



ICS Board of Trustees Meeting and Conticom-ICS Ltd Directors Meeting Agenda

Friday 2 February 2017 08:00 – 17:30

Saturday 3 February 2018 09:00 – 11:20

Meeting location: Novotel London Paddington hotel, Room - Sheldon 3

Trustees present: Sherif Mourad (Chair/General Secretary), Jerzy Gajewski (Treasurer), David Castro Diaz, Mauro Cervigni, Carlos D'Ancona, Alex Digesu, Marcus Drake, Alex Lin, Cristina Naranjo-Ortiz

ICS office staff: Daniel Snowdon (Executive Director/Company Secretary), Dominic Turner (I.T. Director), Avicia Burchill (Projects and Events Manager)

In attendance: Roger Dmochowski (Editor, Neurourology & Urodynamics), Tamara Wasserman (Kenes Senior Account Manager)

	FRIDAY 2 FEBRUARY 2018
1	<p><u>Motion to approve agenda</u></p> <p>JG Proposed</p> <p>CD Seconded</p> <p>All in favour</p> <p><i>Motion approved</i></p>
2	<p>Matters arising from Board Minutes, 10-11 September 2017</p> <p>Action points outstanding/to be raised:</p> <p>373; SM asked MC whether there had been contact with SIFUD. MC explained that he had a conversation with Erik Botran and they are very happy to be affiliated but still awaiting their formal reply. MC explained that this is a very active society and involved in functional urology and neurourology. SM asked that MC send an email to follow up as this is an important contact.</p> <p>ACTION POINT 395: MC to send email again to SIFUD and cc ICS office staff.</p> <p>375; SM asked MC whether he had made contact with the robotic surgery. MC spoke with a contact but they are very surgical orientated and even though they would be happy to be part of the society but they are very focused on the training, improving their skills. SM why are we asking approaching them and where are they based. MC explained they are based in Chicago. SM suggested that its too late to involve in the programme for 2018 and that SM suggested to drop this action.</p> <p><i>AD entered the meeting at 08:18</i></p> <p>378; AD confirmed that AB and AD working on considering part of the cadaver workshops in Philadelphia to include laparoscopic as part of the programme. AD/AB explained that currently in the process of discussing with companies which will determine the programme.</p> <p>ACTION POINT 396: AD to follow up on laparoscopic workshop for ICS 2018</p> <p>ACTION POINT 397: JG to send details of new sacral neuro company to office</p> <p><i>Post Script note: JG had already sent details of company and they had already signed a booth at ICS 2018</i></p> <p>387; SM asked MC if any development had been made in the action point. MC there are lots of cadaver courses in anatomy and this particular course in Paris is an innovative course and could be a new ICS course if we wished.</p> <p>ACTION POINT 398: MC to send programme of Paris cadaver courses in anatomy</p>
3	Approval of Board Minutes, 10-11 September 2017

	<p><u>Motion to approve Board Minutes, 10-11 September 2017</u></p> <p>AD Proposed CN Seconded All in favour <i>Motion approved</i></p>
4	<p>Approval of Board Minutes, 13 September 2017</p> <p><u>Motion to approve Board Minutes, 13 September 2017</u></p> <p>AD Proposed CD Seconded All in favour <i>Motion approved</i></p>
5	<p>Approval of Board Minutes, 14 September 2017</p> <p><u>Motion to approve Board Minutes, 14 September 2017</u></p> <p>CD Proposed JG Seconded All in favour <i>Motion approved</i></p>
6	<p>Summary of progress to date on Board actions</p> <p>DS explained that this section is to remind Trustees what we achieved since the last Board meeting and are all completed or are on the agenda Each action point was discussed.</p>
7	<p>Decisions made on Board discussion forum</p> <p>These were noted</p> <p><u>Motion to approve Board discussion forum decisions</u></p> <p>CN Proposed AD Seconded All in favour <i>Motion approved</i></p>
8	<p>General Secretary report</p> <p>SM explained that this was the GS report showing what happened in 2017. It was a great year for the ICS and SM wanted to thank all present who helped to achieve what we achieved. SM explained that we are much more robust in our strategic plan, financially/scientific/educationally and with membership. SM explained have great results in all departments and the year end surplus is one of the strongest since 2005. SM stated had over 3300 membership, a record and 95% of the meeting survey said they would re-attend the meeting. Extra efforts are being put in for marketing at all the society meetings and the office will attend the AUA. SM explained that we are working with the LOC to create a great programme. The US market is very different so we need to put a certain flavour to attract the US delegates. SM explained that all the Institute directors are in place and are activated but there are some schools which are not very active. There are plans in place to deliver ongoing content and to build on foundations. SM explained that there is a possible new school for gender reassignment and 3D anatomy which are both areas of increasing interest.</p> <p><i>MD joined the meeting 08:45</i></p> <p>SM explained that the new school will be discussed later in the agenda. SM reiterated that its very important to have active directors for the different schools. We need to start creating the training centres as this is an important feature. MD asked how we define the directors as “active”. SM explained that the steering the committee will work on this and that they are meeting tomorrow and we will follow up. MD asked whether they need an incentive as most will take on a role for either money or glory. SM explained that we can certainly give glory in that they are on the website and they</p>

