**Education Committee Agenda**

**Tuesday 28th August 2018,**

**Venue: Pennsylvania Convention Center (PCC)**

**Room: Meeting Room 3**

**Time: 07:30-10:30**

Chair: Elise De

Members: Alex Digesu, Paula Igualada-Martinez, Frankie Bates, Amy D. Dobberfuhl, Enrico Finazzi Agrò, Kari A O Tikkinen, Nikolaus Veit-Rubin, Matthew Oliver Fraser

Apologies: Massarat Zutshi

Also in Attendance: Mauro Cervigni, Avicia Burchill

| Name | Country | Field | End |
|---|---|---|---|
| Elise De Chair | USA | Urologist | 05/09/2019 |
| Margot Damaser | USA, | Biomedical Eng | 30/08/2018 not renewing |
| Kari Tikkinen | Finland | Urologist | 30/08/2018 6 year term finished |
| Alex Digesu | UK | Urogynaecologist | 28/08/2020 |
| Paula Igualada-Martinez | UK | Physiotherapist | 28/08/2020 |
| Nikolaus Veit-Rubin | Austria | Gynaecologist | 14/10/2021 |
| Frankie Bates | Canada | Nurse | 14/10/2021 |
| Enrico Finazzi Agro | Italy | Urologist | 14/10/2021 |
| Amy D. Dobberfuhl | USA | Urologist | 14/10/2021 |
| Matthew Fraser | USA | Neuroscientist | 14/10/2021 |
| Mikolaj Konrad Przydacz | Poland | Trainee | 14/10/2021 |
| Massarat Zutshi | USA | Coloproctologist | 14/10/2021 |
| Mauro Cervigni | Italy | Urogynaecologist | Ex-officio Trustee position |

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| 1 | **Committee picture to be taken** | |
| 2 | **Outline of Role of Education Committee and Relationship to other Committees and Institutes** | 07:30 |
| 3 | **Welcome & Introductions**<br>**Circle – Brief update on each member and goals for the meeting** | 07:40 |
| 4 | **Approval London minutes (attached)** | 07:50 |
| | **Committee Terms of Office (attached)**<br>    a) Welcome to new members - Massarat Zutshi, Matthew Fraser, Amy Diane Dobberfuhl and Mikolaj Konrad Przydacz term starts on Thursday, runs until 2021.<br>    b) Goodbye to Margot and Kari ☹<br>    c) Elise De – 1st term completed, will need to apply to stand for a second elected term | |
| 5 | **Proposed changes to Committee Terms of Reference (attached)** | |
| 6 | **Outstanding actions points not on the agenda**<br>    a) DT to prepare a video on how to navigate the website.<br>    b) Office to contact Marco Blanco to see if he willing to re-film his 2017/2018 workshop in the office studio. | |

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| | c) Office to circulate list of best evaluated workshops to Institute directors and see if any suitable to filming in the office. Will also solicit directors to create curriculum and suggest / create topics. | |
| 7 | **2018 Workshop Review**<br>a) Any issues arising<br>b) Developing World Committee Workshop<br>c) In app evaluation – now with added incentive! | |
| 8 | **Plans for 2019 Workshops**<br>**a)** Change scoring/reviewer guidelines so that the committee workshops are scored in the same way as all workshops.<br>**b)** PI to work with AB to review descriptions on each application section to ensure more robust applications.<br>**c)** Amend application guidelines to state that acceptable to submit more than one workshop but only one will be accepted.<br>**d)** Amend application guidelines to state that a speaker can only be on 4 submissions and that speaker must be approached in advance<br>**e)** Plans for learner assessment at application<br>**f)** 2019 Plans and Deadlines | |
| 9 | **SOPs**<br>Review of each, revisions | |
| 10 | **Online Content**<br>a) Review of all content and how to organize/curate/prevent duplication as time goes on<br>b) Review of ICS TV/Institute content produced in 2018<br>c) Learner assessment project<br>d) Faculty development videos - NV<br>e) Social Media, overall reach and view | |
| 11 | **Review of 2018 Educational Events**<br>a) Budget and courses<br>b) Phoenix Regional Course 2017<br>c) ICS Regional Meeting, Brussels December 2018<br>d) Cadaver Course, Bristol, September 2018<br>e) Fistula Course, Sudan, December 2018 | |
| 12 | **Collaboration with other Societies**<br>SUFU, SIU, ASCRS, AUGS, IUGA, etc. | |
| 13 | **Faculty Database** | |
| 14 | **Early Career Activities** | |
| 15 | **Plans for 2019**<br>a) Budget Proposal for 2019/2020<br>b) Mentorship<br>c) Think Tank Sessions and other new concepts we may propose<br>d) New projects suggested for the horizon | |
| 16 | **Institute discussion** | |
| 17 | **Circle**<br>Any closing thoughts from each member | |

**Education Committee Minutes**

**Saturday 3ʳᵈ February 2018,**

**Chair:** Elise De

**Members:** Frankie Bates, Amy Dobberfuhl, Matthew Fraser, Alex Digesu, Paula Igualada-Martinez, Kari Tikkinen, Nikolaus Veit-Rubin,

**Apologies:** Margot Damaser, Enrico Finazzi Agrò

**Also in Attendance:** Roger Dmochowski, Lori Birder, Avicia Burchill, Dominic Turner, Dan Snowdon, Mauro Cervigni

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| | **Item**<br>Introductions were given and it was noted that wishes for the education committee were completion of the pilot Learner assessment scheme, strive towards setting high standards for educational content and the potential for sponsored videos |
| **1** | **Approve of minutes from Florence**<br>It was noted that Frankie Bates will renew her position on the committee. ED also reminded AD and MF to apply to the committee should they wish to continue.<br>The minutes from Florence were approved |
| **2** | **2018 Workshop discussion and approval**<br>RD explained that the vision for Philadelphia was to have an great international meeting. There was a wish from the local committee to showcase what the US does well but certainly not to make the whole meeting US centric. LB explained that the SOA's and round tables were still in progress but there is a hope that the SOA's will be about the NIH objectives – Electroceuticals and LUT sensation. A discussion was held around missing topics from the workshop and SOA programme and PI suggested that Rhonda Kotarinos would be good to discuss trigger points but also a round table on the latest conservative management in prolapse – when to refer would also be of interest as ED identified that there are no workshops in prolapse. KT suggested that the mesh problem is very hot topic and our society should say something about. KT also asked what the chairs want from the early career session and if there is a theme for KT to consider. RD thought the early career session continued to be a great session but maybe a bit more on the value of the mentorship, maybe to ask the presenters what they would ask for from a mentor. ED and KT suggested about having a pool of mentors and whether it could be added to the faculty database. This was discussed as there were concerns about number of clicks one individual may experience. If it went on the faculty database it would need to include what they would offer their mentee i.e. specific skills. NV suggested that the ICS should put forward the topic of mesh considering the political decisions especially when its related to continence surgery. RD suggested perhaps a person who specialises in patient knowledge and advocacy would be interesting to listen to – not a patient. ED suggested a point counter point lawyer for mesh. RD suggested a balanced lawyer and the talk could be about how to avoid litigation.  FB suggested in view of prostrate news today that something could be done about screening choices and outcome radiation v's surgery. ED this would be a good workshop for next year. This would also be a good open discussion forum.<br><br>Workshop Selection was conducted and the workshops selected/declined are appendixed to the minutes. |
| **3** | **2019 Review workshops SOP/guidelines/application etc (AB)**<br>The following are noted as actions for 2019 |

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| | <span style="color:red">**ACTION: Office to change scoring/reviewer guidelines so that the committee workshops are scored in the same way as all workshops so that the true score can be seen even though they are likely to be all selected.**</span><br><br><span style="color:red">**ACTION: Due to lack of info on some applications it was agreed to introduce a minimum and maximum number of characters on certain sections of the application. PI to work with AB to review descriptions on each section and to also consider removal of "educational value". It was also suggested that bullets points of each presentation should be detailed.**</span><br><br><span style="color:red">**ACTION: Amend application guidelines to state that acceptable to submit more than one workshop but only one will be accepted.**</span><br><br><span style="color:red">**ACTION: Amend application guidelines to state that a speaker can only be on 4 submissions and add to the terms and conditions tick at end of workshop application so that chair confirms they have approached and asked the speakers and also make it clearer in the guidelines that a speaker must be asked in advance.**</span><br><br><span style="color:red">**ACTION: Office to check prior to workshop call how many duplicate speakers there are.**</span><br><br><span style="color:red">**ACTION: It was agreed not to include "think tank" as a category in the workshop application but to refer to the Board to check its acceptable to offer groups/applicants think tank sessions and then leave to education/scientific committee to identify.**</span><br><br>Margot Damser raised the question on the conference call whether to have the ability to select more than one categories for an application as there is often cross over. This was discussed but due to reasons when reviewing workshops and when delegates search for workshops it was decided not to include this as a functionality. |
| 4 | **2018 Workshop Assessment Methods**<br>A discussion was held about the how to get app evaluation used a bit more widely even though email blasts were sent and introduction slides were given to each chair. AB suggested that a prize for those who enter would be a good incentive but extra work for the delegate to log in. DT suggested that the delegate simply enter their email at the end of the evaluation to be entered into the competition.<br><span style="color:red">**ACTION: Add prize concept to the marketing for the meeting app and include email address as additional question to evaluation.**</span> |
| 5 | **Matters Outstanding from Florence:**<br>Shark Tank – ED explained that she had made the decision to drop the project.<br><br>How to navigate ICS website video (DT)<br>DT explained that he was very happy to make this and anyone from the office could do the voice over. DT suggested that it could be done before ICS 2018.<br>ACTION: Create How to navigate ICS website video<br><br>Session chair guidelines to be amended with regards to taking photos<br>AB explained that this action was still outstanding and it was also agreed to remove the text about refraining from taking photos should be removed from the final programme too.<br>ACTION: Office to update Session/Workshop chair guidelines to be amended with regards to taking photos and remove wording about "don't take photos" from the final programme. |
| 6 | **Education Committee Microsite** <span style="color:blue">**https://www.ics.org/committees/education**</span><br>AB showed the website with the additional pages and explained the new platform for the committee pages which DT showed later in the meeting. AB requested the committee review it and see if there were any additions to be made. AB explained a link to the "faculty development" videos were still to be added.<br><span style="color:red">**ACTION: AB to add the "faculty development" videos to the Education Committee microsite.**</span> |
| 7 | **Update on ICS Institutes** <span style="color:blue">https://www.ics.org/institute</span> |

