



ICS Urodynamics Committee meeting Agenda

Tuesday 6th October 2015,

Venue: Palais des Congrès

Time: 14.00-16.00

Room: 512H

Known Attending: Peter Rosier (Chair), Tamara Dickinson, Jian Wen, Roman Zachoval, Carlos D’Ancona, Margaret McDougald, Jerzy Gajewski, Enrico Finazzi Agro, Michael Guralnick, Alan Wein

Known Apologies: Alex Digesu, Gunnar Lose

Unconfirmed: Jose Batista

In Attendance: Nickie Robinson, David Castro-Diaz

1. Take a committee photograph
2. Approval of Rio Minutes (Attached)
3. Terms of office (Attached)
4. Terms of Reference (Attached)
5. Outstanding Actions:
 - I. ACTION POINT: AW suggested a module to report/template urodynamics. AW to send the outline for all to view.
 - II. ACTION POINT: PR to discuss with Board of Trustees whether a technical video of “how to set up equipment” could be produced.
 - III. ACTION POINT: PR to take forward with the Board of Trustees to agree that modules can be in the Campbell electronic edition.
6. AOB

ICS Urodynamics Committee Meeting Minutes

Monday 20th October 2014,

Venue: SulAmérica Convention Center

Room: E

Time: 09.00-11.00

Known Attending: Peter Rosier (Chair), Carlos D'Ancona, Alex Digesu, Enrico Finazzi Agro, Jerzy Gajewski, Margaret McDougald, Alan Wein, Roman Zachoval

Known Apologies: Jose E Batista, Mario Gomes, Jian Guo Wen, Tamara Dickinson

In Attendance: Avicia Burchill

1. Take a committee photograph
2. Approval of Barcelona Minutes

AW proposed the approval of the Barcelona minutes and EFA seconded.

3. Terms of office

The terms of office was discussed and it was decided to not call for nominations this year.

MM said that the committee needs to think about replacing Peter as chair. PR would prefer the new chair to be someone from committee.

4. Terms of Reference

There were no changes to the terms of reference

5. ICS teaching modules: (2014-2015) update;

a) **(Accepted for) publication including slideset**

- Pad testing
- Pressure flow (basic module)
- Post void residual (not yet available: slideset and presentation; presentation in Rio; Enrico)

PR confirmed that these had all been accepted for NUU and it was a good achievement by the committee.

b) (almost) Ready for publication (incl.slides and presentation):

- Cystometry
- Videourodynamics

PR said the cystometry module is almost ready for submission. The Videourodynamics modules was discussed at length as Mario Gomes is very ill at present. It was agreed not to pursue now but review in a few months time.

ACTION POINT: PR to keep in touch with Mario Gomes re videourodynamics module.

c) (Almost) presentable and submittable:

- Ambulatory urodynamics (Alex)
- Recognize and correct artefacts in urodynamic traces (Andrew Gammie)
- Background and philosophy of urodynamics (Margaret /Tamara?)

All of these are going to be presented today at the Rio workshop.

d) In preparation:

- Flowmetry
- Clinical neuro-uro-gynaecological examination

- Leak point pressures in NLUTD
- Leak point pressures
- (Cystometry in neurourology?)

PR said these are in the preparation stage and it will be interesting to see what happens at the workshop. PR said we are hitting the topics and the pieces of the puzzle but what is left to do. PR explained how he gets the modules to a working state. MM suggested that the people at workshop to chose the future topics. AW suggested a module to report/template urodynamics.

ACTION POINT: AW to send the outline for all to view.

PR explained that he need the committee to get groups together to develop modules. EFA said he was working on two modoules. PR needs to know who the working groups are and they need to make a formal proposal so that there is no have overlap.

ACTION POINT: Ensure committee members advise PR of their working group so that there are no overlaps

Branding was discussed that that each slide to be standardised and recognisable as ICS. The office need to help on this point and PR will to mention to the trustee meeting for time required.

ACTION POINT: Office to discuss with designer to make powerpoint standardised.

ACTION POINT: PR to discuss with new Editor of NUU to make articles in more recognisable as ICS branded not just as original manuscripts. Needs to be headed as “ICS teaching module”.

AW felt that maybe the modules should be in a supplement.

6. Committee –manual: How to make modules

PR explained that they do not have internal process of review. Currently its just sent to PR but there is a need to have a system. The process was discussed and it was agreed the chair of the committee is responsible to review the module topic and decide whether to place onto the forum. Once its ready its necessary involve other committee members and so it is placed on the forum and then 1 month is given to read the manuscript. If all have reviewed then its approved. AB explained that the staff can help with ensure deadlines are met and chasers are sent.

7. Peer review in the committeee

Discussed above.

8. ICS endorsement

PR explained the process of having a module endorsed by the ICS. Once the internal process has occurred within the committee and if article has been accepted by NUU then the ICS is asked to make it an official educational module. It goes to Board of Trustees, standardisation and education committee. They do not to discuss content but whether it fits the ICS profile.

9. Standard layout slides (and manuscripts);
Discussed above.

10. Recording presentations: Talking Head –Videos
PR asks that when recording the modules its set up so that the speaker talks directly to the camera rather than to a camera at the back of room. PR would prefer the modules to be separately recorded rather than in a workshop.

ACTION POINT: PR to discuss with designer in ICS office what the possibility to have an ICS branded recording in a separate place at the meeting.