should be treated like a committee chair. MD was concerned that none of those things are on the terms of reference for directors. AD agreed that directors should be considered as committee chairs. MD also agreed as there are very practical elements attached to this like not paying to the AM and that this is a prodigious recognition as this would open doors on their CV. It was agreed to add this to the terms of reference.

ACTION POINT 399: Amend Institute Directors terms of reference to ensure they have the same benefits as being a Committee Chair.

MD felt that there is a need to performance manage the Directors. MC questioned what is the real meaning of the schools as whilst there are a lot of elearning and videos etc but this alone does not a school. MC felt that you need people to attend physically with theory and practical element and this is the real meaning of the school. AD the definition of the school is that of education, but we need to be sure that we offer training courses to those people can and cannot afford to come to our meetings and that we need to be able to provide electronic material to those who cannot attend. SM agreed that some people are not able to come to the meetings and the courses as they live far away. CD asked about budget for running courses and SM explained that should there be proposals then funding should be made available.

SM continued his report explaining that the Bristol cadaver course was run and had some great feedback. There is a second one planned in Bristol in September in order to control the budget and SM expressed his thanks to Hashim Hashim and AB for their efforts.

SM explained that the regional course was successful and that there are lessons learnt, the main one being that there was not much time for promotion. The NUU impact factor still rising and also the office has been very busy with the ICI book with the production and distribution – thanks to all those who did this. SM explained that relationships with the other main societies is still in discussion. SM explained that he had met with SUFU and we are ready to formally approve the memorandum of understanding (MOU). SM explained that AUGS are also very keen to sign an MOU and then after this we will start to discuss with IUGA.

SM explained that the consensus reports are going well. AD explained that with regards to the laser paper that some societies may have conflicts with this paper due to reliance on industry and some societies are not keen as there is still lack of scientific evidence. AD explained that anyone can apply to be involved but the societies chairs will decide on the authors as they have to work and be experts. MD expressed that we have to be clear that the evidence base is limited and practitioners are obliged to tell their patients this as well. AD agreed with MD and explained that this will be more of a white paper than consensus. MD suggested that AD following the Rosier et al for creating standards. AL agreed that this is very important as this is such a popular treatment and several are making lots of money from this.

SM explained there had been another proposal from Jacques Corcos to have a meeting at ICS 2018 to reach a consensus on the definition, limits and extent of what we call translational research. MD expressed concerns that this project should expert led and that it should not be friends of chair i.e. ensure the Rosier document is followed. AD suggested that it should be opened to membership and people should be apply. AB noted that Karl-Erik Anderson, Institute Director had the same issue if trying to identify what translational research is. SM agreed that this should be combined with the translational school. DS stressed the need to submit a proposal to the office to ensure we have a defined proposal.

ACTION POINT 400: SOP proposal form to be sent and completed by Jacques Corcos for “definition

