



Ethics Committee Agenda

Tuesday 28th August,

Venue: Pennsylvania Convention CENTER (PCC)

Room: Meeting Room 3

Time: 15.30-17.00

Chair: Nina Davis

Members: Tamara Dickinson, Cristina Naranjo Ortiz, Ryuji Sakakibara, Elise De, Heidi Moosdorff-Steinhauser,

Apologies: Martha Spencer, Ruwan Fernando, Alvaro Bedoya Ronga, Chris Chatterton,

Also in Attendance: Avicia Burchill, David Castro-Diaz

1. Committee picture to be taken
2. Approval Florence minutes and minutes from teleconference 28 April (attached)
3. Committee Terms of Office (attached)
 - Cristina Naranjo Ortiz stepping down in 2019
 - Chris Chatterton, Martha Spencer, Ryuji Sakakibara, Tamara Dickinson – 1st term completed, will need to confirm whether they would like to renew for a second term
4. Committee Terms of Reference (attached)
5. Workshop update (Heidi). Everyone is encouraged to attend. Please speak to colleagues as well:

Thursday, 30 August

Time: 1400-1530

6. Other Ethics activities at ICS 2018: [Ethics Eposter session](#) Friday, 31 August 12.35-13.30.
7. Awaiting action
 - a. Approval of SOP and publication on microsite and other relevant areas of the ICS website
 - b. Needs assessment (with ICS Office) regarding ethics-related educational materials for the Core Curriculum and our microsite



- c. Approval of video dealing with frailty assessments and necessary collaboration with a geriatrician or other provider in deciding regarding appropriateness for surgery.
8. Projects for 2018-2019 and specifically, ICS 2019
 - a. Workshop topic
 - b. Other activities we might sponsor, e.g. a debate and/or a roundtable
 - c. White paper topic/report (?continue on topic of frailty)
9. TELECONFERENCES
 - a. Weekends vs weekdays
 - b. Teleconferences vs WebXs
 - c. Proposed dates September 22, November 10, March 9, June 15 (advance planning)
10. AOB



Ethics Committee Minutes

Wednesday 13th September 2017, Florence, Italy

Chair: Nina Davis

Members: Elise De, Cristina Naranjo Ortiz, Tamara Dickinson, Alvaro Bedoya-Ronga, Ryuji Sakakibara, Martha Spencer, Heidi Moosdorff-Steinhauser, Ruwan Fernando

Apologies: Chris Chatterton

Also in Attendance: Avicia Burchill, David Castro-Diaz

Welcome and introduction of new members

1. Discuss pre-Florence forum discussion

The November minutes were approved but ND felt there should be another set of minutes from another call. AB will follow up. There were no comments with regards to the committee report or the terms of reference.

HM confirmed she was happy to renew.

ACTION POINT: Office to find notes from the Sunday spring teleconference as missing from minutes to be approved.

2. Location and times of ethics award abstracts

AB-R noted the aim of the ethics award in that it should highlight the cultural differences within the ICS. The idea was to raise the ethical discussion amongst the community. ND: We wrote sample case studies so that applicants could see examples. The whole idea was to write a case study or abstract about an ethical dilemma and how it was managed, then present it. HM felt that it was not clear enough to see the examples. AB said you could see the link when you were going through the abstract submission process, but there needs to be more advertising on a personal level to make people aware. All agreed that giving the award should highlight it more. ND: The scientific committee should be made more aware of the awards. ED explained that all 3 ethics submissions this year were declined by the Scientific Committee, so she intervened. There was no awareness on the part of the Scientific Committee of these types of abstracts being solicited. RF stated they that the abstracts do not fit the standard format and that the ethics committee should review them and highlight those that meet the criteria for the award.

ACTION POINT: On deadline abstract day highlight to Scientific Chair to give ethic submissions to ethics committee to review.

ED stated that she thinks the committee should send an enquiry to the Scientific Committee now to explain the ethics abstracts, and to make it clear that that we want to review them. A discussion was held about the new abstracts reviewing system being developed and it was



agreed that swift action was needed if the ethics committee wanted to ask for the ethics category to be scored differently.

ACTION POINT: Office to circulate abstract scoring system and proposals asap.

ACTION POINT: Office to ensure that ethics abstract presentations not at the same time as ethics workshop, meeting or other activities.

ACTION POINT: ND to contact the scientific chairs for 2018 and explain the ethics awards process.