| | AB showed the institute and the ICS TV and the programme improvements. AB explained that the directors had done to date and that the steering committee met to discuss next steps. |
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| 8 | **Update on all SOP types https://www.ics.org/folder/153**<br><br>The change of name of Educational Video was discussed and it was agreed to change to Express Learning.<br><br>**ACTION: Office to change name of Education Video on ICS TV to Express Learning.** |
| 9 | **Update on ICS TV www.ics.org/tv**<br><br>AB showed the current list of all ICS projects and re-iterated the need for the standard operating procedures to be followed. AB showed the quality difference between the studio work conducted in the office compared to those taken at the annual meeting or produced off site. It was agreed that the committee review the list of "faculty development" videos currently on list.<br><br>**ACTION: Office to distribute the current list of faculty development content and the NV to generate an ideas list to take forward for more content production.**<br><br>The 2018 workshops will all be filmed and it was agreed to defer to the institute directors and suggest that they choose which workshops should be filmed for studio quality. Also good to look at 2017 workshops and use best evaluated workshops. AB raised that the 2017 SOA by Dudley Robinson was the most viewed session on the app, had the highest scheduled and the most "starred" and it was therefore agreed to approach him to have it filmed to studio quality. It was also discussed that Marco Blanco's workshop should be a faculty development studio content.<br><br>**ACTION: Office to circulate list of best evaluated workshops to directors and see if any suitable to filming in the office. Will also solicit Institute directors to create curriculum and suggest / create topics.**<br><br>**ACTION: Office to contact Dudley Robinson to see if he willing to re-film his 2017 SOA in the office studio.**<br><br>**ACTION: Office to contact Marco Blanco to see if he willing to re-film his 2017/2018 workshop in the office studio.**<br><br>The concept of link to high quality industry educational videos on the ICS website was discussed. DS explained that Boston Scientific and Medronic talked but have backed off but it needs further investigation which he will pursue. The following companies were also noted for possible videos Coloplast, Hollister and Wellspect. It was discussed how to separate these videos away from the main ICS content and it was also discussed to add them with a disclaimer. It was also discussed to have them on the site for a limited time or for an annual fee. It was also discussed that it should be unrestricted to all non-members. |
| 10 | **Learner Assessment**<br><br>AD reported on behalf of the working group with a summary to date. AD explained that it was discussed in Florence that there is a need to assess learner's response when they watch our educational content. AD explained that we formed a task a group Adrian Wagg, Tomas Griebling and EF and we have had 2 webex conferences to discuss what are the logistics, could there be a pre and post learner assessment. It was agreed that it was too complex to put questions in the middle of content so it was decided at the end of the video/work then delegates can answer questions. AD explained that we already have a house style for designing questions but that we would need a procedure of selecting the questions and then make that part of the workshop. AD explained that after discussion with the office its best to run a pilot scheme this year with approximately 3 workshops.  AB explained that at the moment we have no functionality to build live questioning into the website but that Survey Monkey have a functionality that would suit our interim needs. It shows the delegates whether they got the question correct and what the correct answer was. They can then enter their email to get a certificate. FB questioned why not incorporate pre testing. ED personally for me I might want to do pre-test and the motivation is the certificate. This was discussed and considered but the ICS does not intend to review the efficiency and so it was decided not to include in this pilot scheme. It was suggested that the pass mark should be 70% to get a |

certificate. AB asked who would review the questions and ED suggest that the institute directors.AD suggested that all non-hands on workshops chairs should be asked if they are interested in taking part in the learner assessment pilot.  It was also agreed to consider to develop a learner assessment workshop.

**ACTION: Ask all non-hands on workshops chairs if they wish to take part in the learner assessment pilot and then the committee can choose from that list.**

**ACTION: The office will review the concept of having our online content CME accredited and what the providers can do now.**

**ACTION: Will offer learner assessment working group another Webex and complete platform for pilot**

| 11 | **Faculty Database (DT)** |
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DT confirmed that the project had taken shape and requires some final tweaking to the wording. DT also confirmed that the old database has been deleted and requires the office to re-send an invite to all ICS members to ask them to enter their details into the database should they wish to be considered. TB is working on the project for the committee agreed to review the wording. It was also discussed that the following be amended
- that the societies were full names and not the acronym.
- Wording to be changed to state shortened one page bio only required – as we did not want a full cv
- Add new tick box for mentorship and why they would be a good mentor and what for. Examples could be choice of career, women in medicine.

It was then decided to do a mass email to invite to the faculty database and another to school directors encourage their "members" to sign up.

**ACTION: FB to work with DT to finalise the new faculty database so it can go live.**
- **To include that the societies were full names and not the acronym.**
- **Wording to be changed to state shortened one page bio only required – as we did not want a full cv**
- **Add new tick box for mentorship and why they would be a good mentor and what for. Examples could be choice of career, women in medicine.**

**ACTION: Office to send mailer to ICS membership inviting them to join faculty database.**

**ACTION: Office to send mailer about faculty to institute directors, Board, and Committees to encourage all their working groups to join database. Office will also screen for important names e.g. Linda Cardozo to be sure no important names have lapsed.**

| 12 | **Review of 2017/2018 Educational Events** |
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Review of 2017 budget and what was accomplished in 2017 (cadaver course, etc)
AB presented the 2017 locations and budget so far. The last 3 events of 2017 are still pending budget wise but it is not expected that they will be over budget. AB explained that all lectures were within budget and also overall we did not spend full budget.

**Update on Phoenix Regional Course 2017**
AB provided an update of the regional course and explained that whilst numbers lower than wanted the event broke even and provided good networking and got good evaluations. Also now the delegates have a follow up package of being able to access the PowerPoints and photos. The videos will be edited soon for the full package. ED said she sent her tech and PA went and both thought it was very good.

**Update on European Regional Course 2018**

DS explained that it was likely to be in Brussels or London in early December.

**2018 cadaver course update**
AB explained that the course will run in Bristol again in late September and was pleased to report the programme now included mesh removal and 3 delegates already signed up. Need approx. 9 to break even.

**2018 budget - guest lectures and add on courses**
AB went through each application for 2018 and explained that funds were still being held of the Nurses to travel to Hong Kong. ED explained that she felt strongly that the ICS session at SIU should be multi-disciplinary but that we were struggling to find un-funded speakers. SIU will cover the physiotherapist but we are still seeking a colorectal surgeon. AB felt that we were unlikely to find a surgeon willing to use their own institution funds to travel to SIU which they would never normally attend. AB then requested the committee for extra funding and it was agreed to offer £2500 to fund a colorectal surgeon to attend.

- **6th International Congress of Pelvic Physiotherapy**

AB raised this new application. They are requesting the use of logo, €500 towards two speakers and to call the meeting "Post ICS Course". AB explained that the logo was being used on the letter but on investigation the logo was not on the advertising or website at this stage. The application was discussed and as Bary has already been funded in 2018 for PACS it was agreed that ICS would support Abdul Sultan as long as it was noted that he was the supported speaker. It was discussed and the ICS would prefer not to use the Post ICS course title.
**ACTION: Advise applicant of 6th International Congress of Pelvic Physiotherapy that ICS will support Abdul Sultan. It has to be clearly noted that he is the ICS speaker and that the correct logo is to be used. The ICS do not allow use of the title "Post ICS course"**

| 13 | **Goals for 2018 (Circle and Open Discussion)** |
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|    | All points were incorporated into the minutes. |
| 14 | **Any Other Business** |
|    | None |

## Appendix

Accepted workshops

| ID | Title | FirstName | LastName |
|----|-------|-----------|----------|
| 817 | ICS Core Curriculum (Free): Complications of neurogenic bladder | Emmanuel | Chartier-Kastler |
| 809 | Confirmation Surgery in Gender Dysphoria: current state and future developments | Ervin | Kocjancic |
| 799 | Post prostatectomy urinary incontinence: the patient ask | Carlos | D'Ancona |
| 814 | Noncellular regenerative therapies for stress urinary incontinence | Margot | Damaser |
| 851 | Integrated Total Pelvic Floor Ultrasound in Pelvic Floor Dysfunction | Alison | Hainsworth |
| 843 | Female urethra: challenging scenarios | Paulo | Palma |
| 793 | Approach to chronic pelvic pain and sexual dysfunction | Kristene | Whitmore |

| 794 | Pregnancy-Related Musculoskeletal Conditions: The Pelvic Floor and Linea Alba Connection | Sinéad | Dufour |
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| 803 | ICS Core Curriculum (Free): Urodynamic study and its role in treatment of neurogenic bladder in children | Jian Guo | Wen |
| 790 | The Overactive Pelvic Floor | Anna | Padoa |
| 804 | ICS Core Curriculum (Free): Update on the evidence for conservative management of female pelvic floor dysfunction | Doreen | McClurg |
| 800 | Practical interpretation of research evidence for shared decision making | Marco | Blanker |
| 775 | Where are we with intravesical therapeutics in 2018? | Heidi | Brown |
| 805 | Management of Female Stress Urinary Incontinence After a Failed Midurethral Sling | Tufan | Tarcan |
| 769 | Basic Urodynamics - An Interactive Workshop | Andrew | Gammie |
| 773 | Underactive Bladder—Clinical Implications, Mechanistic Concepts and Therapeutic Options | Anthony | Kanai |
| 785 | ICS Core Curriculum: Urodynamics – everything you need to know – basic and advanced | Enrico | Finazzi Agro |
| 820 | ICS Core Curriculum (Free): The Future of ICS and Urology terms - ICS Wiki | Elizabeth | Shelly |
| 821 | Obstetric anal sphincter injury (OASIS): What next? | Alexis | Schizas |
| 768 | Ambulatory Urogynaecology | Angie | Rantell |
| 781 | Radiotherapy of cervical and endometrial cancer – Prevention and management of lower urinary tract, vaginal, vulvar and pelvic floor dysfunction in cancer survivors | Amy | Dobberfuhl |
| 807 | Cultivating the Next Generation of Nurse Leaders to Create a Global Vision and Strategic Plan for Geriatric UI/LUTS | Annemarie | Dowling-Castronovo |
| 811 | Neurodegenerative disease's impact in bladder function: A multidisciplinary approach in diagnosis, treatment and improving quality of life | Christian | Cobreros |
| 812 | The Aging Bladder Reconsidered : Urinary Homeostasis from Basket to Casket | Phillip | Smith |
| 815 | ICS Core Curriculum (Free): Intermittent catheterization in patients with neurological disease : indications and challenge | Emmanuel | Chartier-Kastler |
| 819 | Are we meeting the needs of older people with nocturnal LUTS? | Karel | Everaert |
| 824 | Transitioning Care; The Evolving care of women with congenital genitourinary anomalies | Margaret | Mueller |
| 828 | Hands on workshop on rectal balloon training and transanal irrigation in the management of lower bowel dysfunction | Paula | Igualada-Martinez |
| 835 | The Need for Raising Health and Incontinence Literacy | Michael | van Balken |
| 841 | ICS Core Curriculum (Free): Ethical Dilemmas in the Care of the Aging Patient: A Case-Based Interactive Workshop | Nina | Davis |
| 845 | ICS Core Curriculum (Free): Continence Care Nursing | Sandra | Engberg |

| 850 | Genitourinary Cancer Survivorship: A Practical Master-class | Matthew | Rutman |
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Declined workshops