	<p>of translational research” with explanation of concerns of the Board to ensure those on the group are selected transparently.</p> <p>SM explained that there had been a proposal from Laborie a global report for indications and useage of urodynamics and this will be with EAU and SUFU. This proposal was discussed and it was agreed to proceed with this to the next stage.</p> <p>SM thanked the ICS staff team for their performance. DS is an expert and DT is leading a strong team. Also SM thanks AB for her efficient background and to all the ICS team. SM expressed that Laborie also commented on the strength of the ICS team. SM concluded that he is pleased and confident about the office.</p>
9	<p>Executive Director summary report</p> <p>DS explained that Sherif had covered a lot already in his report but that this is a summary of actions since Florence. DS explained that the office is focusing on ICS 2018 and we are doubling our efforts for this US meeting with an emphasis on a diverse marketing campaign. The social programme is almost finalised and the scientific programme is being hotly debated. There were 62 submitted workshop but 22 were from the USA. A discussion was held about the workshops and the numbers to be accepted by the Education Committee.</p> <p>DS continued and explained that with regards to the future meetings the 2019 site visit will be held in two weeks. The 2020 venue needs confirming, to be discussed later and 2021 confirmed as Melbourne. We have 5 expressions so far for Europe 2022.</p> <p>Work continues to manage the Standardisation committee with 15 working groups and 150 members with 3 anticipated for publication in 2018. The Education committee have 12 courses planned in 2018. Plus they are working on educational programme 2018, ensuring high standards and they are proposing a learner assessment for 2018. DS continued to report that 2017 was a huge success on all levels and an in-depth evaluation has been undertaken. 95% of delegates said they would return and its expected to be the strongest surplus since 2005. DS explained that the office have activated the Institute and now we have to extend and embed. We are working on the regional course and the cadaver course is planned for 2018. Goals for 2018 are to make ICS 2018 a success – to build on our membership and retain members and extend our marketing – embed the institute and work with directors – work with the 11 committees and 9 working groups and ensure they are linked to our core strategy - build on industry relationships - calling for the PCO 6 month process.</p>
10	<p>I.T. Director summary report</p> <p>DT expressed its great to have a clear strategy and a united leadership and that its been a rewarding year. DT reported that we captured (filmed) pretty much every session in Florence and there is a huge amount of content from the meeting and that it should be all on online before Philadelphia. DT reported that the website views continues to rise and that they launched the institute and more features are being added. DT showed the slide for the KPI for the YouTube channel and it was noted the rapid increase from our new content. DT showed the member shop and that it makes ICS appear as more of a brand and we look bigger than we are. CN suggested to give gifts to the committee members. DT continued that they have been rolling out the “wasabi” web pages and that 85% of the website is on the wasabi platform which means its now optimised for mobile. The new committee microsite is about to be released will enable 95% of the website to be on wasabi. DT explained that whilst there was a new documents core the new platform was not yet on the forums. DT explained that they have spent a few weeks optimising our code to increase page processing by a 90% improvement. DT explained that since Florence, ICS TV now has a paywall and that ICS members get</p>

	<p>everything. There is a certain amount of free content i.e. abstract videos but all our education modules and SOA etc is premium. DT concluded with this plans and projects for 2018 which include the abstracts submission new platform in Q1. Q2 is abstract submission and a delegate phone app. Q3-4 will include the ICS TV revamp and other phone apps, forums and algorithms. JG suggested that our tag line should more prominent on the website and DT said he would feed that back to designer.</p>
11	<p><u>Finance Report of Treasurer</u></p> <p>a) Update as of year-end 2017</p> <p>JG gave an Update of year to date 2017 position. Results show a much better position than projected, we ended up with only 11K shortfall. The combined excess for ICS and Conticom in 2017 is £340,561 which improves on the projected excess by £271k. The ICS results for the year are £113k better than projected. The Conticom results for the year are £158k better than projected.</p> <p>JG provided a review of the Actual v projections on ICS which showed the membership fee income is up by almost £14k as membership figures of 3,258 were higher than those forecast of 2,700. ICI Book income of £43,313 exceeded budgeted income. Other income includes £62,847 for the Sacro Neuromodulation meeting and £12,000 for the Cadaver Course. The Investment made in September 2015 has been valued at £789k as at 31 December 2017, which is an increase of £71k (10% for the year).</p> <p>Conticom actual v projections were shown and JG explained that AM profit share for Florence is estimated as £504k from Kenes which was much higher than expected. Plus there was other income from Wellspect for work identifying best practice recommendations and Astellas £17,960 from Astellas for a 'Best of ICS' slide set.</p> <p>JG showed a pie chart to show the breakdown of income received in 2017. 55% from annual meeting income and industry income only 11%. DS it shows how we have diversified our income streams.</p> <p>JG showed a graph of the income from the Annual Meetings from 2010 to 2017, Florence being the highest in last 7 years.</p> <p>JG showed a graph with the net income/(expenditure) from each year for 2012 to 2017 and that it showed that we go up and down in each year. DS explained that 2016 was projected to be much worse but an overall surplus of £340,561 was made in 2017 which is the best result for many years.</p> <p>b) ICS and Conticom budget for 2018</p> <p>A combined excess is projected for 2018 of £989 and the reason for this anticipated small excess is the expected low industry support and fewer attendees in 2018. AD questioned why not just accept more abstracts and a discussion was held as there has to be a balance between quality and quantity. The Philadelphia Annual Meeting 2018 is expected to produce a £320k surplus, which is £185k lower than the 2017 surplus.</p> <p>ICS income projections –</p> <p>JG explained that the membership fee income is based on 3,000 ICS members for the 2018 membership year. This is a prudent estimate as the meeting is not in Europe this year. A modest income is estimated for ICI Book income to account for mostly e-book sales. Investment income is based on a 2.5% return on the investment made in 2015. Prudent estimate made as high gains unlikely to continue.</p>

