this suggestion. It was mentioned that the Bladder and Bowel had advertised on their website that they were no longer holding WCW events. JE advised that we need to find a way to encourage people to inform the office/CPC of these events, suggested a competition like in previous years. TD thanked NH for her work on the WCW.

   *JC Left meeting*

7. Continence promotion film (2010)- review/discussion- **Postponed until the next meeting**

8. **Meet the continence event- review/discussion**
   FB representing CPC. TD unsure of the CPC's role at this event, FB highlighted that it was good in Glasgow-we discussed how to link to CPC. It was good to have this there but less busy in other meetings. TD suggested we review after Rio.

   *SM entered the meeting and thanked everyone for his time on the committee, this is his last meeting. SM left*.

**ACTION: TD & FB to review the meet the continence society's event. Committee will look into whether this should continue going forward.**

9. Evolution of the internet- Dominic discussion- **Postponed until the next meeting**

10. CPC Logo discussion- **Postponed until the next meeting**

11. Available funding for Committee Chair discussion- **Postponed until the next meeting**

12. **A.O.B**
    None

**Meeting Ends**

**ICS Continence Promotion Committee Meeting Agenda**
**Tuesday 21st October 2014,**
**Venue: SulAmérica Convention Center**
**Room: 11**
**Time: 07.00-09.00**

**Known Attending**: Tamara Dickinson (Chair), Jacky Cahill, Frankie Bates, Peter Meyers, Diane Newman, Els Bakker, Nicole Huige, Grzegorz Surkont, Diane Newman, Sherif Mourad

**Also in attendance**; Ran Pang, Christa Thiel

**Apologies**: Diane Owen, Mary Van Poelgeest-Pomfret, Stavros Charalambou, Vasan Srini, Tomasz Michalek, Barry Cahill, Rowan Cockerell

1. Picture of Committee to be taken

2. Approval of Barcelona meeting and February teleconference minutes **(Attached)**

3. Terms of Reference & Terms of Office review **(Attached)**

4. Outstanding actions:

    a) TD to discuss tagging on to education courses where possible with Education Committee.
    b) If any committee members have you tube videos then please notify Jenny and we can like the video so they show up on our news feed for other members to view.

5. Public forum Discussion:
    a) Review of 2014 forum by Frankie
    b) Group discussion on forum- plans/future actions?

6. WCW:
    a) Review by Nicole
    b) Group discussion-plans/future actions?

7. Continence promotion film (2010)- review/discussion

8. Meet the continence event- review/discussion

9. Evolution of the internet- Dominic discussion

10. CPC Logo discussion

11. Available funding for Committee Chair discussion

12. A.O.B

**ICS Continence Promotion Committee Meeting Minutes**
**Monday 26th August 2013,**
**Venue: Centre Convencions Internacional de Barcelona (CCIB)**
**Room: M214**
**Time: 11.00-13.00**

**Known Attending**: Tamara Dickinson (Chair), Mary Van Poelgeest-Pomfret, Jacky Cahill, Els Bakker, Nicole Huige, Stavros Charalambous, Barry Cahill, Diane Newman, Tomasz Michalek, Diane Owen, Peter Meyers, Deborah Gordon, Sherif Mourad

**Apologies**: Jane Meijlink, Frankie Bates, Christa Thiel, Diaa Rizk

**Also in attendance**: Jenny Ellis

1. **Picture of Committee to be taken**
   Picture taken of the committee. TD welcomed members and everyone introduced themselves. TD welcomed Stavros on to the committee- this was his first committee meeting.

