



ICS Physiotherapy Committee meeting Agenda

**Tuesday 6th October,
Venue: Palais des Congrès
Room: 512H
Time: 07:00-10:00**

Known Attending: Doreen McClurg (Chair) Adelia Lucio, Petra Voorham-van der Zalm, Paula Iguualada-Martinez (leaving at 9), Melanie Morin, Cristina Naranjo-Ortiz, Rhonda Kotarinos, Cristiane Carboni, Heather Moky, Peter Meyers, Jacqueline De Jong, Elisabeth Bakker, Chantale DuMoulin

Known Apologies:

Unconfirmed: Rebekah Das, Stephanie Madill, Marijke Van Kampen

Also in attendance; Myung-Soo Choo, Avicia Burchill

1. Committee picture to be taken
2. Approval of Rio meeting minutes (Attached)
3. Approval of teleconference minutes- January 2015 (Attached)
4. Approval of teleconference minutes – Sept 2015 (Attached)
5. Terms of Office (Attached)
6. Terms of Reference – need to amend TOR, states committee members must attend 2/3 meetings. Also need to include roundtables (Attached)
6. Outstanding Actions:
 - I. **ACTION POINT: Sub-committees to be updated with new roles and EB tasked to finish education guidelines and therefore co-opted for 1 year. AB**
 - II. **ACTION POINT: CO, CD, PM, to develop terms of reference template for each sub-committee.** CD confirmed 'We have not completed this task yet as the previous project is still not completed. When we finalise the adherence consensus project, we will move on to other projects' 14/1/15
7. Lifetime Achievement Award
8. Plans for Tokyo Roundtable
9. New project – 'developing best practice guidelines for training physiotherapists to complete pelvic floor muscle assessments'

7. AOB

ICS Physiotherapy Committee Meeting Minutes

Monday 20th October 2014,

Venue: SulAmérica Convention Center

Room: E

Time: 07.00-09.00

Known Attending: Helena Frawley (HF) (Chair), Els Bakker (EB), Chantale Dumoulin (CD), Jacqueline de Jong (JdJ), Marijke Van Kampen (MvK), Elizabeth Shelly (BS), Margaret Sherburn (MS), Melanie Morin (MM), Doreen McClurg (DM), Cristina Naranjo-Ortiz (CN-O), Rebekah Das (RD), Cristiane Carboni (CC), Peter Meyers (PM), Petra Voorham-van der Zalm (PvZ), Heather Moky (HM), Adelia Lucio (AL).

Apologies: Stephanie Knight (SK), Rhonda Kotarinos (RK), Stephanie Madill (SM),

ICS Office: Avicia Burchill (AB), Marijke Slieker-ten Hove (MSI)

	Item	Lead / Tabled by	Details	Action required	Who	By when
1	Committee picture to be taken	ICS office				
2	a. Approval of Barcelona meeting minutes; b. Approval of September teleconference meeting minutes	HF	MS proposed the approval of the Barcelona minutes and DM seconded MS proposed the approval of the September teleconference minutes and DM seconded It was discussed that people had experienced problems with the teleconference meetings. WEBEX as an alternative was discussed.			

			ACTION POINT: AB to get details of WebEx and see whether feasible.	Yes	AB	Jan 15
3	Committee Members & Portfolios; Terms of Office (TOO)	HF	<p>a. Standing down in Rio: HF, EB, BS, MS, SK HF thanked for all those standing down for their contribution and support of her as chair.</p> <p>b. Remaining for 1 year (by special approval): JdJ, CD</p> <p>c. Remaining; TOO:</p> <ul style="list-style-type: none"> - DMc; 2017 - MvK; 2015 - MM; 2015 - SM; 2016 - CN-O; 2016 <p>d. Newly elected; TOO:</p> <ul style="list-style-type: none"> - RK; 2017 - CC; 2017 - RD; 2017 - PM; 2017 <p>e. Co-opted until 2015: HM, AL, PvZ</p> <p>MvK confirmed she was going to stand down and MM was going to continue.</p> <p><i>Post Script note: For clarification 4 nominations will be called for in 2015 to replace MvK (1) CD (2) and JdJ (3) plus to accept one of the co-opted three selected in 2014 (4) Note these three will need to reapply for the position.</i></p> <p><u>Portfolios for 2014:</u> Chair: DMc Sci Rep: MM</p>			