	<p>Conticom projections – JG explained that the projections are cautious but we may achieve better if we work hard.</p> <p>2018 expenditure projections</p> <p>c) Five year projections: 2018 – 2022 JG showed the summary results projected for 2018 to 2022. All years are expected to produce an excess with the exception of 2021. The shortfall for 2021 was discussed even though we were still above our reserve position. Year end funds is projected to be stable.</p> <p>Investment update JG reported that the investment to date has performed exceptionally well with an overall increase of 23.4% in 2 years. The starting investment at September 2015: £640,000 and now as of 31 December 2017: £789,891</p> <p>d) Committee budget requests Developing World committee budget request was discussed and reduced to £12,000. All other budget requests were approved.</p> <p>e) Awards and Fellowships budget The awards and fellowship budgets were discussed and there was the importance of making sure all funding discussions with industry were done formally through the office. ACTION POINT 401: It was to be noted that no Board or Committee members should be approaching industry on behalf of ICS without reference to the office.</p> <p>It was agreed that the emerging grant could be offered in 2018 but there was no requirement to issue if there were insufficient quality applications. It was discussed that CN, MD and AD would work on the applications. ACTION POINT 402: Emerging grant would be marketed and offered in 2018. CN, MD and AD would work on the emerging grant applications.</p> <p><u>JG requested a motion to approve the finance report</u> SM proposed DC seconded All in favour <i>Motion approved</i></p> <p>JG noted that on Google that ICS are not on first page. DT had also noted this and there are several potential reasons why including changes to the google algorithms and he was already conducting research as to why. ACTION POINT 403: DT to provide update about ICS positioning on Google</p>
12	<p>Scientific and Education Committee review meetings: future consideration A discussion was held with regards to the requirement for the Education committee to have a face to face meeting and the possibility of accepting all workshops to increase attendance. AB explained the reasons as to why a face to face meeting was so important and why using the scoring system alone does not work when developing an education programme. Plus the committee are working hard on other projects to ensure the core of the ICS charity, education. SM suggested that a lump sum be offered to the committee to manage the attendees but that in future only one scientific chair should attend.</p>

	<p>ACTION POINT 404: Annual meeting guidelines to be updated to state the in the event there are scientific co-chairs that only one be allowed to attend the face to face meeting of the education committee.</p> <p>A discussion was held with regards to the Scientific Committee face to face meeting and whilst it was discussed that it was not possible to create the programme remotely SM suggested that the committee was too big. It was suggested to reduce to one non-clinical rep on the committee and to also to have just one of the local chairs, or local committee, present. It was also discussed as to whether there should be a urology and urogynaecology representative.</p> <p>ACTION POINT 405: Review the Scientific Committee composition to ensure that the meeting is as economical as possible. Also to consider removing one non-clinical representative and ensuring that urologists and urogynaecologists are always represented on the committee.</p>
13	<p>ICS Institute: update and plans</p> <p>A discussion was held with regards to the Institute and how to develop the courses within the schools. Concerns were expressed about the requirement for the courses and how they would be funded and who would attend and how that differed from the system already in place through the Education Committee. SM said that the steering committee would meet to develop this further. A discussion was held around the concerns for external links being added to the website and whether there was any potential for conflict of interest if some links were, or were not added to the Institute pages. It was felt that there needed to a process of approval and so it was agreed that MD and CN with the office would prepare a procedure for adding external resources to institute pages.</p> <p>ACTION POINT 406: MD & CN to create SOP for external resources to institute pages.</p> <p>The possibility of adding a School of Transgender Health with Ervin Kocjancic was considered. It was suggested that Ervin be given 6 months to get information and content together for the creation of an Institute. If there was sufficient content for the Institute then the school would not be created. A similar discussion was held with regards to the possibility of having an ICS Modern Technology School. MD expressed concerns with regards to this concept and wanted a way to be able to audit against the expectation and that we need to see credible stuff with ICS branding. It was suggested that Emre be given 6 months to get information and content together for the creation of an Institute. If there was sufficient content for the Institute then the school would not be created.</p> <p>ACTION POINT 407: Contact the potential Directors of the Schools of Transgender Health and Modern Technology to offer 6 months to gather/create content for the schools after which point the decision will be made as to whether to create the schools.</p>
	<p>A discussion was held about the society sessions at ICS 2018 and that they were limited in time to the affiliated societies. It was agreed to allow up to 3 hours for SINUG.</p>
14	<p>Honorary membership</p> <p>JG expressed concerns that when you go on website it is not clear how people were awarded their honorary membership.</p> <p>ACTION POINT 408: Update honorary membership page on website to indicate how members obtained their award.</p> <p>JG suggest that the ICS might want to give more honorary awards and proposed to offer honorary when we discuss lifetime achievement award.</p>