| 829 | Continence Promotion Begins with Prevention: A New Paradigm Using Transdisciplinary Team Science | Alayne | Markland |
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| 827 | The use of OnabotulinumtoxinA in Adolescents transitional care in neurogenic detrusor overactivity : A clinical algorithm proposal by Italian Society of Urodynamics working group. | Giovanni | Mosiello |
| 770 | The International Society of Urodynamicists | Peter | Rosier |
| 823 | A transdisciplinary approach to maternal birth trauma: A day in the life of a perineal clinic | Christina | Lewicky-Gaupp |
| 822 | The use of patient-reported outcomes in treating lower urinary tract symptoms | Kevin | Carlson |
| 783 | Pudendal neuralgia and other intrapelvic peripheralnerve entrapment - A neuropelveological approach to a neglected cause of pain and pelvic floor dysfunction | Nucelio | Lemos |
| 788 | There is an app for that - challenges and solutions using eHealth for incontinence | Eva | Samuelsson |
| 844 | New Insights into Detrusor underactivity and Underactive bladder | Gommert | van Koeveringe |
| 806 | Pathophysiology of neurogenic bladder, a cases based discussion | Riyad | Al Mousa |
| 833 | Challenges in sacral neuromodulation | Mai | Banakhar |
| 840 | Collaboration of professionals: Physiotherapy and Nursing, networking to treat disorders related to the dysfunctional pelvic floor. | Frankie | Bates |
| 825 | Innovative diagnostics and conservative treatment: 'Women with (chronic) pelvic pain and sexual dysfunction knocking' the Door-to-Door concept | Bary | Berghmans |
| 848 | Diagnosis & Treatment of Complex Voiding Dysfunction in Men | Jerry | Blaivas |
| 798 | Is Nocturia a Sleep Disorder? | Donald | Bliwise |
| 816 | ICS Core Curriculum (Free): Incontinence in patients with cerebral disorders | Emmanuel | Chartier-Kastler |
| 772 | Potential applications of low energy shock waves in functional urology | Yao-Chi | Chuang |
| 792 | Conservative management of male LUTS | Andrew | Gammie |
| 801 | Contemporary surgical therapy of post prostatectomy incontinence | Wilhelm | Huebner |
| 818 | Autonomic dysreflexia: a serious, rather underestimated condition | Charalampos | Konstantinidis |
| 826 | Non-tape surgical management of stress urinary incontinence | Vivek | Kumar |
| 776 | Urodynamics - Bench - Bedside - Repeat. | John | Lavelle |

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| 831 | CESA and VASA - surgical procedures for pelvic organ prolapse with or without urinary incontinence | Sebastian | Ludwig |
| 786 | Differential Diagnosis of Pelvic Pain: Urology and Beyond | Jeannette | Potts |
| 796 | ICS clinical round in urodynamics | Peter | Rosier |
| 849 | Advanced Male Stress Incontinence Surgical Management: Practical Approaches to Complex Anatomy and Revision Surgery | Matthew | Rutman |
| 846 | Pelvic Floor Ultrasound | S. Abbas | Shobeiri |
| 787 | Urodynamic Evaluation & Advances in Management of Neurogenic Lower Urinary Tract Dysfunction in Adults: A Case Based Approach | Hari Siva Gurunadha Rao | Tunuguntla |
| 791 | Multimodality approach of bladder dysfunctions | desiree | vrijens |
| 842 | ICS Core Curriculum (Free): Planning for effective and efficient clinical research and reducing the waste in incontinence research | Sakineh | Hajebrahimi |

**Education Committee Terms of Office**

| Role | Member | Term Start | Term End | Term Yrs | Elected | Term details | Additional Information |
|---|---|---|---|---|---|---|---|
| Committee Chair | Elise De | 16-Sep-16 | 05-Sep-19 | 3 | Y | 3 year term will finish 2019. Can renew once by election | |
| Committee Member | Margot Damaser | 08-Oct-15 | 30-Aug-18 | 3 | N | 3 year term will finish in 2018- can renew | **Stepping down early-Matthew replacing until end of August** |
| Committee Member | Kari Tikkinen | 18-Oct-12 | 30-Aug-18 | 6 | N | 6 year term will finish in 2018- CANNOT renew | |
| Committee Member | Alex Digesu | 23-Oct-14 | 28-Aug-20 | 6 | N | 6 year term will finish in 2020- cannot renew | |
| Committee Member | Paula Igualada-Martinez | 14-Sep-17 | 28-Aug-20 | 3 | N | 3 year term will finish in 2020- can renew | |
| Committee Member | Frankie Bates | 08-Oct-15 | 14-Oct-21 | 6 | N | 6 year term will finish in 2021- cannot renew | |
| Committee Member | Nikolaus Veit-Rubin | 08-Oct-15 | 14-Oct-21 | 3 | N | 6 year term will finish in 2021- CANNOT renew | |
| Committee Member | Enrico Finazzi Agrò | 08-Oct-15 | 14-Oct-21 | 3 | N | 6 year term will finish in 2021- CANNOT renew | |
| Committee Member | Massarat Zutshi | 30-Aug-18 | 14-Oct-21 | 3 | Y | 3 year term will finish in 2021- can renew | non-clinical rep/colorectal MD |
| Committee Member | Matthew Fraser | 30-Aug-18 | 14-Oct-21 | 3 | Y | 3 year term will finish in 2021- can renew | non-clinical rep/colorectal MD |
| Committee Member | Amy Diane Dobberfuhl | 30-Aug-18 | 14-Oct-21 | 3 | Y | 3 year term will finish in 2021- can renew | Senior Trainee |
| Committee Member | Mikolaj Konrad Przydacz | 30-Aug-18 | 14-Oct-21 | 3 | Y | 3 year term will finish in 2021- can renew | Junior Trainee |
| Ex-officio | Mauro Cervigni | 17-Oct-16 | 14-Sep-17 | 1 | N | Ex-officio | |

**Quorate No=4**
**Committee number =8, changed
to 10 after 30/08/18**

**Nominations 2018**
Elise De – 1st term completed, will need to apply to stand for a second elected term

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

**ICS Education Committee Terms of Reference**

1. PURPOSE:

The ICS Education Committee oversees all educational activities within the ICS. This includes stand-alone and add-on ICS Educational Courses, ICS Lectures at meetings and via the internet, development of educational materials and e-learning, as well as courses and workshops at ICS Annual Scientific Meetings. The committee is also responsible for the educational quality of all activities and for relevant faculty development activities within the ICS. The committee is responsible to the ICS board of trustees to which it makes an annual report and makes an annual budget request.

2. FUNCTIONS:

The Education committee shall work with all other ICS committees in order to fulfil its roles, defined below.

- Continuing Medical Education producing guidance for the ICS membership concerning CME - points of ICS activities - congresses, courses, workshops and other professional activities
- Workshop and ICS Course Applications: To review applications and make recommendations for inclusion for workshops at the Annual Scientific Meeting and any add-on courses or guest lectures external to the ASM.
- Educational Quality: To recommend methods by which the quality of education and its delivery can be maximised within all educational activities of the ICS.  The committee shall also be responsible for making recommendations to the Board regarding the periodic evaluation and review of all such activities in line with the society's strategic direction.
- Align with the ICS Accreditation strategy
- ICS Faculty development: To produce and/ or recommend relevant courses for the development of ICS Faculty in all relevant ICS activities.
- Early Career Education: formulate curricula for early career education in all areas of ICS focus
- Suggest and consider income generating educational programmes
- Identify opportunities for e-learning or workshops in conjunction with other committees

3. RESPONSIBLE TO:

ICS Board of Trustees

4. COMPOSITION:

| Total Members | Method of Appointment | Name | Term of Office |
|---|---|---|---|
| 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 Education Committee. If no one is nominated the ICS Nominations committee may suggest a suitable | See Appendix A | Term of office:  3 years, renewable once by Chair/committee approval by formal election. Further terms could be approved in exceptional circumstances and by |

Education Committee Terms of Reference, Jan 2016

| | | | |
|---|---|---|---|
| | candidate. Nominations received by 1st March for current members all other applications by 1st April. Voting regulations as stated. | | referral to the ICS Trustees. |
| Membership | All members of ICS committees must be active ICS members (paid for current membership year) (Bylaw 2.3.2)<br><br>The optimum representation is 8 -10 Committee members (excluding the committee chair) formed preferably from the following:<br>2 Urologists<br>2 Urogynecologists<br>1 non surgical clinical representative or<br>1 Colorectal MD<br>1 Nursing representative (in conjunction with the nurse committee chair)<br>1 Physiotherapist (in conjunction with the physiotherapy committee chair)<br>1 Non-Clinical Scientist<br>Scientific Chair – Ex-Officio<br><br>Within the committee there will be a Early Career Representative. This could be a junior or senior position depending upon the requirements of the committee and can be any profession as long as the above representation is fulfilled.<br>There will also be an appointed e-learning coordinator who can be of any profession as long as the above representation is fulfilled. | | 3 years, renewable once by Chair/committee approval. Further terms could be approved in exceptional circumstances and by referral to the ICS Trustees.<br>The committee will have a maximum of 10 people. |
| General Secretary | Ex officio | See Membership Page | 2 years |
| Board of Trustee Liaison | Ex office | | 3 years |

Deleted: Representative

Deleted: Within the committee there will be a junior and senior early career representative (define – do we wish to say here they are targeting Online Education and Early Career Professional Coordination?) e-learning Coordinator and Early Career Professional Coordinator

5.  ROLE OF THE CHAIRMAN

The Chairman of the Education Committee of the ICS is responsible for

- The coordination of the activities of the Education Committee,
- Ensuring that the activities of the committee are in accordance with current ICS strategy.

Education Committee Terms of Reference, Jan 2016

- Preparation of an interim (half year) and final annual report for the Board of Trustees and for the Annual General Meeting.
- Liaison with the Scientific Committee Chairman and the permanent congress company regarding the ICS Educational courses and workshops at the ASM and the State of the Art Lectures to be delivered at the ASM.
- Ensuring that ICS Faculty adhere to the relevant ICS Faculty etiquette and have conformed to relevant faculty development requirements as and when they arise.
- Is an Ex officio member of the Scientific Committee

## 6. ROLE OF THE COMMITTEE

**Educational Courses and Workshops**

The committee, in accordance with ICS strategy set by the Board of Trustees, functions to:

- Establish links with relevant professional societies in countries underserved by the ICS in in order to deliver high quality, multi-professional educational activities as add- on courses to relevant affiliate societies international meetings. (See documents: ICS course standard operating protocol and "Guidelines for Educational Courses and Workshops")
- Canvass for and arrange ICS sponsored lectures at such meetings.
- Seek to establish ICS visiting lectureships / professorships to deliver educational courses to universities and post - secondary educational institutions.
- Make recommendations for the core curriculum of ICS Educational courses to be delivered at the ASM
- Commission relevant courses and workshops by tender in response to requests from the membership or following advice from the Education committee regarding novel areas of research.
- Select, based upon merit and quality, workshops for delivery at the annual scientific meeting of the ICS following the application and bidding process.