			<p><i>M'ship & Comm'n</i>: SM, CN-O</p> <p><i>Roundtable</i>: JdJ, MvK, RD (TBC) It was discussed that there is now a need for a person now to run roundtable as JdJ and MvK stepping down. PvZ agreed to take this position on. RD said she would be willing to help. AL also expressed interest but it was discussed that she not required. The local's representatives will be CD and MM.</p> <p><i>Sci & Res</i>: CD, DM, RK and RD.</p> <p><i>Ed & PD</i>: PM, RK, HM, HM confirmed. It was also discussed that EB would like to finish the work on the education guidelines. It was agreed that EB be co-opted for one year to finish the education guidelines.</p> <p>ACTION POINT: Sub-committees to be updated with new roles and EB tasked to finish education guidelines and therefore co-opted for 1 year.</p>	Yes	AB	Jan 15
4.	Terms of Reference (TOR)	SM & CN-O	<p>a. Job descriptions for portfolio positions and new member package</p> <p>The new member package was described as being too detailed and tricky for those whose English is not first language. AB explained that anyone joining a committee should have competent English so to simplify the member package would be contradictory.</p> <p>b. Ranking criteria for new applications</p> <p>It was suggested that when the committee have more applications than positions that a ranking criteria be used to</p>			

			<p>assist with the reviewing of the applications. It was discussed and decided that the office to take forward.</p> <p>ACTION POINT: design ranking criteria for reviewing nominations.</p> <p>HF proposed that each subcommittee designed a terms of reference. The round table has one and this is to be used as a template. Regular liaison and communication as required and each committee work out what the minimum should be.</p> <p>ACTION POINT: CO, CD, PM, to develop terms of reference template for each sub-committee.</p>	<p>Yes</p> <p>Yes</p>	<p>AB</p> <p>CO/CD/PM</p>	<p>Apr 15</p> <p>Apr 15</p>
5.	Reports – External Committees	<p>a. HF</p> <p>b. Marijke Slieker-ten Hove</p> <p>c. MM</p> <p>d. CN-O</p> <p>e. BS</p> <p>f. Gill Brook</p> <p>g. PM / EB</p>	<p>a. Chair: submitted, tabled on 4 Sep. No comments</p> <p>b. Education Rep Report: MSI explained that she stepped down from the physiotherapy committee to free up more time and that she cannot attend all the committee meetings. The Education committee has changed over the last year. She explained that they finally have the discussion about where the education committee will be in 5 years. All the standalone courses we do are focused on getting more revenue for the ICS by way of more ASM delegates and more ICS members. MSI questioned should the ICS be going to 2nd world countries as physiotherapists have a role in those countries as physiotherapists are the cheaper option. The education committee has had a decrease in budget but it has been adhered to. The physiotherapy committee needs to bring ideas and contacts to MSI to ensure we have a parallel programme rather than encompassed into the main</p>			

			<p>programme. As there is not level of entrance hopefully the competence profile will assist. MSI further explained that Donna Bliss ensured that there is a physiotherapist and nurse on the education committee. The role is a very busy role and therefore it may not be possible to be on both committees. It was discussed about who that person should be and their contact should be on the physiotherapy committee – a liaison person. The education subcommittee should be the liaison.</p> <p>MSI felt there needed to be a better strategy for workshop applications. Do we want workshops accepted before they have been put in? MSI questioned whether the education committee going to support the local physiotherapy course with free translation. MSI is it appropriate in Montreal? AB explained the new board decision that fifth annual meeting will not be in Europe or Northern America. Also that the committee should make it clear on application that this is the “official” physio committee application and the office will take it forward. MSI stated that ELearning needs to be taken forward and AB explained that the committee just needed to come with proposal.</p> <p>c. Scientific: MM outlined the scientific criteria for abstracts. The first criteria is originality so it’s good to start the abstract with “this is the first....”. The next criteria is scientific merit and if it’s not scientifically sound it has no clinical relevance. Choice of key words very important to ensure that your abstract is reviewed by someone in your area. Lack of anonymity is automatically disqualified. For non-English speakers it’s good to get your English reviewed before</p>	Yes	MM	Jan 15
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			<p>submitting. Avoid “salami” – don’t split results across 3 abstracts. Conclusion has to be in line with your result. AB said that this is a perfect enews article or short video.</p> <p>ACTION POINT: MM to prepare as short article for the enews.</p> <p>MM explained that the scientific committee asked for external reviewers to cover more abstracts. Others who are not in the field will review “easily” but it needs to be physiotherapists reviewing the rehabilitation category. CD thanked MM and AD.</p> <p>d. Ethics: Cristina’s report: Not discussed</p> <p>e. Standardisation Committee: BS explained that this is a very active committee and there are several documents being worked on. The CPP and ICS/IUGA joint working group on conservative management are of interest to the physiotherapists. The documents should be open for comments soon. BS explained that she is now the wiki editor. BS explained that she had some instructions but it’s simple to join and to post. The instant access terminology glossary is being launched this meeting.</p> <p>f. Fistula Committee: Gill Brook’s report: Not discussed</p> <p>g. Continence Promotion Committee: Not discussed</p>			
6.	Reports – Internal Committees	<p>a. BS</p> <p>b. JdJ / MvK</p> <p>c. CD</p> <p>d. JdJ</p>	<p>a. Membership & Communication – BS explained that CN-O will be taking over and as unglamorous as this committee is it’s a very important committee. There needs to be a strong consideration for people who have no role to join this</p>			

