



Urodynamics Committee Agenda

Tuesday 12th September 2017,

Venue: Fortezza da Basso

Room: n5 Palazzina Lorenese

Time: 07:00-08:00

Chair: Peter Rosier

Members: Alex Digesu, Luis Abranches-Monteiro, Michael Guralnick, Tufan Tarcin, Alexandre Fornari, Eskinder Solomon, Jian Wen

Also in Attendance: Jenny Ellis, Sherif Mourad

1. Committee picture to be taken
2. Approval Tokyo minutes (attached)
3. Committee Terms of Office (attached)
4. Committee Terms of Reference (attached)
5. Actions:
 - Committee to look into a “How to set up equipment” video (ongoing)-
Committee
 - EFA to advise how often the tracking data (the number of times the pages / articles are accessed) should be sent- **EFA**
 - The office to provide the tracking data (track the number of times the pages / articles are accessed) to EFA (frequency to be confirmed)- **Office**
6. ICS Institute discussion
7. AOB

ICS Urodynamics Committee meeting minutes

Wednesday 14th September,

Venue: Tokyo International Forum

Time: 07:00-08:00

Room: G407

Known Attending: Peter Rosier (Chair), Michael Guralnick, Roman Zachoval, Jerzy Gajewski, Carlos D'Ancona, Enrico Finazzi Agro, Margaret McDougald, Alex Digesu, Tufan Tarcan, Luis Abranches Monteiro

Also in Attendance: Avicia Burchill

Known Apologies: Tamara Dickinson, Gunnar Lose, Alan Wein, Alexandre Fornari, Eskinder Solomon, Jian Guo Wen, Jose Batista, David Castro-Diaz

1. Approval of Montreal Minutes

The minutes were approved.

2. Terms of office

PR explained that it will be requested from the Board that Alan Wein and Tamara Dickinson extend their terms by one year to enable a succession plan.

ACTION POINT: Request extension of one year for Alan Wein and Tamara Dickinson

PR explained that his term was finishing in Florence and welcomed anyone from the committee to apply to be chair. A discussion was held about the non-attendance and involvement of Gunnar Lose. It was agreed to contact Gunnar and suggest that he not renew his position.

ACTION POINT: Contact Gunnar Lose and suggest that he not renew his position

Michael Guralnick agreed to renew his position.

3. Terms of Reference

It was agreed that there were no changes to the current terms of reference.

4. Checking of modules

PR felt that the committee was ready to hand over the teaching modules to the rest of the ICS which was PR's aim in the beginning. The SOP for the teaching modules is now in place and hopefully this will lead to more modules being created outside of the urodynamics topic area.

PR explained that the current modules will be presented on Friday's workshop slot. But for future modules it is recommended that the recording of the modules will take place separately, in the Bristol office or another venue/meeting like EAU. PR explained that the office suggested that he travel to Bristol for one day and re-recorded the pressure flow module. PR explained

that this worked very well and looks forward to seeing the results. EF suggested that it doesn't need to be the author who does the recording and this was agreed.

PR questioned whether we need to pre run the module at the workshop. MM thought it was a good idea as it allows for feedback and time to amend the content. PR recommends that there should be a session during meeting but it would not be a workshop format but it will be an open competition to submit a teaching module proposal and the individuals would present a draft a teaching module. A session would have 5-10 teaching modules and feedback would be given at that moment. EF agrees that the presentation is a good idea but a little concerned that the abstract or submission document would not be processed in the same way as other abstracts.

AD entered.

AB also questioned abstract submission process and felt that it should be separate. PR questioned the control of the quality of the modules. AD explained that the education committee discussed the need for another committee to assess the quality. PR felt that they do need some controlling body.

AD felt that the committee should try to disseminate this information around at other meetings. PR explained that this was the intention of the powerpoints. AD suggested that the budget could go towards a professional speaker. CD felt that students would want to see the true speakers. PR explained that the budget for the year will be related to where speakers could travel to and it was agreed to ask the committee members where they attending i.e. EAU or whether they could travel to the ICS office.

ACTION: Committee to provide details of where they could attend in the coming months to potentially re-record their module in a studio style.

PR confirmed that the new modules being presented at ICS 2016 are

- Translated Module Analysis of voiding Pressure flow analysis (basic module) Japanese
- Translated Module Cystometry (basics) Japanese
- Pelvic Floor Muscle EMG
- Flowmetry
- Lower Urinary Tract Function and physiology (& urodynamics)
- Assessment of the pelvic floor for urinary incontinence

PR explained that the frail elderly module is not ready.

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	
Enrico Finazzi Agrò	Chair	14-Oct-17	03-Sep-20	3	Y	3 year term will finish in 2020- can renew once	
Tamara Dickinson	Committee Member	26-Aug-10	15-Sep-16	6	N	6 year term will finish 2016 - cannot renew	Would like extension from BOT BOT denined extension, notified and removed from website 27/01/17
Alan Wein	Committee Member	26-Aug-10	15-Sep-16	6	N	6 year term will finish 2016 - cannot renew	Would like extension from BOT BOT denined extension, notified and removed from website 27/01/17
Michael Guralnick	Committee Member	23-Oct-14	14-Sep-20	3	N	6 year term will finish is 2020- CANNOT renew	Renewing
Jian Wen	Committee Member	29-Aug-13	05-Sep-19	6	N	6 year term will finish in 2019- cannot renew	
Alex Digesu	Committee Member	29-Aug-13	05-Sep-19	6	N	6 year term will finish in 2019- cannot renew	
Alexandre Fornari	Committee Member	16-Sep-16	05-Sep-19	3	N	3 year term will finish in 2019- can renew once	
Eskinder Solomon	Committee Member	16-Sep-16	05-Sep-19	3	N	3 year term will finish in 2019- can renew once	
Luis Abranches Monteiro	Committee Member	16-Sep-16	05-Sep-19	3	N	3 year term will finish in 2019- can renew once	
Tufan Tarcan	Committee Member	16-Sep-16	05-Sep-19	3	N	3 year term will finish in 2019- can renew once	
Sherif Mourad	Exofficio	17-Oct-16	31/08/2018	2	N	Ex-officio	

Quorate No=5

Nominations 2018

Key	
Colour	Meaning
	Stepping down in Florence
	Stepping down in Philadelphia
	Elect position- will need to re-apply
	Will need to confirm if renewing/ positions will need to be advertised after Florence
	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 current ICS members. The nominee for Chair would be a current or recent member (past 5 years) of the Urodynamics 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	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 January 2016			
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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.

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](#)