**E- Learning**

The appointed e-learning coordinator shall, in accordance with ICS strategy set by the Board of Trustees, function to:

- Make recommendations to the Education committee for the establishment and development of e-learning courses relevant to the membership of the ICS.
- Recommend the commission of learning materials as required to deliver the modules selected for development
- Liaise with all relevant ICS committees regarding the e-learning components of their educational output to ensure adherence to ICS standards of quality, delivery and evaluation
- Liaise with the IT director in the creation, maintenance and development of e-learning materials
- Survey existing e-learning modules for quality assurance
- Survey existing e-learning resources within other similar professional societies and work to create necessary linkages to ensure efficient resource usage
- Liaise with the ICS office to receive the house style questions in advance of the meeting from the workshop chairs

Education Committee Terms of Reference, Jan 2016

**Early Career Professionals**

The appointed e-learning coordinator shall, in accordance with ICS strategy set by the Board of Trustees, function to:

- Coordination of the Early Career session(s) for the annual meeting
- Assist with the targeting new early career professional members and annual meeting delegates
- In conjunction with the e-learning coordinator make recommendations to the Education Committee for online education content targeting early career professionals.

**Educational Quality**

The committee will, in accordance with ICS strategy set by the Board of Trustees will:

- Review the educational content and quality of the ASM in the light of pedagogical educational theory and method, and to make recommendations regarding joint educational ventures relevant to the audience of ICS with the aim of maximizing the educational value of the meeting.
- Maintain and improve the educational quality of ICS educational activities and the scientific content of the annual scientific meeting
- Coordinate and organize ICS faculty development activities such as teaching skills courses, chairmanship skills, effective PowerPoint etc.
- Advise on educational pedagogy to ensure that ICS faculty are up to date
- Liaise with relevant ICS committees to ensure that educational activities are evaluable and evaluated in accordance with prevailing educational theory
- Assist with the development of course evaluations by other relevant ICS committees
- Liaise with the scientific committee with regard to developing the delivery of scientific presentations and its evaluation at the annual scientific meeting.

7. MEETINGS:

The entire committee will normally meet once face-to-face during the Annual Scientific meeting; other deliberations will be held by email/webex. Webex will be used to define workshops for ASM.

8. QUORUM:

One third of committee membership plus one. For example, a committee of ten will have a quorum of four members. Quorum of sub-committees will be 50% of the membership. All Chairmen shall have a casting vote in the event of tied vote.

9. MINUTES:

Minutes are recorded at each meeting and posted on the ICS website in accordance the Bylaws

10. REPORTING & ROLES:

The Chair committee is required to prepare an annual report to the Board of Trustees. The Chairman of the Education Committee is also required to be present at the Annual General Meeting should the membership have any questions over committee activities.

For Terms of Office Information please see Membership Page

# Overview of Standard Operating Procedures

This document serves to provide an overview of all Standard Operating Procedures for creating educational and scientific content developed under the auspices of the ICS.

Please ensure you have read the summary document below for developing all other ICS academic and educational formats and that you have selected the correct format before proceeding. If you are unsure of what format to apply for please contact the ICS office to discuss further.

Please complete the proposal form using the template also listed below and submit to the ICS office.

| Category of Content | Description | Location |
|---|---|---|
| ICS Educational Module | The gold standard ICS Education. These modules consist of a PowerPoint available for download, a video (hosted on the ICS website) 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. If people are unable to attend a course on the topic the video can serve as an excellent educational tool. | 3 |
| ICS Educational Module Template Guidelines | Guidelines to use when preparing PowerPoint slides for Educational Modules | 7 |
| ICS Educational Video | An ICS educational video is a short presentation about a topic recorded and hosted on the ICS website. | 8 |
| Annual Meeting Content | All content from ASM's including presented abstracts, presented abstract videos, workshops, State of the Art lectures, Round Tables and other sessions held at the Annual Meeting. The term webcasts would fall here. | 11 |
| Standardisation Report | The Standardisation Steering Committee establishes terminology and methodology in the ICS's areas of activity, to underpin professional standards of clinical management and research. Documents are to be of the highest quality, contemporary, interesting and a valuable contribution to the academic wealth of the ICS and any other societies collaboration from time to time. Definitions be accurate, concise and, unless there is good cause, consistent. | 12 |
| Webinar | Short for Web-based seminar, a webinar is a presentation, lecture, workshop or seminar that is transmitted over the Web (website/internet) using video conferencing software. A key feature of a Webinar is its interactive elements: the ability to give, receive and discuss information in real-time. This could be live with an invited audience via webex and then recorded and circulated to the wider audience. Highly interactive with the one speaker – could even be live surgery or experiment. | 16 |
| White Paper | Normally, ICS white papers will be commissioned by the Board of Trustees or by ICS committees. A white paper is an article that sets out an organisation's position or philosophy about a social, political, or other subject, or a not-too-detailed technical explanation of an architecture, framework, or product technology. Typically, a white paper explains the results, conclusions, or construction resulting from some organised committee or research collaboration or design and development effort. | 19 |
| ICS Interviews | An ICS interview is a short presentation at an ICS event or annual meeting regarding a specific topic, suggested topics are outlined below. | 22 |
| ICS Committee Paper, Report, Project, | Prepared by a ICS committee, the end result of the endeavour could be one of the following but is not limited to a | 24 |

| Consensus Statement and Guidelines | <ul><li>Paper</li><li>Report</li><li>Consensus statement</li><li>Guideline or form a set of guidelines</li><li>Factsheet for professionals or patients</li><li>Leaflet</li><li>Chapter in a book</li></ul> | |
|---|---|---|
| **Book** | Prepared by a committee, working group or individual to prepare a book for full publication on behalf of the ICS. | 27 |
| **News** | Any content which is news article | 30 |
| **Proposal form** | Any content to be prepared should be explained within the proposal form and sent to the ICS office. | 31 |

# 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. ICS committees have been creating Educational Modules which are central to the ICS strategy of facilitating the exchange of knowledge and experience among interdisciplinary health programmes. In developing these high quality global educational modules, the ICS seeks to define standards and competencies in healthcare education along the lines of a core curriculum. They are directed to; and address the needs of clinicians, students, educators, and trainees as they seek to gain the skills and knowledge representing the standards in their field.

The Educational Modules consist of:

1) A PowerPoint (available for download)

2) A video and

3) A peer reviewed published article.

The outcome of these modules is that educators around the world can download the ICS module and present 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 ICS 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'. In addition, in order to preserve the integrity of the peer review process of NUU while allowing fast track publishing of ICS modules, the content should be reviewed and approved by any relevant ICS Committees, the ICS Board of Trustees, and 3-4 separate peer reviewers who are not part of the working group.

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.

**The final product will have clearly outlined learning objectives at the beginning and contain:**

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

**Working/Committees General Information**

- The composition of the working group should be ICS members. Where possible the group should be multi-disciplinary, multinational and represent all appropriate stakeholders. However if the proposed subject of the module is clearly meant for one discipline then single discipline working groups are acceptable.
- Non ICS members may be part of a working group as experts or representatives of specific stakeholders. However, the lead author must be an ICS member and must take responsibility for non-ICS member contributions.
- The group should decide if there are any other relevant societies that could be considered for working collaboratively to create the content. If there are other societies that should be considered their inclusion or exclusion should be outlined in the proposal document.

- Learner assessment should be integrated into each module. INSERT LINK TO GUIDELINES WHEN READY
- Each group will choose a lead author. This should be agreed at the outset. The lead author may take either the first or last authorship on the published paper. All members of the group will be jointly responsible for the entire content of the module, with the exception of taking responsibility for the non-ICS member author content as noted above.
- Note the lead of the group does not need to be the person who records the video.
- The presenter must ensure that he or she can be clearly understood to an international audience, e.g. clear speech, free of strong accent, speaking at an understandable pace
- The working group should review the guidelines for preparing the online content (INSERT LINK WHEN READY).
- All external content (published images, videos etc) should be referenced and used only with the permission of the publishers.
- 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.
- ICS Educational modules cannot be sponsored. There should be no impression of bias towards one particular product, pharmaceutical or piece of equipment.
- Appropriate disclosures should be stated in the article.
- Exceptionally, the ICS Board of Trustees may undertake to develop a sponsored module. This SOP shall also apply this route of production.
- Best practices must be followed in avoiding brand names.
- ICS standard terminology should be used throughout.
- Where there is mention of any specific product a disclaimer should be added to the video. For standard format, see guidelines[web link INSERT LINK WHEN READY]
- The ICS will not provide financial support for face to face meetings of any group preparing educational module content but will consider budget proposals with economy travel 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.
- Normally, a timeline from inception to completion should not be more than 6 months.

**Educational Module creation procedure**

| Stage | Action | Comment |
|---|---|---|
| Proposal Stage | Creation of committee/working group/individual 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 | ICS Office will 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 |

| | assist with the best way to record the module. | |
|---|---|---|
| Preparatory Stage | Working group reviews the literature, and prepares the manuscript according to the 'PRISMA -checklist/guidelines'. | Office will assist with creating online fora for easy discussion and monitoring/chasing if required. |
| Review Stage | Manuscript is sent to the Education, Standardisation Steering Committee, Board of Trustees and any relevant ICS Committee plus 3-4 independent ICS experts (these experts are selected by the first author).  It should be noted that the Board, Education and Standardisation committees are not commenting on the content of the module but review for educational value and terminology adherence.  The independent reviewers are to provide constructive feedback to the authors. This feedback will need to be seriously considered and incorporated into the manuscript where appropriate. | The committees should respond within 1 week. |
| 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, ICS TV, member emails, social media and other outlets. | |

**Standard text for title of report for submission to NUU.**

- ICS Educational Module: [Title]: from the XXXX Committee of the International Continence Society
- ICS Educational Module: [Title]: from the XXXX Working Group of the International Continence Society

**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 reviewers, Education, Standardisation Committees and Board of Trustees

- ☐ Paper submission to NUU identified as ICS Educational Module
- ☐ PowerPoint and video manuscript is prepared
- ☐ Video is recorded
- ☐ Video is edited
- ☐ Module is added to ICS website and advertised

# ICS Educational Module Powerpoint Template Guidelines

Approved ICS Educational Modules are required to be presented using the ICS Educational Module PowerPoint Template.

The template has been created to present educational information in the clearest possible way with simple styling that does not distract from the presented material and sustains the brand and validity of the International Continence Society.

## Master Slides

Every slide in the presentation must use one of the master slides provided in order to continue the uniform appearance throughout. To select a master slide right click on the slide in the slide viewer on the left of the screen, click 'Layout' and then your choice from the master slide window as shown to the right:

The use of master slides enables uniformly sized and positioned content, changes to the layout should be avoided unless absolutely necessary. The background colour should always remain white as this will provide the most legible text.
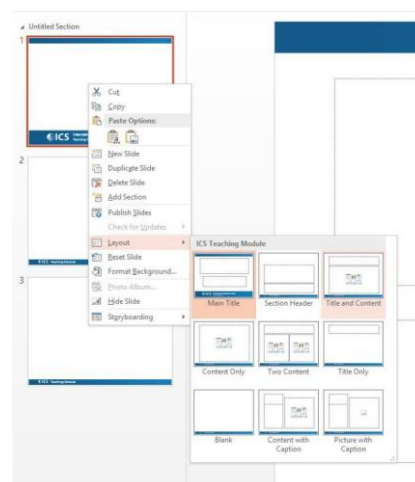
## Use of font

All text should remain in the clearly legible template font of Calibri.