			<p>subcommittee. The website has not been reviewed. It's not well utilised and there is unlimited possibilities here to contact the physiotherapists in the membership. AB explained that the ICS office can send articles in enews.</p> <p>ACTION POINT: Membership & communication subcommittee to communicate with the round table speakers and workshop leaders and request a 1 page report of what they reported at Rio.</p> <p>b. Roundtable: Lead of Roundtable will remain – Jacqueline (JdJ), and Petra (PvZ) will help Round table –There were a couple last minute cancellations. Trying to avoid issues like this in the future, raised the question of if the speaker needed to cancel, they could be responsible to find a replacement speaker. Another question raised was changing the format. This added in more discussion of how you select the speakers from the RT and challenges like room space.</p> <p>c. Scientific & Research: CD reported that submitted 5 papers and they are under review, huge accomplishment. The plan is to submit for a workshop in 2015. We can request for funds to help pay to sponsor a workshop. We have never asked for funds and many other committees have asked for this. Adherence to PFMT- the topic is broader than just for PT's. The committee can propose as a State of the Art for a future meeting, as well as a workshop</p>			
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7.	Other:					
	a. Education: Competency Guideline	a. EB / PM / BS	a. Revisions made post September meeting.			
	b. Education: Speaker's Kit	b. Marijke Slieker	b. Use the education document to help inform your slides. Propose to not have further action by Helene and use the education document.			
	c. Education: development of teaching module related to a PT topic	c. BS	<p>c. Peter Rosier has shared with us the 'Manual Urodynamic Committee' (a guideline for collating education modules – see attached).</p> <p>Invitation from Peter Rosier (Chair of Urodynamic Committee): If you can think of a topic that is 'not too small and not too large' in the field of diagnostic testing for dysfunction of the lower urinary tract, such topic can become a teaching module. (In the manual the example-topics are concentrated around urodynamics but the committee to date, does support topics that are not precisely urodynamic testing).</p> <p>The first requirement is that an evidence summary is written about the topic. And the second is that an instructive-slides set is prepared and presented and recorded. The evidence summary = knowledge background is submitted to NU&U for publication and the slides set contains the -how -to -do -in -practice (on the basis of the best available evidence). (By the way: Teaching modules can not set strong 'standards' if no/little good evidence exists)</p> <p>If somebody has an idea/topic it can be submitted to the</p>			

			<p>committee (or me) (last page of the manual) and if the committee agrees with the topic and the ad hoc working group the work may start.</p> <p>We always ask for the working groups that they are as diverse as possible, both for professional as for geographical background. I am looking forward to your ideas and initiatives!"</p> <p>Ideas suggested by BS: digital PFM examination or EMG assessment.</p> <p>Interested members: BS; others?</p>			
	d. ICS Lifetime Achievement Award	d. DM & HF	<p>e. HF & DM to update K Bo submission in Rio</p> <p>We have an updated CV of Kari Bo that will be submitted. (Keep it quiet.) It will be the 3rd time the PT committee has submitted an application for Kari in 3 years but hopefully that won't be a problem.</p>			
	e. new Research / Education activity	e. Sci & Res / Ed sub-committees	<p>e. Suggestion from HF: if a Research topic is chosen, please consider research topics already identified by external bodies as worth investigating:</p> <ul style="list-style-type: none"> - http://www.jla.nihr.ac.uk/top-tens.asp <p>See UI topics e.g. #1: What are the optimal pelvic floor muscle training protocols (frequency and duration of therapy) for the treatment of different patterns of urinary incontinence?</p> <ul style="list-style-type: none"> - ICI? - other? 			
8.	Any other business?		<p>No new business.</p> <p>Meeting was Closed at 9:23am</p>			

