



PUBLICATION AND COMUNICATION COMMITTEE AGENDA

Tuesday 13th September 2016,

Venue: Tokyo International Forum

Room: G405

Time: 13:30-15:30

Chair: Jacky Cahill

Members: Nina Davis, Sophie Fletcher, Stergios Doumouchtsis,

Apologies: Nucelio Lemos (New),

Unconfirmed: Alexandros Derpapas (New), Alexis Schizas (New),

Also in Attendance: Timothy Robinson, Jenny Ellis

1. Committee picture to be taken
2. Approval Montreal minutes and February teleconference minutes (attached)
3. Committee Terms of Office (attached)
4. Committee Terms of Reference (attached)
5. ICS News- E-news and Social Media
6. Engaging Committee Chairs discussion
7. Article submission process
8. Projects & Budget 2017
9. New Standard Operational Documents discussion from the ICS office (Attached)
10. AOB

PUBLICATION AND COMUNICATION COMMITTEE MINUTES

Tuesday 6th October 2015,

Venue: Palais des Congrès

Room: 512C

Time: 14.00-16.00

Chair: Jacky Cahill

Members: Sophie Fletcher, Nina Davis

Apologies: Stergios Doumouchtsis, Mohamed Fahmy, Alex Wang

Also in Attendance: Jenny Ellis, Adrian Wagg

1. Committee picture to be taken

Picture taken at the meeting.

2. Approval Rio minutes and teleconference minutes (January & March, attached)

First SF, seconded ND.

3. Committee Terms of Office (Attached)-expand the committee?

JC advised in her report she asked for new members, last year the committee was on hold due to the strategy document and the changes required of the PCC. At the Trustee-Chair meeting JC was advised that she would need to reduce the committee size, which we did. But we need more people to achieve our goals so have co-opted MF on to the committee and will be requesting more members from the Board.

AW enters

AW congratulated the committee on the work achieved over the last year. The committee have a relevant role within ICS and the Board are happy for the committee to continue. AW advised the Board voted to dissolve the CPC, so there may be some projects and people from this committee that the PCC may be interested in absorbing. The board have not advised that this work will be transferred over but suggested that JC consider keeping WCW and discuss with DS.

Action: JC to discuss WCW with the office- should this be transferred over to the PCC?

SF confirmed she would like to renew her position on the committee.

Action: Office to renew SF on committee.

4. Committee Terms of Reference (Attached)

JC advised that the TOR are under review by TOR Committee- the committee will review the PCC TOR following these updates.

5. ICS News- E-news and Social Media

JC advised that there is a schedule of news planned for the next year- from the committees. JC has also approached Kari Tikkinen to be involved in news articles concerning early career members. JC asked AW his thoughts on increasing the size of the committee? AW would be happy for the committee to increase to a reasonable size. Groups discussed this and agreed 6 would be a good number of members.

SF discussed engagement with news articles. JE advised the office keeps track of this information.

Action: JE to send engagement figures for news articles to PCC.

JE advised that members do like to read the news from ICS but we need new topics and authors. JC feels information provided needs to be a personal view on scientific topic and not a regurgitation of information. AW feels that repeating a topic is still of value. SF suggested 200 word editorials on scientific publications every 2-3 e-news. SF expressed concern that we have multiple posts from one or two individuals. AW felt the committee needed to engage more people to write articles- a pool of 200 people to keep content fresh. JE advised that it will take time to build this portfolio of people. ND felt the accreditation of people's articles on the website was unnecessary. All agreed, all articles should just state from PCC.

Action: All news articles should credit PCC and not named person on PCC. All external authors will be credited.

ND felt we needed to clarify our positions and what we are doing. JE felt that last year was a transition year and now we can review and clarify.

ND asked for clarification on committee articles- how many/often? JC confirmed that a month had been assigned to each committee so it would be one every 11 months, these posts need to be a minimum of 250 words. ND asked how articles are selected for e-news? JC confirmed that JE selects from the published news list and tries to ensure a mix of content e.g. office news, annual meeting, committee article. This depends on the articles available.