   TD provided copies of the committee ethics to members, she would like members to review and agree to the terms (see appendix.) It's TD's expectation that is how members will conduct themselves whilst on the committee.
2. **Approval of Barcelona meeting minutes, attached.**
   BC approved and MVP-P seconded.
3. **Terms of Reference & Terms of Office to be discussed**
   > **Committee members need to decide who would like to stay on for 1 extra year and who would like to stay on for 2 years.**
   JE highlighted that members due off the committee, following a 6 year term, could stay on with special permission from the Board- members need to let TD know if they wish to stay on and we will place a request to the Board of Trustees.
   JC thinks the committee is currently too big. The Board will be looking at committee sizes as part of their review. BC feels committee hasn't been able to achieve as much as it could e.g. the public forum was good in Cairo but not as god since then. TD agreed in theory the public forum is an ineffective use of our time. BC felt the public forum needs to be assessed country by country- TD agreed. MVP-P agreed,-placed like Cairo were different, Spain shuts down in August so it's timing as well as location.
   SM felt they we need to assess our targets; we don't have to do it all we can use other committees and organization to assist- which would help us achieve more. JC highlighted that the PCC discussed some ideas for public forum e.g. it could be sponsored. SM agreed we need to ask ourselves what we want to do- we need to have a vision.
   DN stated that our vision is in our mission statement- continence awareness, so this is the CPC's function. The committee highlighted that we need funds to achieve this goal.

   > **Need to review the wording of the TOR in relation to specifying the patient organisation representation. Also, the wording "Conducts a Public Forum in conjunction with the ICS Annual meeting" if this is to be kept on the TOR. (See Jane comments.)**
   TD felt that we should remove 'conducts a public forum' from the TOR- all members agreed.

**Action: JE to remove public forum from TOR and submit to Board for approval.**

TM thinks the public forum should move to/for patient advocacy groups and/or general healthcare providers, and then we could encourage more sponsorship for the forum. MLVP agreed, we need to give information to local organisations who in turn can distribute this to the patients in the local areas.

The committee reviewed Jane's comments. BC does not feel that we need patient experts and advised that 1 representative on the committee would be acceptable-TD agreed. MVP-P feels, as a patient advocate, that it doesn't matter if you're a health professional but thinks it's important for patient advocate groups to be involved in the future. Committee feels that it's down to the Chair to ensure there is a fair mix of members and representatives.

4. **Review of subcommittees**

TD highlighted that from that the survey results showed the WCW subcommittee was the most important and fistula the least. She asked whether we should change subcommittees based on this information? TD asked whether some subcommittees should be based on the focus areas?

5. **Outcome of the web survey**

EB asked whether it was possible to go to 1 country a year? NH felt that it is more efficient to do a meeting where the AGM is taking place. TD highlighted that we could tag on to the education committee meeting locations. DN thinks the Board needs to give CPC money to achieve their goals. The committee questioned the budget request process, JE explained he process for clarity. The budget request was denied last year due to lack of funds which affected all committees and not just the CPC. TM felt that the ICS should fund public forum costs and ICS experts. SM highlighted that you won't get everything you request e.g. last year the fistula committee requested £32,000 and received £12,000 You therefore need to get local members and organizations involved- this therefore divides the work and costs.

BC felt that there was a struggle between the CPC and ICS, when it comes to health promotion, we haven't got the resources to do what we are suggesting e.g. public forum. BC suggested that some materials should be translated and saved on the website. EB highlighted that we have tried to do this before but it is very difficult. We need to pick 1 idea and put a business plan to the Board to get the money.

All agreed that we need to have one achievable aim and progress from there. Going forward it would be useful to tag on to education committee meetings where possible.

**Action: Committee needs to select 1 achievable action for 2013-2014.**
**Action: TD to discuss tagging on to education courses where possible with Education Committee.**

6. **WCW (see additional information)**

JC highlighted that the Canadian Continence Foundation (CCF) did not hold WCW this year as there is a week in Canada in November. BC highlighted that Australia aligned their week with ICS and feels the CCF should as well. JC stated that this was not possible sadly.

TD highlighted the letter sent to the World Health Organisation (WHO) for recognition of WCW- waiting for a reply.

SC thinks we should have patient videos on the ICS TV page. JE advised that we could 'like' a video and it would then show up on our news feed- so other members can view this. We have liked a number of WCW video's that were sent to the office.