9.	Next meeting	DM	a. teleconference meeting Jan b. teleconference 6 weeks pre-ASM c. ASM face-to-face meeting			
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Physiotherapy ICS Teleconference 28th Jan 2015 meeting minutes

Attendees: Doreen McClurg (Chair), Jacqueline De Jong, Marijke van Kampen, Petra Voorham-van der Zalm, Heather Moky, Rhonda Kotarinos, Stephanie Madill, Chantale DuMoulin, Cristina Naranjo-Ortiz

Apologies: Melanie Morin, Peter Meyers, , Els Bakker, Cristiane Carboni, Rebekah Das, Adelia Lucio

Also in attendance: Jenny Ellis

1. Approval of the Minutes of the Meeting held in Rio

DM need to change page 1 point 2 MG to MS.

Action: JE to amend error on page 1 MG to MS.

RK asked where the minutes are- JE confirmed that these are available on the committee [documents page](#).

TOR- need ranking criteria for new applicants, DMC asked SM if any updates- no updates.

Action: Ranking criteria needs to be created by committee.

Petra feels there is some confusion regarding the subcommittees so need to wait to sign off minutes.

1. DMC asked members to confirm which committee they are in:

Name	Committee (Internal)	Committee (External)
Doreen McClurg	Scientific	
Elisabeth Bakker (co-opted)	Education	Continence Promotion
Jacqueline De Jong	Round table	
Chantale DuMoulin	Scientific	
Rebekah Das	Scientific	
Peter Meyers	Education	Continence Promotion
Marijke van Kampen	Round table	
Petra Voorham – van der Zalm (co-opted)	Roundtable	
Cristina Naranjo-Ortiz	Membership & Comm	Ethics
Adelia Lucio	Education	
Cristiane Carboni	Membership & Comm	
Melanie Morin	Scientific	Scientific Rep
Heather Moky	Education	
Rhonda Kotarinos	Roundtable	
Stephanie Madill	Membership & Comm	

2. Confirmation of Portfolios and membership

Membership & communication- members struggling slightly at the moment. SM, CC, CNO and BS- to have a separate teleconference to discuss further.

Action: JE to arrange a teleconference for the membership and communication subcommittee.

All agreed this would be good.

- **Reports**

External Reports

DMC asked members represented on any external committees could you submit a report even if it just to say there is nothing to report. To confirm these members are:

- Sci Rep: MM Report
- ICS Education: Marijke Sliker-ten Hove
- Ethics: Christina
- Standardisation: BS
- Fistula: Gill Brook
- Continence Promotion: PM / EB
- Chair's report (DM)

Members confirmed nothing to report from the CPC, ethics or scientific.

Internal Reports

- Membership and Communication
- Roundtable
- Science and research- CDM, the scientific sub-committee meeting has not taken place just yet. The 5 adherence papers have been re-submitted to Neurourology & Urodynamics with the hope that they will be reviewed together. Evaluation taking place by Standardisation Steering Committee (SSC). CDM will be having meeting with subcommittee soon.
- Education and Professional Development- guidelines will shortly be submitted to the Board of Trustees. Peter Rosier been in touch about developing PT module/s. HM could you take this back to members of subcommittee. DMC will forward Peter's email to HM.

Petra left call.

- **Roundtable**

JDJ advised that there was some concern regarding the programme following discussions with Avicia. ICS are requesting no research abstracts as these should be submitted to the main programme or in the new researcher's session (see below). It was decided to change to 3 SOA lectures- 1 study? JDJ asked if the committee agreed to the change in programme? Also the suggested subjects ok? Due to space issues it is difficult to accommodate a lot of workshops, each may have around 25 people, with perhaps only have 1 case related to a topic to focus on. ,

For the SOA lectures there were discussions as to how to select the speakers. Would it be the committee members of the roundtable deciding on who would present, or should we ask members or pick topics. DMC suggested it would need to be opened up to everyone, as we do not want to seem biased. However selection criteria would need to be developed. JDJ said there was usually a low response to blast email, so not sure if have too many applicants if it was decided to go down this route the advertisement would have to be carefully worded and based on advice from the ICS office. JE advised on the issue from the office perspectives- there was a need to move away from applications from members which presented research as it was felt it created a 2 tiered level of science at the annual meeting. Also causes confusion when referencing where people spoke, some were saying they presented at the scientific meeting when it was in fact the Round Table or the Nurses Forum. The Board have recommend committees move away from this method. JE suggested contacting members to see what SOA they would be interested in and then committee pick the experts for these topics.