	<p><u>Motion to consider offering honorary memberships each year in addition to the Lifetime Achievement Awards.</u></p> <p>JG proposed DC seconded All in favour <i>Motion approved</i></p> <p><u>Motion to offer Ted Arnold honorary membership</u></p> <p>JG proposed CD seconded All in favour <i>Motion approved</i></p> <p>ACTION POINT 409: Offer honorary memberships each year in addition to the lifetime achievement award</p> <p>ACTION POINT 410: Offer Ted Arnold honorary membership in 2018</p>
15	<p>Collaboration with SUFU, IUGA and AUGS</p> <p>SM explained that the MOU had been be circulated and agreed and then next action would be to draft individual ones for each society. After a short discussion it was confirmed to proceed with approved MOU. SM will take forward.</p>
16	<p>ICS 2018 update: budget, sponsorship, marketing, social events.</p> <p>TW entered the meeting</p> <p>ICS 2018 update</p> <p>TW provided a sponsorship update for 2018 and confirmed that \$228K currently signed. This is slightly lower and one reason for this is due to change in staff at Astellas and the new staff member reduced the amount. The other companies were discussed. TW stated that the action plan is to continue creating long term agreements, continue with the board involvement, development of blended learning, cadaver training, product theatre. TW gave a update on the marketing.</p> <p>ACTION POINT 411: CD to provide contact for urology Brazil journal to advertise the meeting.</p> <p>SM asked for concession rate for developing world countries. TW recommended not to do this but on a case by case basis. SM also suggested to ask AUGS for more marketing in the MOU. JG approved the head of department group deal. SM also suggested to push Arabic countries as its not Ramadan this year,</p> <p>The social events were reviewed and confirm as the Stratus rooftop bar for the chairmans reception – the Crystal tearoom for the annual dinner and the Barnes Foundation for the VIP event on the same day of the board meeting which is independently funded by a media sponsor.</p> <p>The budget was reviewed and TW explained that the numbers are still conservative.</p> <p>DS noted that the LOC had requested to have the day rate option. TW noted that if we do it then add on in July after the early bird rate and you could also consider just exhibition. JG suggested to sell only site but it was decided not to proceed with this. It was discussed further and a day rate for concession rates was agreed for \$100 on one day of the meeting.</p>

ICS 2020 venue

TW explained that there was a proposal to move the day pattern to a Thursday to Sunday meeting. JG questioned why not all future meetings. CN expressed concerns as she felt that most Europeans would want it to finish on a (Friday) Saturday so to return home for Monday work. A discussion was held and it was agreed that ICS 2010 be held from Wednesday to Saturday.

ACTION POINT 412: ICS 2020 meeting days to be Wednesday to Saturday

It was also discussed that the Rio Hotel has a separate entrance for the casino to cover for possible future compliance issues. A discussion was held about a possible move to LA or San Diego as there may be future compliance issues and the quality of the hotel rooms at the Rio was not to the usual ICS standard. TW & SM to call Gamal, the 2020 chair and propose the changes.

ACTION POINT 413: TW & SM to call Gamal, the 2020 chair and propose the changes

Regional course proposals

TW recommended that the meeting should have stand out ideas like the “best of ICS or controversies” and hands on training. A discussion was held as to the possible destination. Spain is popular in winter months and VAT reclaim is beneficial but there is a national Spanish continece meeting (SINUG) and EUGA and EAU LUTS meetings all at similar times. DCD questioned why not Amsterdam but TW explained it is very expensive. A discussion was held about the venues. Spain was dismissed due to the competing meetings. TW suggested to sell registration as a hotel bundle and Kenes proposed to pre finance and 50/50 share/losses. SM agreed with this principle. It was agreed to focus on Brussels and London as the two potential options. SM encouraged a speedy review as time was getting short to confirm and promote the course. The Board understood that a course director and programme must also be prepared very soon.

ACTION POINT 414: Kenes, Board and ICS office to work together to produce venue and business plan for the ICS Regional Course Europe.