Font sizes should automatically reduce in size if required to fit during text input, although size 14 should be considered the minimum usable font size for clarity.

## Use of colour

The template contains a colour theme that features the three ICS brand colours plus four additional colours.

All text should appear in the dark ICS blue except where emphasis is required lighter blue or orange can be used.

The ICS Brand Colours should be the first choice of colour and use of colour should be limited to these seven colours unless necessary for illustrative purposes e.g. graphs that require more colours.

### ICS Brand Colours:

| R: 3 | R: 5 | R: 255 |
| G: 88 | G: 124 | G: 127 |
| B: 140 | B: 188 | B: 0 |

### Additional Colours:

| R: 165 | R: 240 | R: 201 | R: 68 |
| G: 165 | G: 173 | G: 48 | G: 157 |
| B: 165 | B: 78 | B: 44 | B: 68 |

# Standard Operating Procedure: ICS Educational Video

This document has been designed to assist those Working/Committee groups/individuals who wish to develop an educational video for the ICS.  It sets out the process to be followed to ensure a smooth process from inception to production.

An ICS educational video is a short presentation about a topic recorded and hosted on the ICS website.

Examples of what would be a good fit for an educational video include:

- A detailed examination of a niche topic from a fresh angle
- A thorough, example-driven "how-to" tutorial or surgical video
- An adaptation of a presentation from a conference speaking engagement


The final product should:
5. Have clearly outlined learning objectives.
6. Have a clear defined specific topic to be presented.
7. Be accompanied by either a PowerPoint presentation or video

The content will be recorded and then made available to the full ICS membership online. The product may be used by an individual over the web or as part of a course for students directed by a mentor. ICS will reserve the right to make the finished educational product either free or pay to view.

**General Information**

- The presenter(s) of the educational video must be an ICS member(s).  A committee/working group may assist with the creation of the content.
- As the content may comprise a clearly defined topic, multi-disciplinary involvement is not necessary although the presenters are encouraged to consider the needs of all disciplines which may view the video.
- The group should decide if there are any other relevant societies that could be considered for working collaboratively to create the content. If there are other societies that should be considered their inclusion or exclusion should be outlined in the proposal document.
- The presenter must ensure that he or she can be clearly understood to an international audience, e.g. clear speech, free of strong accent, speaking at an understandable pace
- Review the guidelines for preparing the online content (INSERT LINK WHEN READY).
- All external content (published images, videos etc) should be referenced and used only with the permission of the publishers.
- An educational video should not normally last longer than 1 hour. Developers may like to consider much shorter videos, perhaps as a series.
- ICS Educational videos cannot be sponsored. There should be no impression of bias towards one particular product, pharmaceutical or piece of equipment.
- Exceptionally, the ICS Board of Trustees may undertake to develop a sponsored video.  This SOP shall also apply this route of video production.
- Best practices must be followed in avoiding brand names.
- ICS standard terminology should be used throughout.
- Where there is mention of any specific product a disclaimer should be added to the video.  For standard format, see guidelines[web link INSERT LINK WHEN READY]

- The ICS will not provide financial support for face to face meetings of any group preparing webinar content but will consider budget proposals with economy travel 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.
- Normally, a timeline from inception to completion should not be more than three months.

**Educational Video creation procedure**

| Stage | Action | Comment |
|---|---|---|
| Proposal Stage | Committee/working group/individual prepare proposal. | This can be a committee who have decided to prepare a webinar, a group of ICS members or an individual. |
| Proposal Stage | Proposal is sent to ICS office.  Proposal should explain the educational content in no more than 2 pages outlining the clear defined specific topic to be presented and the learning objectives and outcomes. The target audience should be identified and requirement for video. A clearly defined specific topic and a skilled presenter/host should be identified. Proposal should also include why the video is a detailed examination of a niche topic from a fresh angle. Explain how it will be a thorough, example-driven "how-to" tutorial or surgical video. | ICS Office will 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 | Content, script and PowerPoint/videos are prepared | Office will assist with creating online fora for easy discussion and monitoring/chasing if required. |
| Review Stage | The Education committee will be responsible for reviewing the format of the proposed video and for terminology adherence.  The Education committee may require content review from any relevant ICS committee or independent expert member should there be concerns regarding content quality. | These committees are not commenting on the content of the video. The committees should respond within 2 weeks. |
| Publication Stage | The PowerPoint slides/script are then to be prepared and video recording will be completed in conjunction with the ICS office. | |
| Implementation Stage | Once the video has been recorded the content is then edited and the content disseminated via the ICS website, social media and other outlets. | |

**Checklist:**

- ☐ Working group created
- ☐ Proposal sent to ICS Office
- ☐ Proposals are reviewed and approved by Board of Trustees
- ☐ Working group prepares content
- ☐ Content (if necessary) reviewed by Education Committee and relevant designees
- ☐ Video is recorded and edited
- ☐ Video added to ICS website and advertised

# Standard Operating Procedure: Annual Meeting Content

This document has been designed to explain the process of preparing content presented in various formats at the annual meeting to be hosted on the ICS website.

| | |
|---|---|
| **State of the Art/Round Tables** | The State of the Art lecturers and Round Tables title/content is decided on by the Local Organising Committee and specifically the Annual Scientific Chair. The list of suggested names/content is sent to the elected Scientific Chair and Board of Trustees to confirm final selection. |
| **Workshops** | All workshops are submitted by ICS members via the ICS website. The Education Committee score all workshops in accordance with the review guidelines and then a meeting is held to confirm final selection. |
| **Abstract** | All abstracts are submitted via the ICS website. The Scientific Committee and additional selected individuals score all abstracts in accordance with the review guidelines and then a meeting is held to confirm final selection. The ICS office prepares and type sets the abstracts to be sent to NUU for publication. |
| **Symposiums** | All symposium programmes are proposed by the company involved and are forwarded via the ICS office to the Annual Scientific and Scientific Chair for approval. The Annual Meeting Chair cannot Chair a symposium |
| **Any other session** | Other sessions are prepared by the ICS office and relevant committees and working groups. These sessions are checked by the Education and Scientific Committee. |

**General Information**

- The presenter(s) must be an ICS member(s) or annual meeting delegate. On exception the State of the Art and Round Table speakers may be external and not a delegate or member. This would require prior approval from the Board of Trustees as a budget for travel is normally required.
- All content at the annual meeting is captured by the ICS office. Abstracts, ePosters and workshop handouts/slides are added to the ICS website by the ICS office. Any filmed content is then edited and added to the ICS website as webcasts post event.

# Standard Operating Procedure: ICS Standardisation and Terminology Committee Reports

Over the past 3 years the number of working groups within ICS committees has increased. They are likely to continue rising in line with the ICS strategy to increase scientific output. The ICS office therefore feels that it is important to outline some key standard operating procedures for working groups (WG).

A WG is a group of ICS members and non-members brought together under an ICS committee(s) to work on a specific project. The outcome of which include;

- Creation of an informational document
- Creation of a standard
- Resolution of problems related to a system or network
- Continuous improvement
- Research
- Peer reviewed paper published in Neurourology and Urodynamics

**Requirements for all WG members:**

Failure to abide by the above terms may not be deemed consistent with ongoing membership of the WG.

**Working Groups, General Information**
- The composition needs to be multidisciplinary and multinational, representing the most important stakeholders (including, e.g., non-clinicians and others as appropriate) However if the proposed subject of the module is clearly meant for one discipline then single discipline working groups are acceptable.
- The Chair and all working group members must be or agree to become, an ICS member. The ICS views working group members as extensions of committees. They must therefore abide by the ICS By laws concerning this area. If the WG member was a member in the past they are expected to renew their membership. In the case of joint reports with other Societies the Chair or WG members will be provided access to the ICS forums but are not required to pay for ICS membership.
- Non ICS members may, at times, be asked to be part of a working group as experts or representatives of specific stakeholders. However, the lead author must take responsibility for non-ICS member contributions. If an expert/specialist is unwilling to become an ICS member then we would strongly suggest that the committee looks for an alternative person to be part of the working group. If no one else is suitable and the committee feels strongly that this expert/specialist is required then the Committee Chair will need to request this funding in their annual budget request and arrange payment with the office.
- All working group members must provide an annual disclosure on their membership page.
- Each group will choose a lead author. This should be agreed at the outset. The lead author may take either the first or last authorship on the published paper. All members of the group will be jointly responsible for the entire content of the module, with the exception of taking responsibility for non-ICS member author content as noted above. Or all members of the WG will be responsible as a group for the entire content of the document.

- The group should decide if there are any other relevant societies that could be considered for working collaboratively to create the content. If there are other societies that should be considered their inclusion or exclusion should be outlined in the proposal document.
- The WG should generally not include more than 15 people
- Selection of WG members should follow a transparent process, which is recorded and publically available
- Additional contributions to a WG's deliberations can be received from outside individuals
- The WG should not receive any sponsorship from industry and the members should disclose all relationships. The use of trade names is strongly discouraged. There should certainly be no impression of bias given towards one particular product, pharmaceutical or piece of equipment.
- After publication of the standard, the WG will be dissolved.
- A typical lifespan for an ad hoc WG will maximally be 36 months. If the WG fails to be productive the authorising committee can move to dissolve the WG.
- The ICS will not provide financial budget for face-to-face meetings of any ad hoc WG.
- 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.

**The WG has a chairman who will:**
- Check current ICS terminology to ensure that the most up to date terms are being utilised within the document.
- Propose the key question or topics of discussion to the committee, together with a strategic plan.
- Keep a digital working log of the WG activities (keeping the office informed of these plans) .
- Make sure that the composition of the WG is well balanced and that the process is transparent.
- Use web-based and e-mail exchange of information and monitor the execution of assignments within the assigned timeline.
- Adhere to EBM principles, where appropriate
- Report to the authorising Committee Chair on a regular basis copying in each Version to the Chair.
- Be responsible for production of a first draft of the report within a stipulated time frame (generally 12 months maximum as it can then take 18-24 months for the many rounds of consensus review of the document.)
- Be responsible for submission for publication and dissemination (if applicable)

**Creating a standardisation document**

**Criteria for Assessing a Proposal to establish a WG**.
Proposal to go to authorising committee chair;
- Title of the project
- Name of applicant
- Description of the topic: The arguments for creating the WG are: (Explain why one or more of the following arguments is relevant)
  - ➢ area of clinical uncertainty or ''debate'' exists
  - ➢ evidence of better treatment is available
  - ➢ evidence for renewal of the existing standard is available
  - ➢ evidence of practice variation is available
  - ➢ other clinical or scientific relevance
  - ➢ there is significant controversy in practice or literature
  - ➢ there is conflicting or incomplete evidence

- ➢ there are cultural differences in practices or viewpoints
- ➢ there is socio-economic relevance
- − List of proposed names of other individuals that may wish to apply to join a Working Group for the selected project.
  - ➢ confirmation that individuals have agreed to contribute
  - ➢ evidence of multinational and interdisciplinary balance
  - ➢ opportunity for ICS members to apply to join the WG and transparent,
  - ➢ documented process for selection
  - ➢ process to register contributions from individuals or groups not in the WG
- − Description of the methodology and how it will be used:
  - ➢ web-based approach
  - ➢ e-mail
  - ➢ conference calls or webcasts
  - ➢ face-to-face meeting (mainly during ICS international meetings)
  - ➢ proposed timeline
  - ➢ description of topic, proposed WG composition, likelihood of
  - ➢ implementation, likelihood of publication, innovation of approach,
  - ➢ realistic timeline, use of electronic tools.