CDM- asked if all our students will be able to present at trainee session? JE advised that yes, open to all junior members, JE will speak to Kari Tikkinen to ensure it's clear that this is open to the physio members.

Action: JE to discuss with KT clear wording for early career mailers and online

CNO- offered to do presentation at the roundtable. CDM suggested Sophier Bergeron, psychologist, working with physiotherapists- court studies, directed Melanie in her Phd studies. She is good dual speaker (French & English) as well as published and known internationally. RK suggested a psychologist from Kingston, Caroline Pukall, she might be interested. All agreed to ask Sophier- JDJ to contact.

Action: JDJ to contact Sophier Bergeron to speak at the roundtable.

How to write abstract/manuscript presentation by Melanie- JDJ advised would need to see if she would be available to speak as she is speaking a lot at the main session. All agree this would be a good topic. DMC advised Melanie had already offered to speak, so should be ok.

3rd topic- Radical prostatectomy, Cochrane review. JDJ ask Inga surname to present SOA. All agreed.

Do we need workshops? Ask members to suggest chairs for the workshops. Need suggestions within the next 14 days. 6 workshops. I think it was committee members to volunteer or suggest people to take workshops

Action: All members to suggest possible chairs for workshops.

HM need to proportional the workshops based on expected numbers. Some topics need to be in small groups. Limit is 150 people max. CDM a lot of PTs and people will be interested in attending, rare for PTs to access a meeting like this in Canada.

CNO left call.

JDJ asked JE if there was an issue with space at the convention centre. JE not aware of any issues- will check.

Action: JE to check with AB if there is a space issue at the convention centre.

JDJ asked people to suggest which subjects they would like to cover- so when they apply we know which areas they can cover.

JDJ asked whether a special lunch is required? JE advised of the different types of lunch- standard is the same as in the main conference; previous years had a special lunch which has a cost attached, so need to decide what the committee would prefer. Members discussed having a dinner after welcome reception, some members felt it would be a long day. RK asked if email could go out to see if people are interested. Discussed further JE suggested that we include this in confirmation to roundtable booking and then final confirmation on the day.

Action: Office to request Kenes include the question- would you like to attend a PT dinner after the roundtable/welcome reception. This information will be confirmed to DMC so a booking can be made locally.

- Competency document- not discussed
- Terms of Reference- Put on forum to review.
Action: Office to add TOR to forum for review.
- AOB

None

- **Date of Next meeting** Teleconference Beginning Sept 2015

Physiotherapy Committee teleconference minutes 8th Sept 2015

Attendance: Doreen McClurg, Peter, Petra, Heather, Stephanie, Rhonda, Rebekah Das

Apologies: Adelia Lucio, Cristiane, Els, Jacqueline and Marijke, Chantal

Also in attendance: Jenny Ellis

1. Introductions and apologies

DM welcomed everyone and advised on apologies.

2. Minutes from previous teleconference

DM asked if everyone was happy with the information on the teleconference minutes. JE advised minutes not on documents page, will look into this and ensure that it is online and included in agenda minutes for Montreal.

3. Update ICS and physio workshops

Office has suggested that we extend the workshops by 30 minutes so people could attend 2 workshops. DM suggested that people are expecting to attend 2 workshops. JE advised this is possible. DM asked Petra her thoughts? PV agreed it would be a lot of work to notify people that there would only now be one workshop as it was advertised as 2 per attendee. Currently 125 people registered for the event, with 8 workshops. After some discussion it was agreed that the fairest way to allocate the workshops would be that PV will make a spreadsheet for the 8 workshops and they will be allocated on a first come basis as people arrive, with a maximum of 15 per workshop.

DM confirmed 2 workshops, PV confirmed, JE to notify Kenes/Avicia.

Action: JE to confirm 2 workshops for roundtable to Kenes/Avicia, will need to extend session and shorten lunch.