AW suggested a video on how to set up room or technical set up. PR stated that you would always need a manuscript. AB asked whether this would be an income generation idea. AW explained that Laborie would be interested but we have to be fair to all equipment providers. MM expressed that it has to be a teaching module and has be used effectively so all companies need to be involved. PR we will try to get the ideas moving on this area.

ACTION POINT: PR to discuss with Board of Trustees whether a technical video of “how to set up equipment” could be produced.

11. Page/Sub-site on ICS web
JG left.

AW asked whether the modules should be in the Campbell electronic edition as long its in the public domain. All agreed this would be great.

ACTION POINT: PR to take forward with the Board of Trustees to agree that modules can be in the Campbell electronic edition.

Jacques Corcos entered

PR everything onto ICS website first then NUU and then maybe next into Campbell

12. Strategy towards ICS and especially ICS scholarly /educational activities
PR reviewed the action points discussed above and stated that the budget request for the year would be to ask for separate recording of the modules rather than within the workshop.

PR questioned how to communicate with the education committee and the urodynamics topics used at education courses. AD explained how the request for courses and lectures come from the national societies on urodynamics and explained that the sub-committee try to always suggest an urodynamic committee member or whoever is the closest to the topic. PR understood that but was concerned that the topics are not “ICS topics”. AD explained that the society comes with a programme and requests the speakers. PR concerned that lectures are given by “ICS” speakers which are not “ICS” orientated/standard.

ACTION POINT: AD to take forward with the education committee and to encourage the promotion of the ICS teaching modules rather than non-ICS topics.

13. New proposals for modules?

a) Who makes; Who asks who?

Discussed above

14. New modules with web films?

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

Discussed above

15. AOB

AD questioned what about video-urodynamics but it was agreed to leave until the end of the year and see how Mario is at that stage.

MM need help with bladder diary – urological input. PR will arrange a urologist to help.

ACTION POINT: PR to provide MM with a contact name to assist with bladder diary module

Urodynamics Committee Terms of Office

Member	Role	Term Start	Term End	Term Yrs	Elected	Term details	Comments
Peter Rosier	Chair	23-Oct-14	14-Sep-17	3	Y	6 year term ending in 2017- cannot renew	
Jose Batista	Committee Member	26-Aug-10	15-Sep-16	6	N	6 year term will finish 2016 - cannot renew	
Carlos D'Ancona	Committee Member	26-Aug-10	15-Sep-16	6	N	6 year term will finish 2016 - cannot renew	
Tamara Dickinson	Committee Member	26-Aug-10	15-Sep-16	6	N	6 year term will finish 2016 - cannot renew	
Enrico Finazzi Agro	Committee Member	26-Aug-10	15-Sep-16	6	N	6 year term will finish 2016 - cannot renew	
Jerzy Gajewski	Committee Member	26-Aug-10	15-Sep-16	6	N	6 year term will finish 2016 - cannot renew	
Margaret McDougald	Committee Member	26-Aug-10	15-Sep-16	6	N	6 year term will finish 2016 - cannot renew	
Edward Stanford	Committee Member	26-Aug-10	15-Sep-16	6	N	6 year term will finish 2016 - cannot renew	
Alan Wein	Committee Member	26-Aug-10	15-Sep-16	6	N	6 year term will finish 2016 - cannot renew	
Roman Zachoval	Committee Member	26-Aug-10	15-Sep-16	6	N	6 year term will finish 2016 - cannot renew	
Jian Wen	Committee Member	29-Aug-13	15-Sep-16	3	N	3 year term will finish in 2016- can renew once	
Alex Digesu	Committee Member	29-Aug-13	15-Sep-16	3	N	3 year term will finish in 2016- can renew once	
Gunnar Lose	Committee Member	23-Oct-14	14-Sep-17	3	N	3 year term will finish in 2017- can renew once	
Michael Guralnick	Committee Member	23-Oct-14	14-Sep-17	3	N	3 year term will finish in 2017- can renew once	
David Castro-Diaz	Exofficio	25-Feb-15	14-Sep-17	2	N	Ex-officio	

Nominations 2016

Jose, Carlos, Tamara, Enrico, Jerzy, Margaret, Edward, Alan and Roman step down in Tokyo. We therefore need to advertise after Montreal.

Jian and Alex need to confirm if they wish to renew, if not then these need to be added to the advertised list.

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 Urodynamics Committee Terms of Reference

1. PURPOSE:

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

2. FUNCTIONS:

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

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

4. COMPOSITION:

Total Members	Method of Appointment	Name	Term of Office
ICS General Secretary	Ex officio	See Membership Page	3 years
Chair:	Elected; A member must sign his/her agreement to stand. This nomination is signed by nominator and seconder, all being ICS members. A nominee would have served as a committee member, either current or in the past. Nominations and voting regulations as stated in ICS regulations.	See Membership Page	Term of office: 3 years, renewable once by Chair and committee consensus. Further terms could be approved in exceptional circumstances and by referral to the ICS Trustees.
Members:	All members of ICS committees must be active ICS members (paid for current membership year) (By-law 2.3.2)		3 years, renewable once by Chair/committee approval. Further terms could be approved in exceptional circumstances and by referral to the ICS Trustees.
Subcommittees	None		
Updated December 2013			

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

Updated January 2014

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

7. MINUTES: Minutes are recorded at each meeting and posted on the ICS and CPC website in accordance to ICS Bylaws.

8. REPORTING & ROLES:

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

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

The Chair of the ICS-UC shall submit an interim report that is supported by the committee members to the Board of Trustees' mid term meeting. The date that this report will be required will be given in advance each year.

For Terms of Office Information please see the [Membership Page](#)