17 Meeting destination process: decisions and final voting

SM explained that there are concerns over the way that the decision making process and the final voting process for annual meeting destination. AD state that strategic location is mandatory so we cannot take any risk if we want to increase the meeting and membership. AD suggested we have to start selecting 2 of the most appealing bids. SM stated what happens if you have only 1 suitable bid then only one goes for ratification by the membership. But CD countered by noting what if you get more “no’s” than “yes’s” the ICS would be left with no destination. SM also was concerned that if we remove the vote then the membership will not be happy. TW the meetings committee should be the ones to make the decision. MD asked whether it is possible to have a creditable expectation from the bids and then have a high threshold and only those over that threshold can then be voted on. CD suggest that you would always have to choose two cities over the threshold. SM suggest the two top scored. DT also said that if all bids are bad then the ICS should be able to dismiss all and commission own. DS explained that was already possible. SM proposed to dissolve the meetings committee so that it becomes the board decision. DS explained that members would need to vote on this change. TW requested that the PCO would need to be included in the decision to accept/decline destinations.

Motion to dissolve meetings committee subject to a bylaw change to replace with Board and PCO representative.

JG proposed

SM seconded

	<p>All the favour Motion approved</p> <p>A discussion was held with regards to the threshold concept. It was agreed that there should be more focus on conference clashes. It was agreed that if there were 3 bids over 80% then the Board would choose the top 2 based on the scoring and those two go through for membership voting. If only 1 over 80% then only one choice goes through for membership approval.</p> <p>ACTION POINT 415: Discuss with Kenes as to how to best implement the 80% threshold.</p> <p>ACTION POINT 416: Update annual meeting guidelines and Bylaws to reflect how the 80% threshold is determined for bid destination selection and that 2 cities should always be selected for voting by the membership. If there is only 1 city above the threshold then only that city is voted on.</p> <p><i>TW left the meeting</i></p>
18	<p>International advisory board</p> <p>AD proposed to create an international ad board to support the board. These might be previous general secretaries or members of the Board who have been influential and ask them to stay on board as advisors to the board. AD felt that this would be especially useful when facing issues which are difficult to deal with. DC questioned what will be the mission of this group/board. AD they would be there to formally advise the Board of Trsutees. JG thought the idea is good but doesn't see what their role would be. SM thought that a previous GS would not enjoy the role. MD thinking about the younger people who they can turn to for advice – maybe the board would be too formal but a directory of advisors might be more approachable. AB explained the record keeping process of the office and that the office forms the background knowledge and maintains all correspondence for referencing if needed. SM suggested to have the ICI board as a virtual board. A discussion was held about the ICI selection process.</p> <p><u>Motion to create an international advisory panel</u> AD proposed MD seconded 5 in favour 3 against 1 abstain Motion carried</p> <p>ACTION POINT 417: AD to propose the terms of reference and who will be the people on the International advisory board.</p>
19	<p>SUFU & Wiley relationship: meeting with Roger Dmochowski <i>RD entered the meeting</i></p> <p>RD explained that the journal continues to grow and the number of papers submitted has increased. The editorial board has expanded to cover all geographical areas. RD requests a European physio/nurse to join the board. Seen an increase in basic scientist submissions. We have expanded social media and AD now managed the social media for the journal. RD wanted to discuss the society special supplements. RD confirmed that for each edition now have a video submission and we have now streamlined dual terminology publications. The ICS outstanding reviewers were Hann-Chorn Kuo, Changeng Tai, Naoki Aizawa, Andrew Gammie and Peter Rosier.</p> <p>RD showed several slides annexed to the minutes. To summerise</p>