PM suggested that we have stickers for the different workshops- so you can easily see who has registered for this one. So it would stop people joining that had not registered- all agreed.

Action: Delegates to be given stickers to indicate which workshops they had registered for.

DM asked that PV email the chairs to confirm the process, PV confirmed that MVK & JJ have already emailed the chairs the programme and process..

Heather joined. DM provided an update on the call so far.

DM thinks it would be good for the workshop chairs to introduce themselves prior to the workshop- all agree.

RD asked what happens before the workshops State of the art lectures take place before the workshop.

4. Update Roundtable

Discussed above.

5. Update on physio (PT) committee

DM 1 new member elected, Paula. Few people stepping down- JDJ, CD, MVK, DM will bring some gifts to the meeting and present at the meeting. We will review the subcommittees in Montreal to ensure they will be covered with the members stepping down.

6. Thoughts on activities for next year

The committee has been finishing the adherence project and publications. DM keen to look at pelvic floor training, committee to think about what they would like to do. DM asked if any other suggestions? All think the examinations training document would be good. DM need to think about plans for Tokyo, will be discussed in Montreal. PM question on education document, how is it coming on? DM waiting for an update from the education subcommittee, will confirm in Montreal.

7. AOB

RD advised will be speaking in a workshop so will need to leave the meeting early, PM has advised clash with CPC meeting- DM confirmed this is no problem. DM asked JE to send a reminder to the committee members who are presenting an update report, on the other committees that they are involved in, just to remind them.

Action: JE to email the committee representatives on other committees that their reports will be discussed at the roundtable.

Physiotherapy Committee Terms of Office

Member	Committee Role	Term Start	Term End	Term Yrs	Elected	Term details	Additional Information
Doreen McClurg	Chair	23-Oct-14	14-Sep-17	3	Y	3 year term will finish in 2017- can be reelected by formal election	
Elisabeth Bakker	Committee Member	01-Sep-11	08-Oct-15	7	N	7 year term will finish 2015 – cannot renew	co-opted for 1 year, steps down in Montreal
Marijke Van Kampen	Committee Member	18-Oct-12	08-Oct-15	3	N	3 year term will finish is 2015 - can renew	Confirmed in Rio will be standing down in Montreal
Chantale Dumoulin	Committee Member	01-Sep-11	08-Oct-15	7	N	7 year term will finish 2015 – cannot renew	Board granted extension until 8/10/2015
Jacqueline de Jong	Committee Member	01-Sep-11	08-Oct-15	7	N	7 year term will finish 2015 – cannot renew	Board granted extension until 8/10/2015
Christina Ortiz	Committee Member	29-Aug-13	15-Sep-16	3	N	3 year term will finish in 2016- can renew once	
Stephanie Madill	Committee Member	29-Aug-13	15-Sep-16	3	N	3 year term will finish in 2016- can renew once	
Cristiane Carboni	Committee Member	23-Oct-14	14-Sep-17	3	N	3 year term will finish in 2017- can renew once	
Rhonda Kotarinos	Committee Member	23-Oct-14	14-Sep-17	3	N	3 year term will finish in 2017- can renew once	
Rebekah Das	Committee Member	23-Oct-14	14-Sep-17	3	N	3 year term will finish in 2017- can renew once	
Peter Meyers	Committee Member	23-Oct-14	14-Sep-17	3	N	3 year term will finish in 2017- can renew once	
Melanie Morin	Committee Member	18-Oct-12	25-Oct-18	6	N	6 year term will finish is 2018- CANNOT RENEW	
Adelia Lucio	Committee Member	08-Oct-15	25-Oct-18	3	N	3 year term will finish in 2018- can renew	
Petra Voorham-van der Zalm	Committee Member	08-Oct-15	25-Oct-18	3	N	3 year term will finish in 2018- can renew	
Heather Moky	Committee Member	08-Oct-15	25-Oct-18	3	N	3 year term will finish in 2018- can renew	
Paula Iguialada-Martinez	Committee Member	08-Oct-15	25-Oct-18	3	N	3 year term will finish in 2018- can renew	
Myung-Soo Choo	Ex-pffocop	23-Feb-15	14-Sep-17	2	N	Ex-officio	

Nominations 2016

Elisabeth, Marijke, Chantale, Jacqueline stepping down in Montreal.
Christina and Stephanie need to confirm if they are renewing.