**Action: If any committee members have you tube videos then please notify Jenny and we can like the video so they show up on our news feed for other members to view.**

SC would like video's to have subtitles, JE advised we would need to ask IT department about this.

**Action: JE to ask IT department if videos could have subtitles.**

7. **Public Forum**

See above discussion under Terms of Reference

8. **AOB**

MVP-P highlighted the WFIP meeting taking place in Barcelona to set up Spanish patient organization. She thanked the office for their accommodation for the request for a free meeting space and highlighted that if you put effort into arranging these meetings then outcomes can be achieved.

Minutes Teleconference Friday February 28th

Attendees; Tamara Dickinson (Chair), Frankie Bates, Adrian Wagg, Tomasz Michalek

Also in attendance: Jenny Ellis

| Item | Committee Member | Minutes | Action |
|---|---|---|---|
| Welcome | Tamara | FB confirmed that the conference centre was booked and confirmed for up to 300 people. This is at no cost to the CPC, the only costs to date is the AV equipment at $300. The forum is scheduled for Wednesday 22nd October, a light meal and drinks will be available to the delegates. FB advised that the CPC want all fields covered which is why we have brought in Adrian Wagg for his expertise. AW asked what patient advocacy groups were involved in the forum so far? TD confirmed none at the moment but was in discussions with Jacky Cahill who has contacts with a new Brazilian continence foundation. Carlos has also advised that he will be able put the CPC in touch with local continence nurses. JE suggested Beatriz from the recent SOBEST event.TD advised that she would contact Carlos and CC Frankie into the email. JE to send Beatriz contact details. | TD to contact Carlos D'Anconca and copy in Frankie.<br><br>JE to provide Beatriz contact details to TD and FB. |
| Overview of public forum to date. (Agenda/ plan/time/venue) | Frankie | AW asked what topics do we want for the forum? FB advised an overview of bladder issues and treatment from all levels of healthcare. The plan at the moment is that we will start at 17.10 until 18.20 and then stop for the food and drinks. Then we will cover incontinence in Brazil in conjunction with the local patient advocacy group (to be confirmed.) | |
| Can we change the name "Public forum"? | Frankie/All | FB would like to change the name of the forum to workshop or something similar. TD advised that, as we discussed in Barcelona, we need to re-vamp the public forum to make it more successful. TD suggested that name change should be something that symbolises the event. JE suggest that this be placed on the forum to generate idea's and then we can vote of the best suggestions. | JE to start a forum discussion regarding the name change. |
| Choosing expert Speakers from ICS and topics. | Adrian | AW asked if Ferring were funding the event? TM advised that he had been in contact with Ferring but the communication had gone quiet TD asked what we need funding for if the room is covered by ICS? FB advised advertising, food etc. TD asked how much the catering will cost? JE advised that she would look into this and draft a budget for all costs to date. | JE to confirm catering costs and draft a budget plan for forum. |

| | | | |
|---|---|---|---|
| | | Group discussed that the local organisation need to advise on local promotional costs. AW asked who we are targeting e.g. policy makers? TD suggested having a patient panel talk about their experience. TD advised that we need physio's involved, Beth Shelly has previously expressed and interest in speaking, she has been chosen by the physiotherapy committee. AW advised that we need to re-think the content based on attendees- policy makers. FB advised that we always need to give overview of bladder issues etc. Also suggested that Lynne could discuss re-imbursement issues. TD suggest Donna Bliss as a speaker, she does a lot on fecal research. | |
| Sponsorship (Ferring ?) | Tomasz | TM advised that Ferring will invite patient advocacy group reps to come and speak- share knowledge with local's, 20-30 people, they will cover the costs. TM also advised that Astellas have expressed an interest in the event- should Ferring pull out. FB asked TM to provide an update when confirmed. TD stated that we need to utilize industry, FB will draft a letter for industry which will be signed by Adrian, and this will then be sent to industry. | TM to update group on the sponsorship- Ferring or Astellas.<br><br>FB to draft industry letter and send to AW to review. Once confirmed this needs to be sent to Industry. |
| Speaker on reimbursement issues /ideas? | Tomasz | TM suggested that a comparison of countries re-imbursement policies are discussed which would help people learn from other countries- good and bad. Who does what better? Ferring have a lot of data on this so would be good to speak at the event. This is a hot topic- everyone agreed that it would be a good key topic for the forum. | |
| PAG's in Brazil (Is there one and how can they help with advertising etc.?) | All | See above comments. | |
| Getting media involvement / interest. | All | JE proposed that we could film the whole of the forum OR just the Ferring discussion, this can then be available on the ICS TV, news pages and social media. We would also make the video available to Ferring and our members to advertise on their websites. This would generate a lot of interest. JE advised that we need to do a more targeted mail | |