	<ul style="list-style-type: none"> – the uptake of the downloads which have substantially increased over the years. – Terminology documents are critical for our impact factor. – Journal app has been increasing. – Acceptance ratio is high. – Backlog is now just 3 months with the ability to have online flexibility. – Currently at 3.56 impact factor, it may be less due to the increase in the size of editions. <p>RD would like to have contact and confirmation with the ICS board when submissions are represented by the ICS. There have been some recent incidents of papers submitted that had not been reviewed correctly and other requests which seem to be sent on behalf of the ICS. AB suggested a monthly update from the office as to which projects/publications were in progress and RD agreed but just a single voice</p> <p>ACTION POINT 418: ICS office to provide monthly update to NUU Editor as to which reports/papers and any other submission to NUU is being officially submitted.</p> <p>SM thanked RD for the presentation and re-confirmed that we can only publish in a max of 2 journals so that the impact factor is not diluted further. SM also explained that he had a fruitful meeting with SUFU and the MOU will be sent to their Board. RD iterated that his first commitment is to journal not necessarily to either society.</p> <p>RD asked about the forthcoming society supplements and would like to understand the timeline and this is based on ability to get the articles in on time. MD is working on this and suggested that work towards a May deadline. RD agreed that they will work to that deadline. MD explained the concept is not revise the standard or print the full version but to convey a key message to those who are not in the ICS approach. The LUTS & GUP reports these led the way MD explained that 4-5 years later he is asking people what's the definition of something but is only getting correct answers 5% of the time. MD explained that the knowledge has gone and we are losing the message or being able to draw them in. The standardisation committee dedicates a huge amounts of work to encyclopaedia sized document whereas the target of the supplement is to read the document in half hour and the language to be crystal clear. RD agreed this sounds great but maybe not as a supplement. MD explained that we will have a portfolio of a few reports so a supplement is more suitable as they are all referring to the larger documents. MD explained that he has to get the standardisation committee happy and on initial contact there needs to be some more work.</p> <p>RD also noted that he would like to get CME for the reviewers and this will be discussed in the future.</p>
20	<p>ICS Regional meetings: review of Phoenix, future plans</p> <p>DS presented the summary of the Phoenix course The course titled "Female Pelvic Medicine and Reconstruction for Urology and Gynaecology" was aimed at clinicians with an interest in female pelvic medicine. There was 8 faculty, 41 delegates. The meeting was Accredited. \$12,890 – meeting registrations. The numbers worked out as \$43,470 – corporate support, including a Laborie symposium. No funding from Astellas despite early assurances which meant a break-even position on final budget.</p>
21	<p>Tender for PCO</p> <p>It was agreed that there would be a Taskforce of DC, AD, JG and SM who will look at the initial bids and will summarise for the board. The timeline was reviewed and approved. Final decision within a week of Philadelphia.</p>

22	<p>Membership and affiliation plans for 2018 onwards</p> <p>DS summarise the plans for the year in order to increase membership. The office pushed early for renewals and we now have customised chaser mailers. We now have a range of member only content to sell i.e. ICS TV enews. We are promoting ICS institute/ICS TV restricted content which is added incentive. Our database is now over 11K. We have recently written to committee members requesting affiliation and have started an ICS ambassador scheme with 7 signed to date. Additional marketing and using the marketing codes to track progress. DS explained that we now have a developing world membership category and this has been good to market. Finally we have launched a Facebook campaign for minimal money.</p>
23	<p>2018 lifetime achievement award</p> <p>The confirmed results for the 2018 Lifetime Achievement award is for Sender Herschorn. SM noted that we agreed to give Ted Arnold honorary membership.</p>
24	<p>ICI – update and business plans</p> <p>SM suggested that a meeting should be held in June with the ICI Editors at the time of ICIRS in Bristol and whoever from the Board is present to join the meeting. It was agreed that we have to start the discussion for a transparent selection process. SM asked the Board what do we want from the ICI Board? DC suggested that the natural thing is to bring it to the ICS permanently. SM we make it clear that we want the ICS to run for the future and a process of consolidation and this was agreed. DS explained that we have sold out the hard books and asked the Board whether we should buy more hard copies. JG suggested to order 50. DS agreed as that would still make a mild profit.</p> <p>ACTION POINT 419: Arrange meeting with ICI editors at the ICI RS meeting ACTION POINT 420: Order 50 extra hard copies of the ICI book.</p>
25	<p>Supporting the accredited charitable hospitals on the world in terms of “awareness” and “training”</p> <p>SM want to make ICS more charitable and suggested that as there are charitable hospitals around the world the ICS is could be available for awareness and training. JG asked if we sponsoring the hospital but SM explained that it would be visiting the hospital and provide training. MD suggested that there could be video links within other hospitals in the region as just one hospital is just a modest reach. In principle this was agreed.</p>



ICS Board of Trustees Meeting and Conticom-ICS Ltd Directors Meeting Agenda

Saturday 3 February 2018, 08:00 – 11:15

Meeting space: Novotel Paddington, London

Trustees present: Sherif Mourad (Chair/General Secretary), Jerzy Gajewski (Treasurer), Mauro Cervigni, David Castro Diaz, Alex Digesu, Marcus Drake, Carlos D'Ancona, Alex Lin, Cristina Naranjo-Ortiz

ICS office staff: Daniel Snowdon (Executive Director/Company Secretary), Dominic Turner (I.T. Director)