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 Physiotherapy Committee Terms of Reference

1. PURPOSE: The Physiotherapy Committee represents and supports ICS physiotherapy members and the physiotherapy contribution to various ICS committees in order to encourage and maintain the multidisciplinary strength of the ICS. It acts as a liaison body between the Chair of ICS, ICS Board of Trustees and its physiotherapy members regarding matters of mutual concern.

2. FUNCTIONS:

The Physiotherapy Committee has 3 functions: communication, research and education.

a) Membership and communication

- Organise the annual Round-Table meeting
- Create and manage the Physiotherapy Website
- Seek out and encourage PT members to run for key ICS committees.
- Maintain and archive information of the history of the physiotherapy committee on the ICS physiotherapy web site.

b) Scientific and Research

- Foster PT involvement in workshops and courses
- Encourage research
- Keep ICS member physiotherapists informed of new, international research opportunities, developments and outcomes
- Facilitate an International scientific study group

c) Education and Professional development

- Foster physiotherapy education under the auspices of ICS that is of the highest quality, including but not limited to, courses and workshops at Annual Meeting and Educational Activities in developing countries.
- Create and market a competence profile of a pelvic floor physical therapy
- Produce educational material specific to physiotherapy

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		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. Ideally the Chair will have served as a committee	See Membership Page	Term of office: 3 years, but renewable after notification to the members at an AGM. ICS Bylaw #3.

	member, currently or in the past. Nominations received by April 1st as advertised. Voting regulations as stated.		
Membership	<p>All members of the ICS Physiotherapy Committee must:</p> <ul style="list-style-type: none"> - be an active ICS members (paid for current membership year) as per by-law 2.3.2* - have completed a disclosure form - have been a member of ICS for at least 1 year and / or attended at least 1 Annual Meeting, to have first-hand experience of the workings of the Society - be active physiotherapy representative members on various ICS committees and subcommittees, and / or active on physiotherapy committee working parties or sub-committees as per by-law 2.3.6^ - - attend at least 2 out of 3 ICS Annual Meetings. Members are also required to join teleconferences. <p>The committee is made up of between 10 and 12 members</p>	See membership page	3 years, but renewable once by Chair/Committee approval.
Subcommittees	<p>The physiotherapy committee will convene the following subcommittees:</p> <ul style="list-style-type: none"> • Physiotherapy Membership and Communication Subcommittee • Physiotherapy Round Table Subcommittee • Physiotherapy Scientific and Research Subcommittee • Physiotherapy Professional Development Sub-committee • Others as deemed appropriate from time to time 		

*2.3.2. All members of ICS committees must be active ICS members as defined under membership in these bylaws.

^2.3.6. The performance of committee members will be reviewed annually by the committee to determine their contribution based on attendance at meetings, responsiveness to projects etc. Non-active members will then be asked to resign.

5. MEETINGS:

- One face-to-face meeting during the Annual Scientific meeting.
- One teleconference, normally in January.
- Other communications 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: As per the 2009 ICS Bylaws:

6. Minutes

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

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

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

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

8. MEMBERSHIP ROLES AND REPORTING FUNCTIONS:

1. Physiotherapy Committee Chair

a. Reports to:

- i. Trustees
- ii. Responsible for submitting an interim report to the Board of Trustees' mid-term meeting - date given in advance each year.
- iii. Prepare an annual report to the Board of Trustees outlining achieved goals/budget requests and future objectives and strategies.

b. Roles:

- i. Coordinate the activities of the physiotherapy committee
- ii. Be present at the Annual General Meeting should the membership have any questions about committee activities.
- iii. Lead all committee members in active participation in committee activities
- iv. Review committee member performance annually as per by-law 2.3.6.

2. Physiotherapy Membership and Communication Subcommittee / Team

- a. Reports to:
 - i. Physiotherapy Chair
 - ii. Report to be given at the Physiotherapy Round Table Meeting each year.
- b. Roles:
 - i. Create and manage the Physiotherapy Website
 - ii. Maintain and archive information of the history of the physiotherapy committee on the ICS physiotherapy web site.
 - iii. Develop and implement strategies to help ICS physiotherapy members connect / network / become involved in ICS Physiotherapy activities
 - iv. Seek out and encourage PT members to run for key ICS committees. (See below for specifics)
 - Board of Trustees
 - ICS Education Committee
 - ICS Scientific Committee
 - Such representative members will be expected to provide a written report prior to each physiotherapy committee meeting, and be able to discuss relevant issues to their portfolio during the committee meetings.
- c. Composition:
 - i. Lead and team members