MS asked if they were going to be case studies. ND explained that they don't need to be and she did both case and non-case study examples. AB-R stated that maybe a case report wouldn't be considered for scientific merit but would be evaluated for the quality and relevance of the ethics topic/discussion. ND: maybe educational merit would be a better scoring system as it teaches something to us. ND also thought that if someone did come up with a good abstract idea that we could use it for one of our projects. A discussion was held about scoring/reviewing the presentations as they are different presentations, i.e., eposter vs. podium and also about biases against non-native speakers. It was agreed that the reviewers would meet post sessions and make decision about winner, trying to be as objective as possible.

3. Reminder re workshop

ND reminded people that the ethics committee workshop was running later that day. CN/HM and TD are being moderators but there is a lot to talk about. The concept is an interactive workshop about FGM and all procedures that affect the body i.e. gender reassignment and designer surgery.

4. Microsite update – Heidi Moosdorff

HM explained that not much had been done on the microsite, but the idea is to make it an educational resource. RF sent the RCOG position on FGM as well as the EAU guidelines on live surgeries. Additionally, we will have the lecture on ethics of live surgeries by David Castro-Diaz if it is recorded. Other ideas to add to the microsite are to link to the Ethics posters/winners, eNews articles, etc. It was also discussed about making it possible for members to submit comments about ethics issues via a forum but how best to monitor it needs consideration.

ACTION POINT: HM to works with office to develop ethics committee micro-site.

5. Projects for next year

ND felt that it would be useful to have continued teleconferences.

ACTION POINT: Office to action early to mid-November teleconference call



A discussion was held about the possibility of having a debate lecture at ICS 2018. Ideas were the value of urodynamics in the elderly. Chris Chatterton had suggested barriers to care and the stigma of obtaining medical care for people with incontinence issues. MS agreed and brought up the issue of care givers being the ones who push for incontinence care in the elderly when the older person isn't bothered or doesn't want treatment. ND: care of the frail elderly is a very timely topic. RF: could expand this have a geriatrician/physical therapist and the ethics of treating elderly patients for pelvic floor dysfunction. A discussion was held as to whether it should be a Round Table or a workshop. A workshop was suggested with the title of **"Management of Pelvic Floor Disorders in the Elderly"**. This is to be a case-based workshop in which the moderators will have cases prepared to present, but participants may also bring difficult cases to the workshop for general discussion.

6. New protocol for workshop evaluations

AB explained that the workshop evaluation by committee members has always happened but now the members stay for the duration of the workshop.

7. SOPs for EC activities (judging ethics abstracts, annual business cycle)

ND stated that now that she understands more about the committee, it is important to have an SOP to have deadlines and activities that need to be done. Especially with regards to the ethics award it will require some coordination. Then new people will know the deadlines is etc.

ACTION POINT: ND to write SOP for ethics committee.

8. AOB

ED presented her ideas about ways in which the ICS might work with industry. The first is putting industry videos on the website for educational purposes and in exchange receiving an income for this. Secondly is having a course where industry attending to learn about topics that the ICS is presenting. Thirdly the concept of a shark tank/dragons den whereby industry listen to presentations and decide whether to support the research. ED thought that there may be a role for the ethics committee interacting with this. It was agreed that the ethics committee should participate in the discussion if the Trustees decide to pursue any of the options, and also to look at any videos prior to be placed on the website.

ED explained to the committee that she was anxious about not putting the Ethics Committee on as an author on the FGM white paper. All agreed that this was not an issue. It was discussed that there should be a white paper about ethical issues in geriatric care and it was agreed to consider this.

ACTION POINT: Office to circulate SOP for white papers and committee to pursue generating one on ethical issues in the care of geriatric patients.