	SATURDAY 3 FEBRUARY
30	<p>Approval of Agenda</p> <p><u>Motion to approve agenda</u></p> <p>CN Proposed</p> <p>DCD Seconded</p> <p>All in favour</p> <p><i>Motion approved</i></p>
31	<p>Summary report on committees by trustee representatives</p> <p><u>Physiotherapy Committee</u></p> <p>CNO reported that the committee were working well. The education document is in development and filming will take place before ICS 2018. The fistula paper is undergoing final review. Preparations are positive for the 2018 Round Table and forum.</p> <p><u>Nursing Committee</u></p> <p>CNO said the Faecal Incontinence book was scheduled for final draft by end February. The nurses are working on a consensus document on bladder training. The nursing institute is well populated with content and plans for the nursing forum at ICS 2018 are secure.</p> <p><u>Publications and Communications Committee</u></p> <p>JG reported that the committee is preparing debate topics for the ICS journal – 5 are planned with one due to be submitted shortly (SNM vs Botox). The PCC have ideas for an ICS guidelines app. ICS news and e-news is systematic and has a good balance of news and scientific articles. The PCC work closely with the ICS office to achieve this.</p> <p><u>Developing World Committee</u></p> <p>AL noted the lack of activity with the committee. SM said he was working with the chair to determine key projects for 2018.</p> <p><u>Urodynamics Committee</u></p> <p>SM explained that the committee was working with Laborie to deliver Urodynamics workshops at ICS 2018, in line with the ICS business contract. They are working with the Institute Director (Peter Rosier) on content for the institute (5 modules in development).</p> <p><u>Education Committee</u></p> <p>MC outlined the many activities that the committee have been working on. The educational programme for ICS 2018 will be decided on today. Learner assessment and deeper evaluation is on the agenda for the coming months. Supporting and strengthening ICS TV and the</p>

	<p>Institute are core duties for the committee. MC added that the committee were working effectively and harmoniously. SM asked that the committee keep in mind to offer content for Gynaecologist members. AD and MD will be in the Laborie workshops so can judge their educational value and be cautious of any bias.</p> <p><u>Ethics Committee</u></p> <p>DCD said the committee had submitted a workshop and would run the ethics award once more.</p> <p><u>Standardisation Steering Committee</u></p> <p>AD expressed appreciation for the high activity of the committee, with 9 working groups created and in working phases. A question was raised whether the Detrusor Underactivity paper had been published.</p> <p>ACTION POINT 421: DS to determine the position of the Detrusor Underactivity paper.</p> <p>ACTION POINT 422: MD to contact Bernie Haylen to discuss the plans for the journal special edition publication.</p> <p><u>Neurourology Promotion Committee</u></p> <p>CD summarised the activity of the committee involving guidelines and the planned production of an online training course.</p> <p>ACTION POINT 423: Board to consider the content of the regional course programme and whether neuro-urology should form a key component. Discuss with NPC chair.</p> <p><u>Scientific Committee</u></p> <p>CD confirmed that the committee was working well. The 2018 programme is in the process of being constructed.</p> <p><u>Children and Young Adults Committee</u></p> <p>MD reported that the committee has funding from Wellspect to produce a report on neurogenic bladder. The Board will need to follow up on this. Coloplast has also provided funding for three ICS fellowships. The committee microsite requires an update. MD should be involved as plans develop.</p> <p>ACTION POINT 424: DS to include MD in discussions regarding the Wellspect and Coloplast agreements with the Children's Committee.</p>
32	<p>Oversight of working practices of ICS committees</p> <p>MD raised concerns that the current Standardisation Steering Committee were not adhering to the principles of Rosier et al's "Developing Evidence-Based Standards". These outlined that standards should be produced in a fair, objective and merit-based manner.</p> <p>ACTION POINT 425: Journal special edition report to be send to all committees upon publication to refer them to Rosier et al's "Developing Evidence-based Standards" report.</p>
33	<p>Laborie Urodynamics workshops at ICS 2018/2019</p> <p>This was discussed on Friday 2nd February and it was agreed that the trustees present would ensure the content of the workshops was appropriate.</p>

34	Industry relations update DS and SM reported on industry relationships and new developments. <i>In camera item</i>
35	Any other business MD recommended the ICS develop closer links with the European Society of Coloproctologists (ESCP). MD will contact Alexis Schizas about this. ACTION POINT 426: MD to contact Alexis Schizas about the ICS developing closer links with the European Society of Coloproctologists
	Date of next Board meeting: 26-27 August 2018, Philadelphia, U.S.A.