| | | | |
|---|---|---|---|
| | | out- focused adverts, in journals etc. | |
| How do we advertise the event ? | All | We need to decide who our target audience is and then look into the best avenues for marketing the event. | |
| General Discussion | All | | |

**Call ends**

**Overview of actions;**

- TD to contact Carlos D'Anconca and copy in Frankie.
- JE to provide Beatriz contact details to TD and FB.
- JE to start a forum discussion regarding the name change.
- JE to confirm catering costs and draft a budget plan for forum.
- TM to update group on the sponsorship- Ferring or Astellas.
- FB to draft industry letter and send to AW to review. Once confirmed this needs to be sent to Industry.

**Continence Promotion Committee Terms of Office**

| Member | Role | Term Start | Term End | Term Yrs | Elected | Term details | Additional Information |
|---|---|---|---|---|---|---|---|
| **Tamara Dickinson** | **Chair** | **19-Oct-12** | **24-Oct-15** | **3** | **Y** | **3 year term will finish 2015 - can renew once by formal election** | |
| Christa Thiel | Committee Member | 24-Oct-08 | 30-Oct-14 | 6 | N | 6 year term will finish 2014 – CANNOT renew | **stepping down** |
| Sherif Mourad | Committee Member | 24-Oct-08 | 30-Oct-14 | 6 | N | 6 year term will finish 2014 – CANNOT renew | **stepping down** |
| Barry Cahill | Committee Member | 24-Oct-08 | 30-Oct-14 | 6 | N | 6 year term will finish 2014 – CANNOT renew | **Offered to stay on, Board would only allow 4 members to stay.** |
| Diane Owen | Committee Member | 24-Oct-08 | 30-Oct-14 | 6 | N | 6 year term will finish 2014 – CANNOT renew | **Offered to stay on, Board would only allow 4 members to stay.** |
| Jacky Cahill | Committee Member | 24-Oct-08 | 30-Oct-14 | 6 | N | 6 year term will finish 2014 – CANNOT renew | **Offered to stay on, Board would only allow 4 members to stay.** |
| Lynne Poelgeest | Committee Member | 24-Oct-08 | 30-Oct-14 | 6 | N | 6 year term will finish 2014 – CANNOT renew | **Offered to stay on, Board would only allow 4 members to stay.** |
| Tomasz Michalek | Committee Member | 24-Oct-08 | 15-Sep-16 | 8 | N | 8 year term will finish 2016 – CANNOT renew | **Staying on for 2 years** |
| Diane Newman | Committee Member | 24-Oct-08 | 15-Sep-16 | 8 | N | 8 year term will finish 2016 – CANNOT renew | **Staying on for 2 years** |
| Elisabeth Bakker | Committee Member | 24-Oct-08 | 15-Sep-16 | 8 | N | 8 year term will finish 2016 – CANNOT renew | **Staying on for 2 years** |
| Frankie Bates | Committee Member | 24-Oct-08 | 15-Sep-16 | 8 | N | 8 year term will finish 2016 – CANNOT renew | **Staying on for 2 years** |
| Nicola Huige | Committee Member | 19-Oct-12 | 08-Oct-15 | 3 | N | 3 year term will finish 2015 - can renew | |
| Peter Meyers | Committee Member | 26-Aug-10 | 15-Sep-16 | 6 | N | 6 year term will finish 2016 - cannot renew | |
| Stavros Charalambous | Committee Member | 29-Aug-13 | 15-Sep-16 | 3 | N | 3 year term will finish 2016- can renew | |
| Vasan Srini | Committee Member | 29-Aug-13 | 15-Sep-16 | 3 | N | 3 year term will finish 2016- can renew | |
| Grzegorz Surkont | Committee Member | 29-Aug-13 | 15-Sep-16 | 3 | N | 3 year term will finish 2016- can renew | |
| Ran Pang | Committee Member | 23-Oct-14 | 14-Sep-17 | 3 | N | 3 year term will finish in 2017- can renew | **Physio Rep** |
| Rowan Cockerell | Committee Member | 23-Oct-14 | 14-Sep-17 | 3 | N | 3 year term will finish in 2017- can renew | **Patient Advocacy** |