**Principles behind Terminology –based Standardisation Documents**
(i) Documents be of the highest quality, contemporary, interesting and a valuable contribution to the academic wealth of the ICS and any other societies collaboration from time to time.
(ii) Definitions be accurate, concise and, unless there is good cause, consistent.

**Development of a Standard document**

| Stage | Timescale (months) | Working Group | Committee |
|---|---|---|---|
| Proposal stage | -6 to 0 | Applications for Chairmanship or membership | Call for applications. Review subject, Chair, Group, criteria, timeline and starting date. |
| Preparatory stage | 0 to 9 | WG constituted. Development of draft. | Evaluate progress. Appoint mentor. Evaluation |
| Committee stage | 9 to 22 | Draft submitted to Committee Chair | Review of the process and document against criteria. Approval by consensus. |
| Enquiry stage | 22 to 25 | Draft on ICS website | Internal and external review. Comments by ICS members and stakeholders. |
| Approval stage | 25 to 27 | Submit final document to SSC. | Process review. Submission to ICS Board of Trustees. |
| Publication | 27 to 36 | Final text to ICS office for web publication. Journal submissions. | Official ICS document. WG dissolved |
| Implementation stage | 36> | N/A | Support implementation. Education (with ICS Education Committee). Register of comments. Identify research needs. Support health technology and economic assessment. |

**Standard text for title of report for submission to NUU.**
- A Standard for Terminology in {TITLE}: A Report From the XXXX Working Group of the International Continence Society
- An International Continence Society (ICS)/ XXXSOCIETYXXX joint report on the standard for terminology for……

# Standard Operating Procedure: Webinars

Short for Web-based seminar, a webinar is a presentation, lecture, workshop or seminar that is transmitted over the Web (website/internet) using video conferencing software. A key feature of a Webinar is its interactive elements: the ability to give, receive and discuss information in real-time.

Using Webinar software (ICS currently uses WebEx) participants can share documents and applications and audio with webinar attendees. This is useful when the webinar host is conducting an lecture or information session. While the presenter is speaking they can share desktop applications and documents.

Webinars are particularly suited for the following content:-

- A detailed examination of a niche topic from a fresh angle

- A panel discussion of a timely, news-based issue

- A thorough, example-driven "how-to" tutorial

- An adaptation of a presentation from a conference speaking engagement

- An interview with a thought leader

This document has been designed to assist those Working/Committee groups/individuals who wish to develop a Webinar and to ensure adherence with the approved process.

**The final product will contain:**

8. A clear outline of learning objectives.
9. A clearly defined specific topic
10. A skilled presenter/host.
11. A PowerPoint presentation
12. Content which is recorded and is then made available to full membership online.

**General Information**

- The presenter of the webinar should ideally be an ICS member. Where the content expertise is outside that within the ICS, exceptionally, a speaker may be commissioned from outside.
- A working group may be formed to assist with the creation of the content.
- Webinar presenters should consider that all healthcare disciplines may participate in the webinar. This is preferred by ICS standards, however, depending on the nature of the content, is not always possible to have multidisciplinary involvement.
- The presenter must ensure that he or she can be clearly understood to an international audience, e.g. clear speech, free of strong accent, speaking at an understandable pace.
- Review the guidelines for preparing the online content (INSERT LINK WHEN READY).
- All external content (published images, videos etc) should be referenced and used only with the permission of the publishers.
- Webinars should not last longer than 1 hour.
- The webinar cannot be sponsored. There should be no impression of bias towards one particular product, pharmaceutical or piece of equipment.
- Exceptionally, the ICS Board of Trustees may undertake to develop a sponsored webinar. This SOP shall also apply this route of webinar production.

- Appropriate disclosures should be stated at the beginning of the webinar.
- Best practices must be followed in avoiding brand names.
- ICS standard terminology should be used throughout.
- Where there is mention of any specific product a disclaimer should be added to the webinar. For standard format, see guidelines[web link INSERT LINK WHEN READY]
- The ICS will not provide financial support for face to face meetings of any group preparing webinar content but will consider budget proposals with economy travel for and individual to attend the ICS office for the webinar.
- 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.
- Normally, a timeline from inception to completion should not be more than four months.

**Webinar creation procedure**

| Stage | Action | Comment |
|---|---|---|
| Proposal Stage | Committee/working group/individual prepare proposal. | This can be a committee who have decided to prepare a webinar, a group of ICS members or an individual. |
| Proposal Stage | Proposal is sent to ICS office.  Proposal should explain the webinar content in no more than 2 pages outlining the clear defined specific topic to be presented, the learning objectives and outcomes. The target audience should be identified and a requirement for webinar. A clearly defined specific topic and a skilled presenter/host should be identified. | ICS Office will 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 | Content, script and PowerPoint/videos are prepared | Office will assist with creating online fora for easy discussion and monitoring/chasing if required. |
| Review Stage | The Education committee will be responsible for reviewing the format of the proposed webinar and for terminology adherence.  The Education committee may require content review from any relevant ICS committee or independent expert member should there be concerns regarding content quality. | These committees are not commenting on the content of the webinar. The committees should respond within 2 weeks. |
| Publication Stage | In conjunction with the ICS office the time and date for the live webinar is announced and invitations are sent requesting members to join. | |
| Implementation Stage | Once the live webinar has occurred the content is then edited and the content disseminated via the ICS website, social media and other outlets. | |

**Checklist:**

- ☐ Working group created
- ☐ Proposal sent to ICS Office
- ☐ Proposals are reviewed and approved by Board of Trustees
- ☐ Working group prepares content
- ☐ Content (if necessary) reviewed by Education Committee and relevant designees
- ☐ Date and time of webinar is advertised
- ☐ Live Webinar
- ☐ Video is edited
- ☐ Webinar and powerpoint slides added to ICS website and advertised

**How to create a successful webinar [http://www.wordstream.com/blog/ws/2014/08/26/how-to-do-a-webinar](http://www.wordstream.com/blog/ws/2014/08/26/how-to-do-a-webinar)**

Points to consider when creating webinar content.

- Settle on a specific idea

- Choose the right presenter/host

- Pick the best format for your chosen topic. Is your webinar going to be hosted by a single presenter? Will it be an interview Q&A-style webinar with two speakers? A panel discussion with numerous guests and a moderator? Will you need attendees to submit questions in advance?

- Promotion of the webinar is key to its success. It is important to allow the office adequate time in order to inform members.

- Create an excellent slideshow presentation - (see ics guidelines podcast [link]) where images are presented to the audience, markup tools and a remote mouse pointer are used to engage the audience while the presenter discusses slide content.

- Write a strong script

- Run test webinars in conjunction with the ICS office.

- Consider using whiteboards with annotation (allowing the presenter and/or attendees to highlight or mark items on the slide presentation. Or, simply make notes on a blank whiteboard.)

- Allow time for text chat or live chat with participants.

- Use polls and surveys (allows the presenter to conduct questions with multiple choice answers directed to the audience)

Other resources:
[https://www.adobe.com/content/dam/Adobe/en/products/adobeconnect/pdfs/web-conferencing/best-practices-webinars-wp.pdf](https://www.adobe.com/content/dam/Adobe/en/products/adobeconnect/pdfs/web-conferencing/best-practices-webinars-wp.pdf)

# Standard Operating Procedure: ICS White Paper

This paper specifies the procedure which should be followed in order to propose and produce a white paper relevant to ICS expertise. Normally, ICS white papers will be commissioned by the Board of Trustees or by ICS committees.

Definition: A white paper is an article that sets out an organisation's position or philosophy about a social, political, or other subject, or a not-too-detailed technical explanation of an architecture, framework, or product technology. Typically, a white paper explains the results, conclusions, or construction resulting from some organised committee or research collaboration or design and development effort.

Working /Committee groups which wish to produce a white paper for the ICS should adhere to the process specified in this document.

**The final product should:**

13. Cover a clearly outlined topic.
14. Include an introduction or executive summary.
15. Be of sufficient length to allow considered discussion of the topic and clearly outline the ICS position usually at least 5-6 pages long.
16. Contain educational, practical, reliable, and useful information.
17. Provide independently verifiable facts, on which to base opinion.
18. Be published in NeuroUrology & Urodynamics and any other designation of another publication or governmental body.

In addition, in order to preserve the integrity of the peer review process of NUU while allowing fast track publishing of ICS white papers, the content should be reviewed and approved by any relevant ICS Committees, the ICS Board of Trustees, and 3-4 separate peer reviewers who are not part of the working group.

**Working/Committees: General Information**

- White paper authors should be ICS members. Where possible the authors should be multi-disciplinary, multinational and represent all appropriate stakeholders. However if the proposed subject of the white paper is clearly meant for one discipline then single disciplines writing groups are acceptable.
- Non ICS members may be part of a working group as experts or representatives of specific stakeholders. However, the lead author must be an ICS member and must take responsibility for non-ICS member contributions.
- The group should decide if there are any other relevant societies that could be considered for working collaboratively to create the content. If there are other societies that should be considered their inclusion or exclusion should be outlined in the proposal document.
- Each group will choose a lead author. This should be agreed at the outset. The lead author may take either the first or last authorship on the published paper. All members of the group will be jointly responsible for the entire content of the white paper, with the exception of taking responsibility for non-ICS member author content as noted above.
- No white paper shall be sponsored.

- The white paper shall clearly set out the ICS position on the subject under consideration in the conclusion.
- The white paper may include a proposal for action. Each action point should be clearly defined with a proposed body or individual responsible for taking the lead on taking the specified action
- Appropriate disclosures should be stated within the document.
- The ICS will not provide financial support for face to face meetings of any group.
- The ICS office will assist with setting up a forum for the group to exchange ideas and content for review. The office can also provide support for teleconferences or WebEx meetings, upon approval of a budget request.
- Normally, from its inception, a white paper should take no longer than 6 months to prepare.