Ethics Committee Terms of Office

Member	Role	Term Start	Term End	Term Yrs	Elected	Term details	Additional Information
Nina Davis	Chair	23-Oct-14	28-Aug-20	6	Y	6 year term will finish in 2020- CANNOT BE RE-ELECTED	
Cristina Naranjo Ortiz	Committee member	29-Aug-13	05-Sep-19	6	N	6 year term will finish in 2019. Cannot renew	
Chris Chatterton	Committee member	16-Sep-16	05-Sep-19	3	N	3 year term will finish in 2019- can Renew	
Martha Spencer	Committee member	16-Sep-16	05-Sep-19	3	N	3 year term will finish in 2019- can Renew	
Ryuji Sakakibara	Committee member	16-Sep-16	05-Sep-19	3	N	3 year term will finish in 2019- can Renew	
Tamara Dickinson	Committee member	16-Sep-16	05-Sep-19	3	N	3 year term will finish in 2019- can Renew	
Ruwan Fernando	Committee member	23-Oct-14	28-Aug-20	6	N	6 year term will finish in 2020- cannot renew	
Alvaro Bedoya Ronga	Committee member	23-Oct-14	28-Aug-20	6	N	6 year term will finish in 2020- cannot renew	
Elise De	Committee member	23-Oct-14	28-Aug-20	6	N	6 year term will finish in 2020- cannot renew	
Heidi Moosdorff-Steinhauser	Committee member	08-Oct-15	14-Oct-21	6	N	6 year term will finish in 2021- cannot renew	
David Castro-Diaz	Ex-officio	25-Feb-15	30-Aug-18	2	N	Ex-officio	

Quorate No=5

Committee number =10

Nominations 2018

Cristina Naranjo Ortiz stepping down in 2019

Chris Chatterton, Martha Spencer, Ryuji Sakakibara, Tamara Dickinson – 1st term completed, will need to confirm whether they would like to renew for a second term

Key	
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 Ethics Committee Terms of Reference

1. PURPOSE: To establish and maintain proper conduct of the ICS in matters of ethical consideration

2. FUNCTIONS:

1. Develop policies to ensure that all research presented to the Society is carried out in compliance with international ethical standards for the conduct of human and animal research. These policies will then be presented to the Board of Trustees for approval and implementation. Establish, update, monitor and enforce disclosure policy regarding conflicts of interest as they apply to ICS members, officers and meeting participants
2. Organise an educational workshop and one or more other programmes dealing with ethical issues relevant to the interests of ICS members. These are to be presented at the annual scientific meeting.
3. Develop position papers on ethical matters on behalf of the ICS
4. Serve as a resource for resolution of ethical questions raised by the Board of Trustees or by the ICS membership
5. Serve as a liaison between the membership and the Board of Trustees to convey views and opinions regarding ethical issues that may arise.
6. Undertake such additional matters as may from time to time be **required** of the committee by the General Secretary and Board of Trustees.

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

4. COMPOSITION:

Total Members	Method of Appointment	Name	Term of Office
General Secretary/ Board Liaison rep	Ex officio	See Membership Page	3 years
Chair:	Elected. A member must sign his/her agreement to stand. This nomination is signed by nominator and seconder, all being current ICS members. The nominee for Chair would be a current or recent member (past 5 years) of the Ethics Committee. If no one is nominated the ICS Nominations committee may suggest a suitable candidate. Nominations received by 1st March for current members all other applications by 1st April.	See Membership Page	Term of office: 3 years, renewable once by formal election
Membership	All members of ICS committees must be active ICS members (paid for current membership year) (By-law 2.3.2) 9 members each with 3 year term of office, 3 retiring each year ensuring a regular rotation through the committee.	See Membership Page	3 years, renewable once by Chair/committee approval.

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	The optimum representation is 10 Committee members formed preferably from the following: 2 gynaecologists 2 urologists 1 geriatrician 2 physiotherapists 2 scientists 1 nurse		Further terms could be approved in exceptional circumstances and by referral to the ICS Trustees. <u>The committee will have a maximum of 10 people.</u>
Subcommittees (if any)	Ad hoc		
Updated <u>August</u> 2018			

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- 5. **MEETINGS:** One face-to-face meeting during the Annual Scientific meeting. Other meetings throughout the year by teleconference, as required, and by email/online forum.
- 6. **QUORUM:** One third of committee membership plus one. For example, a committee of ten will have a quorum of four members.
- 7. **MINUTES:** Minutes are recorded at each meeting and posted on the ICS and CPC website in accordance to 2009 ICS Bylaw 6.1-6.4).
- 8. **REPORTING & ROLES:**
The Chair is responsible to the Board of Trustees, and to the members of the ICS at the AGM. The Chair must table a report at the AGM and be available to answer comments from members. The Report will be available to members 6 weeks ahead of the AGM so members can come prepared. The Chair should not read out the Report at the AGM but draw attention to important areas. If important issues should arise during the year, the Chair must advise the General Secretary, without delay.

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

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