**Nominations 2015**
**Nicola needs to confirm if renewing position**

| **Key** | |
|---|---|
| **Colour** | **Meaning** |
| | Staying on for 2 years |
| | Stepping down in Rio |
| | Will need to confirm if renewing/ positions will need to be advertised after Rio |
| | New member/position |

# ICS Continence Promotion Committee Terms of Reference

1. **PURPOSE:** To act as a facilitator for various international continence organisations to meet and address relevant issues to do with continence promotion, awareness and prevention and to promote awareness through its national organization members, the public and government.

The principle aims are to:
- seek opportunities for networking across various countries;
- increase awareness amongst ICS members of continence related issues;
- facilitate development of continence organisations;
- facilitate exchange of information about continence awareness and promotion;
- identify opportunities for continence prevention strategies.

2. **FUNCTIONS:**
- Identifies broad issues through an international forum that can facilitate translation at a local national level.
- Provides input into continence awareness, promotion and prevention.
- Holds annual workshops at the ICS meetings.
- .
- Facilitates World Continence Week.

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

4. **COMPOSITION:**

| Total Members | Method of Appointment | Name | Term of Office |
|---|---|---|---|
| General Secretary | Ex Officio | See Membership | 2 years |
| Chair: | Elected.<br>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 Formal Election |
| Membership | All members of ICS committees must be active ICS members (paid for current membership year) (Bylaw 2.3.2) and have completed a disclosure form. Members are expected to attend meetings and to be active on subcommittees. The Chair may ask inactive members to step down from their position. | | 3 years, renewable once by Chair/committee approval. Further terms could be approved in exceptional circumstances and by referral to the ICS Trustees. |

| | | | |
|---|---|---|---|
| Subcommittees | Education | | |
| " | WCW | | |
| " | Internet | | |
| " | Industry Liaison | | |
| " | Fistula | | |
| Updated January 2014 | | | |

5. **MEETINGS:** Two face-to-face meetings, one held during the Annual Scientific meeting and the second meeting heard mid-year, usually during EAU. 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 see Membership Page