**White paper creation procedure**

| Stage | Action | Comment |
|---|---|---|
| Proposal Stage | Creation of committee/working group to prepare proposal, outline content. | This can be a committee who have decided to prepare a white paper or a group of ICS members. |
| Proposal Stage | Budget and proposal is sent to ICS office. The proposal should explain the need for the white paper in no more than 2 pages specifying aims and objectives, learning outcomes, author expertise, target audience and requirement for white paper. | The ICS Office will ensure no overlap with other working groups and will advise the appropriate committee should this be the case. The ICS office will notify Education and Standardisation committee of proposal in progress. Proposal is also sent to the Editor of NUU to make comments and guide the authors of what is required for publications or veto the project in appropriate. Budget to be approved by Board of Trustees |
| Preparatory Stage | Working group reviews the literature, and prepares the manuscript and prepares the manuscript according to the 'PRISMA - checklist/guidelines'. | Office will assist with creating online fora for easy discussion and monitoring/chasing if required. |
| Review Stage | Manuscript is sent to the Education, Standardisation Steering Committee, Board of Trustees and any relevant ICS Committee plus 3-4 independent ICS experts (these experts are selected by the first author).  It should be noted that the Board, Education and Standardisation committees are not commenting on the content of the module but review for educational value and terminology adherence.  The independent reviewers | The committees should respond within 2 weeks. |

| | | |
|---|---|---|
| | are to provide constructive feedback to the authors. This feedback will need to be seriously considered and incorporated into the manuscript where appropriate. The Board of Trustees review the manuscript to agree the ICS position on the subject and the manuscript is also sent to the Editor of NUU to review and guide the authors. | |
| Publication Stage | Once approved by the Board of Trustees the paper can be sent for publication in the ICS journal, Neurourology & Urodynamics. | Article submitted to NUU should clearly reference International Continence Society (ICS) White Paper. |
| Implementation Stage | Once completed the ICS office will disseminate the content via the ICS website, social media and other outlets. | |

**Standard text for title of report for submission to NUU.**

- ICS White Paper: [Title]: from the XXXX Committee of the International Continence Society
- ICS White Paper: [Title]: from the XXXX Working Group of the International Continence Society

**Checklist:**

☐  Working group created and chair appointed
☐  Proposal sent to ICS Office
☐  Proposal reviewed and approved by Board of Trustees and Editor of NUU.
☐  Working group prepares paper
☐  Content reviewed by relevant committees and Board of Trustees
☐  White paper submission to NUU and other relevant publications
☐  White paper is added to ICS website and advertised

# Standard Operating Procedure: ICS Interviews

This document has been designed to assist those Working/Committees/individuals who wish to develop an ICS interview for the ICSTV.  It sets out the process to be followed to ensure a smooth process from inception to production.  All ICS videos should be of "High quality content, polished design."

An ICS interview is a short presentation at an ICS event or annual meeting regarding a specific topic, suggested topics are outlined below.

Examples of what would be a good fit for an interview include:

- Committee updates - from Chairs or Board of Trustees
- Annual meeting promotion - current AGM Chair, future chair, general experience at events or social events.
- Membership promotion - including physiotherapy, nursing or early career professional
- Award winners - including conference travel awards, abstracts, honorary or lifetime achievement

The final product should:
19. Have a clear defined specific topic to be presented.
20. ICS key words/terms should be used within the video
21. Be ideally less than 3 minutes unless niche content. If longer this should be split into 2 videos or more.
22. If the video is to be used on social media subtitles should be included
23. All annual meeting videos should end with "Join me at XXX."
24. All videos should include annual meeting promotion at the end of the video

**General Information**

- The presenter(s) of the video must be an ICS member(s) or annual meeting delegate.  A committee/working group may assist with the creation of the content.
- As the content may comprise a clearly defined topic, multi-disciplinary involvement is not necessary although the presenters are encouraged to consider the needs of all disciplines which may view the video.
- The presenter must ensure that he or she can be clearly understood to an international audience, e.g. clear speech, free of strong accent, speaking at an understandable pace
- ICS videos cannot be sponsored. There should be no impression of bias towards one particular product, pharmaceutical or piece of equipment.
- Exceptionally, the ICS Board of Trustees may undertake to develop a sponsored video.  This SOP shall also apply this route of video production.
- Best practices must be followed in avoiding brand names.
- ICS standard terminology should be used throughout.
- Where there is mention of any specific product a disclaimer should be added to the video.  For standard format, see guidelines[web link INSERT LINK WHEN READY]

**Interview creation procedure**

| Stage | Action | Comment |
|-------|--------|---------|

| | | |
|---|---|---|
| Proposal Stage | ICS Staff or Committee prepare proposal. | This can be a committee who have decided to prepare an interview or office staff |
| Proposal Stage | Proposal is sent to ICS office. A clearly defined specific topic and a skilled presenter/host should be identified and confirmed by an ICS staff director and the Board of Trustees. Should a budget be required for the interview this is submitted to Board. | ICS Office ensure no overlap with other interviews. ICS office to notify Education, Standardisation committee of proposal in progress. Budget to be approved by Board of Trustees |
| Preparatory Stage | Content, script (if required) are prepared | |
| Publication Stage | The video recording will be completed in conjunction with the ICS office. | |
| Implementation Stage | Once the video has been recorded the content is then edited and the content disseminated via the ICS website, social media and other outlets. | See social media and news SOP for instructions |

**Checklist:**

☐  Proposal sent to ICS Office
☐  Proposals are reviewed and approved
☐  Video is recorded and edited
☐  Video added to ICS website and advertised

# Standard Operating Procedure: ICS Committee Paper, Report, Project, Consensus Statement and Guidelines

The ICS is fortunate to have many productive committee members from varied disciplines. Ideas are generated at every turn. In order to best serve the academic endeavours within the organisation, the ICS would like to facilitate centralised coordination of committee educational and academic work. This paper specifies the procedure which should be followed in order to propose and produce a committee paper/report relevant to ICS expertise.  The end result of the endeavour could be one of the following but is not limited to a

- Paper
- Report
- Consensus statement
- Guideline or form a set of guidelines
- Factsheet for professionals or patients
- Leaflet
- Chapter in a book

For the purposes of this procedure the production will be referred to as "paper"

Working /Committee groups that wish to produce a paper on behalf of the ICS should adhere to the process specified in this document.

The final product should:

25. Have a clear outlined topic and learning objectives.
26. Have a clear defined specific topic to be presented/researched.
27. Be published in NeuroUrology & Urodynamics, if applicable or otherwise have a plan for dissemination and reaching target groups.  If the paper is not to be published in NeuroUrology & Urodynamics then this should be indicated in the proposal.

In addition, in order to preserve the integrity of the peer review process of NUU while allowing fast track publishing of ICS content, the content should be reviewed and approved by any relevant ICS Committees, the ICS Board of Trustees, and 3-4 separate peer reviewers who are not part of the working group.

**Working/Committees: General Information**
- All people involved in the project should be ICS members and ideally members of the ICS committee in question or members of several committees should the paper scope require this.  Where possible the authors should be multi-disciplinary, multinational and represent all appropriate discipline stakeholders. However if the proposed subject is clearly meant for one discipline then single discipline writing groups are acceptable.
- Non-ICS members may be part of a working group as experts or representatives of specific stakeholders. However, the lead author must be an ICS member and must take responsibility for non-ICS member contributions.
- The group should decide if there are any other relevant societies that could be considered for working collaboratively to create the content. If there are other societies that should be considered their inclusion or exclusion should be outlined in the proposal document.

- Each group will choose a lead author.  This should be agreed at the outset.  The lead author may take either the first or last authorship on the published paper.  All members of the group will be jointly responsible for the entire content of the paper, with the exception of taking responsibility for non-ICS member author content as noted above.
- ICS committee papers cannot be sponsored without prior approval of the ICS Board of Trustees.  There should be no impression of bias towards one particular product, pharmaceutical or piece of equipment.
- Exceptionally, the ICS Board of Trustees may undertake to develop a sponsored project.  The current SOP shall also apply to this route of paper production.
- The ICS Board of Trustees will not provide financial support for face to face meetings of any group preparing content but will consider budget proposals with economy travel for videoing the content if it is relevant to prepare the content for online viewing.
- The ICS office will assist with setting up a forum for the group to exchange ideas and content for review. The office can also provide support for teleconferences or WebEx meetings, upon approval of a budget request.
- Normally, from its inception, a committee paper should take no longer than 6 months to prepare.

**Committee project creation procedure**

| Stage | Action | Comment |
|---|---|---|
| Proposal Stage | The committee or a working group or sub-committee of the committee prepare proposal, outline content. | |
| Proposal Stage | Proposal is sent to ICS office.  The proposal should explain the need for the paper in no more than 2 pages specifying aims and objectives, learning outcomes, author expertise, target audience. | The ICS Office will ensure no overlap with other working groups and will advise the appropriate committee should this be the case. The ICS office will notify Education and Standardisation committee of proposal in progress. Any budget request to be approved by Board of Trustees. The office may propose additional contributors for the project. |
| Preparatory Stage | Working group reviews the literature, and prepares the manuscript according to the 'PRISMA -checklist/guidelines'. | Office will assist with creating online fora for easy discussion and monitoring/chasing if required. |
| Review Stage | Manuscript is sent to the Education, Standardisation Steering Committee, Board of Trustees and any relevant ICS Committee plus 3-4 independent ICS experts (these experts are selected by the first author).  It should be noted that the Board, Education and Standardisation committees are not commenting on the content of the paper but review for | The committees should respond within 1 week. |

| | educational value and terminology adherence.  The independent reviewers are to provide constructive feedback to the authors. This feedback will need to be seriously considered and incorporated into the manuscript where appropriate. | |
|---|---|---|
| Publication Stage | Once approved by the Board of Trustees the paper can be sent for publication in the ICS Journal, Neurourology & Urodynamics. | Article submitted to NUU should clearly reference International Continence Society (ICS) and the Committee involved in the creation of the paper followed by the authors. |
| Implementation Stage | Once completed the ICS office will disseminate the content via the ICS website, social media and other outlets. | |

**Standard text for title of report for submission to NUU.**

- [Title]: A Report from the XXXX Committee of the International Continence Society
- [Title]: A Report from the XXXX Working Group of the International Continence Society
- An International Continence Society (ICS)/ (INSERT SOCIETY HERE) joint report on [Title]
- International Continence Society Guidelines on [Title]

**Checklist:**

- ☐ Working group created and chair appointed
- ☐ Proposal sent to ICS Office
- ☐ Proposal reviewed and approved by Board of Trustees
- ☐ Working group prepares paper
- ☐ Content reviewed by relevant committees and Board of Trustees
- ☐ Submission to NUU and other relevant publications
- ☐ Paper is added to ICS website and advertised

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# Standard Operating Procedure: Book

The ICS is fortunate to have many productive members from varied disciplines. This often leads to the generation of ideas and concepts and potentially the creation of a book.