JC confirmed that she would like SF to do editing only, so we need additional articles from other members of the committee. SF felt the previous deadlines didn't work, JE agreed, the committee have therefore decided that all PCC members need to submit an article by 30th of every month. These will be edited by Sophie and then the office will post throughout the following month, ensuring regular content is available on the website. JC advised she would produce ad-hoc committee/patient focused posts, as she is unable to write scientific content. ND would like to have a co-opted Ethics committee member on the PCC, to produce Ethics related articles. JE didn't feel this should be a co-opted position, all agreed. JE suggested setting up a schedule, like the education committee, so that regular content is submitted by the committee.

Action: JE to send ND an example schedule for news stories.

JC asked members to email JE any social media content that would be of interest to the members.

Action: All email social media content to JE.

6. Discuss infographics on illustrations

JC suggested that the committee make infographics for doctors to use on common names for the pelvic floor- US/UK version of terms. SF advised that IUGA do this very well. They are on a tearaway sheet that patients can take away with them. IUGA sell these so it could be a good income generation idea. Alternatively we could allocate a set amount to members as part of the membership fee. JE advised a business case would be required for the Board to approve before proceeding. The group discussed whether an app would be appropriate, all agree it would be useful. JE advised this is very costly, suggested researching whether this would be of interest to the members. A questionnaire could be submitted to all members to obtain feedback.

Action: JC to prepare a questionnaire on infographic- paper and app and submit to the office. The office will email this out to the membership.

7. Factsheets

ND thanked JE for her assistance chasing members for their updates. JC thanked ND for updating the fact sheets- it is a big job. ND advised that we should review these once every 5 years, this would be in line with the SSC terminology document review. ND asked if the updated version is on the website? JE advised she would check and update if required.

Action: JE to check if updated version of fact sheets are online, if not update.

8. AOB

No other business, JC thanked everyone for attending.

Ends

Attendees: Jacky Cahill (Chair) (JC), Nina Davis (ND), Nucelio Lemos (NL), Dan Snowdon (ICS Office) (DS), Nickie Robinson (Minutes)

1. Welcome to Nucelio

JC informed the committee of NL's co-opting onto the committee. She advised they had had a call on Friday (19/02) and NL was very pleased to join and was very keen to start working with the committee.

2. Chair's update

Following Montreal:

- Submissions are going smoothly
- Mohammed was co-opted to the PCC but couldn't understand his role so he has been removed
- No one has applied for the PCC vacancies. Nucelio and Stavros have been invited to apply. Any suggestions? NL has a couple and will let JC have their details

3. Info-graphic

JC has had some discussions with Dominic Turner who was keen. This could be money producing, however the board do not think this is something to do currently due to the budget required and the amount of work. JC suggested to revisit this in Tokyo. ND noted that there is a company looking at this in the states currently and it has taken a huge amount of time and money.

4. Role of the PCC alignment to strategic plan- plot content for articles, research reviews and social media, from both PCC and ICS members. As well as defining a strategy to engage and attract stakeholders and other societies to contribute. We need to define a strategy by which to attract new ICS membership i.e. early career healthcare professionals.

- JC noted that this is an issue that has been raised many times.
- Enews has been greatly improved but need to do more to attract members.
- ND discussed how she became involved – through mentoring and SUFU. People tend to become involved with the same organisations as their mentors, this is an angle we need to push. Also, it is felt that SUFU could be doing more to encourage ICS membership as this makes it much cheaper. ND is willing to do an article on mentoring. JC will contact SUFU to see if we could put something in their newsletter.
- DS noted that the main correspondence between ICS & SUFU relates to the joint ownership of the journal.

5. PCC to assist office with webcast news articles- Jenny

Jenny Ellis (JE) has asked the committee for help with writing articles for the videos that were created from ICS 2015.

- JC thought this was a bit too much work / time for such a small committee.
- NL thought this is a good thing to do and is very keen to help as it is a good way of promoting and encouraging people to come to the congress. He will help and also speak to Ervin (Kocjancic) and Mauro (Cervigni).
- DS – this links into our strategy, the one already created was very well received – 1200 visits to that article. Would like an executive summary and the office can provide the abstract text if needed.

6. Other business

The move to Mailchimp was discussed. We have received high click rates compared to industry levels. The committee are very keen for stats on these mailings, especially for PCC articles.

JC noted that another teleconference in 3 months would be good.