3. Physiotherapy Round Table Subcommittee / Team

- a. Reports to:
 - i. Physiotherapy Membership and Communications Subcommittee lead
 - ii. Report to be given at the Physiotherapy Round Table each year and as requested.
- b. Roles:
 - i. Plan and coordinate the Physiotherapy Round Table at Annual ICS Meeting each year
 - ii. Determine structure of Round Table to possibly include
 - 1. Report of physiotherapy subcommittee leads
 - 2. Presentation for research of good quality not accepted for the annual meeting
- c. Composition
 - i. Physiotherapy Round Table Subcommittee lead – an experienced Round Table Subcommittee member
 - ii. Member of the Physiotherapy Scientific and Research Subcommittee – responsible (with the help of other round table subcommittee members) to plan the scientific component of the meeting
 - iii. Member of the Physiotherapy Membership and Communication Subcommittee
 - iv. Site liaison – from the country elected for the subsequent annual meeting, In situations where there is no site physiotherapist available,

the site liaison member would be elected from the current committee or from the general membership

- v. Other members as needed

4. Physiotherapy Scientific and Research Subcommittee / Team

- a. Reports to
 - i. Physiotherapy chair
 - ii. Report to be given at the Physiotherapy Round Table each year.
- b. Roles:
 - i. Works with ICS Scientific committee physiotherapy representative to foster PT involvement in workshops and courses
 - ii. Keep ICS member physiotherapists informed of new, international research opportunities, developments and outcomes
 - iii. Encourage research – possibly including an international scientific study group.
- c. Composition
 - i. Lead and team members

5. ICS Scientific Committee Physiotherapy representative

- a. Reports to
 - i. ICS Scientific committee chair
 - ii. Physiotherapy Chair and Committee, activities related to role as Physiotherapy Representative on ICS Scientific Committee
- b. Roles
 - i. Be an active contributing member to the ICS Scientific Committee: Represent physiotherapy members and their contribution to ICS research activities
 - ii. Act as liaison between the Physiotherapy Scientific and Research Subcommittee / team and ICS Scientific Committees

6. Physiotherapy Education and Professional Development Subcommittee / Team

- a. Reports to
 - i. Physiotherapy chair
 - ii. Report to be given at the Physiotherapy Round Table each year.
- b. Roles:
 - i. Create and manage a list of interested physiotherapy speakers for educational courses
 - ii. Create and market the competency profile of Pelvic Physical Therapists
 - iii. Produce educational materials specific to physiotherapy
- c. Composition
 - i. Lead and team members

7. ICS Education Committee Physiotherapy representative:

- a. Reports to:
 - i. ICS Education Committee Chair
 - ii. ICS Workshops and Course Sub-committee (WACS) Chair

- iii. Physiotherapy Chair and Committee, activities related to role as Physiotherapy Representative on ICS Education Committee
- b. Roles:
 - i. Be an active contributing member to the ICS Education Committee and WACS:
 - 1. Represent physiotherapy members and their contribution to ICS Educational Activities
 - 2. Attend 2 Education Committee meetings per year (Annual Scientific Meeting, and January committee meeting in London)
 - 3. Read and score workshop applications submitted to Education Committee (Dec – Jan each year)
 - ii. Act as liaison between the Physiotherapy Professional development Subcommittee / team and ICS Education Committees
 - 1. Propose, design and co-ordinate submission of workshops representing (but not limited to) high quality physiotherapy contribution to the ICS, for submission each year by Dec 1st, with assistance from the Physiotherapy Professional Development Subcommittee
 - 2. Co-ordinate the physiotherapy contribution to ICS external Educational Activities (speakers, topics, content), in conjunction with the Physiotherapy Professional Development Subcommittee

8. ICS Trustee Physiotherapy Representative

- a. Reports to
 - iii. ICS Board of Trustees
 - iv. Physiotherapy Chair and Committee, activities related to role as Physiotherapy Representative on ICS Board of Trustees
- b. Roles
 - v. Be an active contributing member to the ICS Board of Trustees: Represent physiotherapy members and their contribution to ICS
 - vi. Act as liaison between the Physiotherapy committee and ICS Board of Trustees
- c. If no Physiotherapy Trustee Representative at any one time, the Chair of the Physiotherapy Committee will liaise with the Board Allied Health Representative

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