Working /Committee groups that wish to produce a book on behalf of the ICS should adhere to the process specified in this document. The final product should:

28. Have a clear outlined topic and learning objectives.
29. Have a clear defined specific topic to be presented/researched.
30. Be published via the ICS Office

**Working/Committees: General Information**
- All people involved in the book should be ICS members and ideally members of the ICS committee in question or members of several committees should the book scope require this. Where possible the authors should be multi-disciplinary, multinational and represent all appropriate discipline stakeholders. However if the proposed subject is clearly meant for one discipline then single discipline writing groups are acceptable.
- Non-ICS members may be part of a working group as experts or representatives of specific stakeholders. However, the lead author must be an ICS member and must take responsibility for non-ICS member contributions.
- The group should decide if there are any other relevant societies that could be considered for working collaboratively to create the content. If there are other societies that should be considered their inclusion or exclusion should be outlined in the proposal document.
- Each group will choose a lead author.  This should be agreed at the outset.  All members of the group will be jointly responsible for the entire content of the paper, with the exception of taking responsibility for non-ICS member author content as noted above.
- ICS books cannot be sponsored without prior approval of the ICS Board of Trustees. There should be no impression of bias towards one particular product, pharmaceutical or piece of equipment.
- Exceptionally, the ICS Board of Trustees may undertake to develop a sponsored project.  The current SOP shall also apply to this route of paper production.
- The ICS Board of Trustees will not provide financial support for face to face meetings of any group preparing content but will consider budget proposals with economy travel for videoing the content if it is relevant to prepare the content for online viewing.
- The ICS office will assist with setting up a forum for the group to exchange ideas and content for review. The office can also provide support for teleconferences or WebEx meetings, upon approval of a budget request.
- Normally, from its inception, a book should take no longer than 12 months to prepare.

**Committee project creation procedure**

| Stage | Action | Comment |
|---|---|---|
| Proposal Stage | The committee or a working group or sub-committee of the committee prepare proposal, outline content. | |
| Proposal Stage | Proposal is sent to ICS office.  The proposal should explain the need for the book in no | The ICS Office will ensure no overlap with other working |

| | more than 2 pages specifying aims and objectives, learning outcomes, author expertise, target audience.<br><br>At this stage a full discussion is required as to who will edit, type set and publish/print the book. In the past the ICS office has done all this but this is not an absolute requirement.<br><br>Also at this stage a discussion should be held as to whether the book will be sold or provided for free with or without the support of a company. | groups and will advise the appropriate committee should this be the case. The ICS office will notify Education and Standardisation committee of proposal in progress. Any budget request to be approved by Board of Trustees. The office may propose additional contributors for the project. |
|---|---|---|
| Preparatory Stage | Working group reviews the literature, and prepares the book according to the 'PRISMA -checklist/guidelines'. | Office will assist with creating online fora for easy discussion and monitoring/chasing if required. |
| Review Stage | Manuscript is sent to the Education, Standardisation Steering Committee, Board of Trustees and any relevant ICS Committee plus 3-4 independent ICS experts (these experts are selected by the first author).  It should be noted that the Board, Education and Standardisation committees are not commenting on the content of the book but review for educational value and terminology adherence.  The independent reviewers are to provide constructive feedback to the authors. This feedback will need to be seriously considered and incorporated into the manuscript where appropriate. | The committees should respond within 3 weeks. |
| Publication Stage | Once approved by the Board of Trustees the paper can be sent for type-setting and publishing | Book should clearly reference International Continence Society (ICS) and the Committee involved in the creation of the books followed by the authors and editors. |
| 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
- ☐ Proposal sent to ICS Office
- ☐ Proposal reviewed and approved by Board of Trustees
- ☐ Working group prepares book
- ☐ Content reviewed by relevant committees and Board of Trustees
- ☐ Book is type-set and published and printed

☐ Book is advertised and sold/distributed

# Standard Operating Procedure: ICS News Article

This document has been designed to assist those who wish to develop an ICS News Article for the ICS. It sets out the process to be followed to ensure a smooth process from inception to production.

An ICS news article is a short written piece which is then added to the ICS website and used within the eNews mailers and on social media platforms.

Examples of what would be a good fit for a news article include:

- A recent scientific article published in the previous three months from a peer-reviewed journal. It should be original research, not a review article or case series.
- Committee updates - from Chairs, committee members or Board of Trustees
- Annual meeting or ICS Course promotion
- General ICS promotion - including membership announcements, awards, deadlines, voting

**General Information**

- The Publications and Communications Committee (PCC) manage the scientific and committee update articles. ICS promotional articles are managed by the office.
- Best practices must be followed in avoiding brand names.
- ICS standard terminology should be used throughout.
- Where there is mention of any specific product a disclaimer should be added to the article. For standard format, see guidelines[web link INSERT LINK WHEN READY]

**Interview creation procedure**

| Stage | Action | Comment |
|---|---|---|
| Proposal Stage | The PCC, ICS Staff or Committee prepare proposal. | This can be office staff, committee or ICS member who have decided to prepare a news article. ICS Office ensure no overlap with other articles. |
| Preparatory Stage | Author(s) assigned and content is prepared | |
| Publication Stage | Depending on content the PCC or the ICS office edit content | |
| Implementation Stage | Once the content is finalised the news article is disseminated via the ICS website, social media and other outlets. | See social media and news SOP for instructions |

**Checklist:**

- ☐ Proposal sent to ICS Office/PCC (depending upon content)
- ☐ Proposals are reviewed and approved
- ☐ Article is written and edited
- ☐ News article added to ICS website and advertised

# Proposal Form for ICS Content

Thank you kindly for your inquiry and your willingness to contribute to the body of literature and online educational content developed under the auspices of the ICS. Please ensure you have read the Standard Operating Procedure document for developing all other ICS academic and educational formats and that you have selected the correct format. If you are unsure of what format to apply for please contact the ICS office to discuss further.

Thank you

Please make your proposal no longer than 2 pages

| | |
|---|---|
| Type of proposal | i.e. committee paper, educational module, white paper etc |
| Outline of proposal | |
| Aims and objectives | |
| Learning outcomes | |
| Working group members | |
| Working group expertise | |
| Target audience | |
| Budget (for filming online content) | |
| | |

International Continence Society
Annual report of the Education Committee 2018
Elise De, Chairman

| Name | Country | Field | End |
|------|---------|-------|-----|
| Elise De Chair | USA | Urologist | 05/09/2019 |
| Margot Damaser | USA | Biomedical Eng | 30/08/2018 not renewing |
| Kari Tikkinen | Finland | Urologist | 30/08/2018 6 year term finished |
| Alex Digesu | UK | Urogynaecologist | 28/08/2020 |
| Paula Igualada-Martinez | UK | Physiotherapist | 28/08/2020 |
| Nikolaus Veit-Rubin | Austra | Gynaecologist | 14/10/2021 |
| Frankie Bates | Canada | Nurse | 14/10/2021 |
| Enrico Finazzi Agro | Italy | Urologist | 14/10/2021 |
| Amy D. Dobberfuhl | USA | Urologist | 14/10/2021 |
| Mauro Cervigni | Italy | Urogynaecologist | Ex-officio Trustee position |

| Name | Country | Field | End |
|------|---------|-------|-----|
| Matthew Fraser | USA | Neuroscientist | 14/10/2021 |
| Mikolaj Konrad Przydacz | Poland | Trainee | 14/10/2021 |
| Massarat Zutshi | USA | Coloproctologist | 14/10/2021 |

We say goodbye to Margot and Kari this year. Both members of the committee have been invaluable and they will be sorely missed. Amy will join the committee formally after being co-opted for a couple of years and the same with Matthew Fraser. We welcome Mikolaj to support our early career professionals and Massarat as our other colorectal representative.

## Activities and achievements in the past year

### 2018 Workshops – Traditional role plus some new innovations
- 32 workshops accepted and 29 rejected by the education committee in London in February 2018.
- 3 cadaver courses are being coordinated by Alex Digesu
- Intentionally selected new speakers/chairs for running topics (e.g. prolapse)
- ICS Core Curriculum workshops run by the committees are running again during ICS 2017. Each Committee workshop has been branded an ICS Education Course and is Free Core Curriculum. We are targeting many of these for filmed, published, Educational Modules.
- In-App Evaluations will continue to be conducted with an added incentive of a prize draw to enter.
- Faculty evaluations (still on paper) have been reworked and will be distributed to ICS Committee members
- Plans for 2018 workshop applications are underway with a deadline of 3rd January 2019.

### Learner Assessment Project
- Sub-committee of Amy and Enrico with co-opted Tomas Griebling and Adrian Wagg have worked to develop the learner assessment.
- 4 workshops are involved as a pilot for 2018
- Plan to get multiple choice questions in advance of ICS 2018. When workshop edited learners will be invited to conduct a survey/questions to see what they have learnt.

### 2018 Early Career Session

Kari Tikkinen has again arranged the **Early Career Session** at ICS 2018
- o Range of experts
- o Elise and Margot keynote lecture on mentorship.
- o Night out in Philly!
- o New members Amy Dobberfuhl and Mikolaj Konrad Przydacz to continue this work

## Faculty Database
- New database developed with Frankie and office.
- Now up and running and members invited to complete
- Requires IT department to complete task so that course directors can easily search for faculty

## Online Education Content
- Standard Operating Procedures for ICS Online Education now being adhered to by all ICS members. Revisions proposed
- At this point all online content has been vetted and catalogued.
- New work:
  - o Several videos were commissioned by the Education Committee
    - Faculty Development – re-branded Express Learning. The following were finalized this year
      - Preparing a high quality poster for your ICS presentation: Tips for success
      - Good presentation practice
      - Chairing your ICS Committee: Tips for success
      - Successfully chairing your ICS Annual Scientific Meeting session
    - Educational modules
      - Clinical stress test for urinary incontinence
      - Electromyography in the assessment and therapy of LUTS
      - Detrusor leak point pressure in patients
      - Pad weight testing in evaluation of urinary incontinence
      - Filing Cystometry
      - Ambulatory monitoring – filmed awaiting editing
    - Scientific Content – filmed awaiting editing
      - Is it time to change the management of delivery to prevent pelvic floor dysfunction
- The majority of ICS 2017 content is now edited and online.
- Plan to film as much as possible at ICS 2018
- Work continues in this area - the turn-around from filming to final edited version is now very swift with the full time editing staff member!
- Curating of content and planning curricula with Committees and Institutes are significant ongoing priorities

## ICS Cadaver Course – Education Committee Tangential, Just Commented
- Planned for September 2018 – almost sold out!

## Education Courses/Guest Lectures – Lots of work this year on alliances and expenses
A full list of courses and guest lectures arranged by the education committee can be found at the end of this report. The budget for 2018 was £22,500. It was clear in June that we had several more requests which were valid and an additional £5000 was approved by the Board.
The committee has also worked hard to ensure that different speakers are used at these events and

the funding rules are applied. We have also worked hard to reduce the cost of each trip and have given many partial travel awards. Alliances/ Exchanges with SIU, ASCRS, IUGA, SUFU…

## Plans for 2019
- Continue to develop the ICS Institute with the School Directors and range of SOP's required.
- Updates to the workshop application process to ensure workshops applications are more detailed and easy to submit.
- Continued focus on Educational Assessment

Continued alliances/ collaboration with other societies

## Budget
The Education Committee seeks budget approval for 2019 and 2020 now so that there is no gap approving Educational events whilst awaiting budget in Feb 2019.

- £25,000 for education courses/guest lectures
- £10,000 for ICS Educational Online Content Production
- £8000 for face to face meeting – 2nd February 2019 – destination to be confirmed.