Actions:

- JC to email the other committee chairs to remind them to send details of their committees' accomplishments for publishing in news articles / on enews.
- NL to pass to JC the names of the people to invite to apply for the PCC vacancies
- ND to write an article on mentoring
- JC to contact SUFU and ask if we could contribute to their newsletter and if the societies can agree a cross-promotion deal for membership/meetings
- JE to send NL a list of the videos she would like write ups for

PCC Terms of Office

Member	Role	Term Start	Term End	Term Yrs	Elected	Term details	Additional Information
Jacqueline Cahill	Chair	29-Aug-13	05-Sep-19	6	Y	6 year term will finish in 2019- cannot renew	
Mohamed Fahmy	Co-opted	10-Sep-15	15-Sep-16	1	N	Co-opted position	
Nina Davis	Committee Member	01-Sep-11	14-Sep-17	6	N	6 year term will finish 2017 - cannot renew	
Stelios (Stergios) Doumouchtsis	Committee Member	18-Oct-12	30-Aug-18	6	N	6 year term will finish is 2018- CANNOT RENEW	
Sophie Fletcher	Committee Member	29-Aug-13	05-Sep-19	6	N	6 year term will finish is 2019- CANNOT RENEW	
Alexandros Derpapas	Committee Member	16-Sep-16	05-Sep-19	3	N	3 year term will finish 2019 - can renew	
Alexis Schizas	Committee Member	16-Sep-16	05-Sep-19	3	N	3 year term will finish 2019 - can renew	
Nucelio Lemos	Committee Member	16-Sep-16	05-Sep-19	3	N	3 year term will finish 2019 - can renew	
Alex Wang	Ex-officio	25-Feb-15	18-Oct-15	1	N	Ex-officio	

Quorate No=4

Nominations 2017

Need to confirm if Mohamed's co-opted position will be extended or should he apply for the committee position. Position will still need to be advertised.

Nina will step down in Florence. 1 position to be advertised after Tokyo meeting.

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

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, contributes to and approves ICS News, advises on a Press Office, Public Relations, Congress Newsletter and develops Fact Sheets.

2. FUNCTIONS:

- Publication of the bimonthly ICS E-News, which is available to membership and general public
- Oversight and input to E-News sent regularly by the ICS Office on behalf of the Trustees to the membership
- E-News Editor is PCC member
- Assistance in scientific content for ICS social media platforms
- Organise press affairs, (on country per country basis), 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.
- Promote ICS at large annual meetings such as the AUA or EAU and in Neurourology & Urodynamics.
- Interview honorary members, Chairs and exiting Trustees at annual meeting- verbal or film.

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		3 years
Chair:	Elected. A member must sign his/her agreement to stand. This nomination is signed by nominator and seconder, all being current ICS members. The nominee for Chair would be a current or recent member (past 5 years) of the Publication & Communications Committee. If no one is nominated the ICS Nominations committee may suggest a suitable candidate. Nominations received by 1st March for current members all other applications by 1st April. Voting regulations as stated.	See Membership Page	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 members must be active participants and attend at least one meeting a year.	See Membership Page	3 years, renewable once by Chair/committee approval. Further terms could be approved in exceptional circumstances and by referral to the ICS Trustees.
Subcommittees (if any)			
Updated January 2016			

- 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](#)

Dear Committee Members,

Please review the standard operating procedure for producing an “ICS Educational Module”. Please note that this is still a working document and if you have any comments please direct them to Jenny or Avicia in the office. It is hoped that Educational Modules will be the gold standard of online educational content that the ICS produces. Over the next few months other types of online content will also have a procedure created so that any content that is placed on ICS TV will have followed the process of authorisation.

If you have not already we encourage you to view and review the content already on ICS TV <http://www.ics.org/tv> We require your feedback before this takes a prominent position on the ICS website.

ICS Educational Module Standard Operating Procedure

The ICS strategy over the next 5 years is to increase scientific and educational output and to become the go to society for scientific content. In addition to standardisation reports the ICS committees have been creating educational modules. Educational modules are central to the ICS strategy of facilitating the exchange of knowledge and experience among interdisciplinary health programmes. The ICS is seeking to develop and distribute high quality global health educational modules; define standards and competencies in health education; and address the needs of students, educators, and trainees as they seek to gain the skills and knowledge necessary to become healthcare leaders.