**Continence Promotion Committee Terms of Office**

| Member | Role | Term Start | Term End | Term Yrs | Elected | Term details | Additional Information |
|---|---|---|---|---|---|---|---|
| Tamara Dickinson | Chair | 19-Oct-12 | 24-Oct-15 | 3 | Y | 3 year term will finish 2015 | |
| Tomasz Michalek | Committee Member | 24-Oct-08 | 15-Sep-16 | 8 | N | 8 year term will finish 2016 – CANNOT renew | |
| Diane Newman | Committee Member | 24-Oct-08 | 15-Sep-16 | 8 | N | 8 year term will finish 2016 – CANNOT renew | |
| Elisabeth Bakker | Committee Member | 24-Oct-08 | 15-Sep-16 | 8 | N | 8 year term will finish 2016 – CANNOT renew | |
| Frankie Bates | Committee Member | 24-Oct-08 | 15-Sep-16 | 8 | N | 8 year term will finish 2016 – CANNOT renew | |
| Peter Meyers | Committee Member | 26-Aug-10 | 15-Sep-16 | 6 | N | 6 year term will finish 2016 - cannot renew | |
| Stavros Charalambous | Committee Member | 29-Aug-13 | 15-Sep-16 | 3 | N | 3 year term will finish 2016- can renew | |
| Vasan Srini | Committee Member | 29-Aug-13 | 15-Sep-16 | 3 | N | 3 year term will finish 2016- can renew | |
| Grzegorz Surkont | Committee Member | 29-Aug-13 | 15-Sep-16 | 3 | N | 3 year term will finish 2016- can renew | |
| Ran Pang | Committee Member | 23-Oct-14 | 14-Sep-17 | 3 | N | 3 year term will finish in 2017- can renew | |
| Rowan Cockerell | Committee Member | 23-Oct-14 | 14-Sep-17 | 3 | N | 3 year term will finish in 2017- can renew | |
| Nicole Huige | Committee Member | 19-Oct-12 | 25-Oct-18 | 6 | N | 6 year term will finish is 2018- CANNOT RENEW | |
| Alex Wang | Ex-officio | 01-Apr-15 | 18-Oct-15 | 1 | N | Ex-officio | |

**Nominations 2016**

**Committee has no Chair after Montreal meeting- need to decide how to progress post meeting.**
**Tomasz, Diane, Elisabeth, Frankie and Peter will step down in Tokyo. These 5 positions will need to be advertised after Montreal.**
**Stavros, Vasan and Gregorz need to confirm whether they would like to renew their position on the committee. If not then this position(s) would need to be advertised after Montreal.**

| Key | |
|---|---|
| **Colour** | **Meaning** |
| | Stepping down in Montreal |
| | Stepping down in Tokyo |
| | Elect position- will need to re-apply |
| | Will need to confirm if renewing/ positions will need to be advertised after Montreal |
| | New member/position |
| | No action |

# ICS Continence Promotion Committee Terms of Reference

1. **PURPOSE:** To act as a facilitator for international continence organisations to meet and address relevant issues to do with continence promotion, awareness and prevention and to promote awareness through its national organisation members, the public and government.

The principle aims are to:
- seek opportunities for networking across international countries;
- increase awareness amongst ICS members of continence related issues;
- work with larger communities like EAU,AUA,AUGS,IUGA at the present time in the world
- to act as a resource and provide advice for continence organisations;
- facilitate exchange of information about continence awareness and promotion;
- identify opportunities for dissemination of information about new continence prevention strategies and modalities.

2. **FUNCTIONS:**
- Provides input into continence awareness, promotion and prevention.
- Holds annual workshops at the ICS meetings.
- Facilitates World Continence Week.

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

4. **COMPOSITION:**

| Total Members | Method of Appointment | Name | Term of Office |
|---|---|---|---|
| General Secretary | Ex Officio | See Membership | 2 years |
| Chair: | Elected.<br>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 Formal Election |
| Membership | All members of ICS committees must be active ICS members (paid for current membership year) (Bylaw 2.3.2) and have completed a disclosure form. Members are expected to attend meetings and to be active on the committee. The Chair may ask inactive members to step down from their position. | | 3 years, renewable once by Chair/committee approval. Further terms could be approved in exceptional circumstances and by referral to the ICS Trustees. |

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| Updated January 2015 | | | |

5. **MEETINGS:** One face-to-face meetings held during the Annual Scientific meeting and one mid-year teleconference. Other deliberations, normally by forum.

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 will also be a member of the Strategy-Board Committee and take part in regular meetings with the Board of Trustees and other Committee Chairs.

For Terms of Office Information see Membership Page