These modules consist of a PowerPoint available for download, a video and a peer reviewed published article. The outcome of these modules is that educators around the world can download the ICS module and present this to their students/colleagues. It is also expected that when an ICS speaker is invited to speak at an educational course or guest lecture the educational modules are used to provide the standardised educational content. The paper sent to NUU should be a systematic review of the content and should be in accordance to the 'PRISMA -checklist/guidelines'.

This document has been created to assist those Working /Committee groups who wish to create a module for the ICS and to ensure adherence with the approved process.

Vision for final product:

1. Has clearly outlined learning objectives at the beginning.
2. Peer reviewed paper published in NeuroUrology & Urodynamics
3. Video demonstrating/explaining key issues and/or techniques—goes beyond paper to increase depth of learning.
4. PowerPoint presentation.
5. The entire module could be used by an individual over the web or as part of a course for students directed by a mentor.

Working/Committees General Information

- The composition needs to be ICS members, multi-disciplinary, multinational and representing the most important stakeholders where appropriate. However if content is clearly for one discipline then sole disciplined groups are acceptable.
- Non ICS members can be part of a working group as experts or representatives of specific stakeholders but they must become an ICS member for the duration of their time on the project.
- Each group should choose a lead established at the outset who will also be the first or last author on the published paper. All members of the group will be responsible for the entire content of the module as a group. Note the lead of the group does not need to be the person who records the video. The presenter must have a clear speech, free of strong accent – see the guidelines document for preparing the module content (INSERT LINK WHEN READY).
- It is recommended that the module is presented to an audience at the annual meeting before it is recorded and where possible before the manuscript is sent for publication. This will provide valuable feedback.
- The module cannot be sponsored in any way and no bias should be given towards one particular product, pharmaceutical or equipment. Best practices must be followed in avoiding brand names. When there is any mention of specific product a disclaimer should

be added to the start of the document advising that ICS does not endorse this product over other products on the market.

- The ICS will not provide financial budget for face to face meetings of any group but will consider budget proposals for videoing the content.
- The ICS office will assist with setting up a forum for the group to exchange ideas and content for review. The office can also offer facilities for teleconference or WebEx, upon approval of a budget request.
- It is expected that a module should take no longer than 6 months to prepare.

Educational Module creation procedure

Stage	Action	Comment
Proposal Stage	Creation of committee/working group to prepare proposal.	This can be a committee who have decided to prepare a module or a group of ICS members.
Proposal Stage	Budget and proposal is sent to ICS office. Proposal should explain the module in no more than 2 pages outlining the aims and objectives, learning outcomes, target audience and requirement for module. Budget will only cover the costs of filming and editing costs. Budget can be prepared in conjunction with ICS Office who can assist with the best way to record the module.	ICS Office ensure no overlap with other working groups and will advise the appropriate committee. ICS office to notify Education, Standardisation committee of proposal in progress. Budget to be approved by Board of Trustees
Preparatory Stage	Working group reviews the literature, and prepares the manuscript.	Office will assist with creating online forums for easy discussion and monitoring/chasing if required.
Review Stage	Manuscript is sent to Education and Standardisation Steering Committees and Board of Trustees who review for educational value and standardisation adherence.	These committees are not commenting on the content of the module. The committees should respond within 2 weeks.
Publication Stage	Once approved the review paper can be sent for publication in the ICS journal, Neurourology & Urodynamics. The PowerPoint slides are then to be prepared and video recording will be completed in conjunction with the ICS office.	Article submitted to NUU should clearly reference International Continence Society (ICS) Educational Module. Discussion with the ICS office concerning best way to record content.
Implementation Stage	Once completed the ICS office will disseminate the content via the ICS website, social media and other outlets.	

Checklist:

- ☐ Working group created and chair appointed

- ☐ Budget and proposal sent to ICS Office
- ☐ Budget and proposal are reviewed and approved by Board of Trustees
- ☐ Working group prepares review paper
- ☐ Content reviewed by relevant Education, Standardisation Committees and Board of Trustees
- ☐ Paper submission to NUU
- ☐ PowerPoint and ideally video manuscript is prepared
- ☐ Video is recorded
- ☐ Video is edited
- ☐ Module is added to ICS website and advertised