



ICS Standardisation Committee meeting Minutes

Tuesday 28th August 2018,

Venue: Pennsylvania Convention Center (PCC)

Room: Meeting Room 2

Time: 11.00-13.00

Attending: Bernard Haylen (Chair), Elizabeth Shelly, Alexis Schizas, Rizwan Hamid, Stergios Doumouchtsis, Jacky Cahill, Luis Abranches-Monteiro, Roger Dmochowski,

Apologies: Salma Kayani, Sohier Elneil, Matthias Oelke, Hashim Hashim, Donna Bliss,

In Attendance: Jenny Ellis, Alex Digesu, Mandy Fader, Carlos D'Ancona, Marcio Averbek, Stelios Doumouchtsis, Lauri Romanzi

BH welcomed everyone to the meeting and welcomed the new members.

1. Committee picture to be taken

The committee picture was taken and will be uploaded to the committee webpage post meeting.

2. Terms of office (Attached)

> Stepping down in Philadelphia- Salma Kayani, Stelios (Stergios) Doumouchtsis, Luis Abranches Monteiro, Suzy Elneil. Term end on Thursday.

Certificates were presented to the committee members who were stepping down in Philadelphia. BH thanked SE and SK for their work on the committee, sadly they were unable to attend, the office will post their certificates to them after the meeting.

Action: Office to post SE and SK certificate of appreciation, post meeting.

> Bernard Haylen – 1st term completed, will need to apply to stand for a second elected term.

BH will finish his first term in 2019, he will therefore need to re-apply for this elected position. All committee members are welcome to apply for this position – please contact the office if you are interested in receiving any information on the process. BH asked JE to check the bylaws on re-election.

Action: JE to check the ICS bylaws on re-election of committee chair position.

Action: BH to re-apply for the Chair position, if he wishes to stand for a second term.

Action: All committee members are welcome to apply for the elect position.



> Beth Shelly term ends in 2019

BH stated that BS has done a fantastic job on the wiki. Beth's term sadly ends next year, she is not able to continue chairing the group.

RB leaves.

> Welcome to new members – Roger Dmochowski, Marcio Averbeck, Matthias Oelke and Donna Bliss. New committee members, term starts on Thursday.

BH welcomed Roger, Marcio, Matthias and Donna to the committee. RD is the editor of the ICS Journal, Neurourology and Urodynamics (NAU), he is looking forward to working on the committee. Hopefully he will be able to help streamline the work of the group, through to publication, going forward. As the SSC documents are peer reviewed already this completes the required review process for the journal.

BH welcomed MA on to the committee. MA is involved in the working groups, so already has experience of the SSC work. MA stated that he was pleased to be offered a position on the committee.

BH advised that MO sends his apologies, sadly his wife is ill and he can no longer attend. The committee welcomed MO and look forward to working with him.

BH confirmed that DB is at a workshop currently but will be joining is at 12.30. Next year the office will ensure that there are no conflicts so that DB can attend. BH welcomed DB to the committee.

3. Approval of Florence meeting minutes and May minutes (Attached)

No requests to change, 1st by RH, 2nd by BS.

4. Terms of Reference (Attached)

JE highlighted that the BOT implemented, 10-person maximum rule, has been added to the TOR.

Group discussed needing additional assistance with committee projects, JE advised the committee can co-opt if they need more people. BH thinks we should co-opt the next highest scoring applicant. This will need to be discussed further after the meeting,

Action: Office to start a forum discussion on co-opting the next highest scoring



applicant to the committee.

5. SSC Board video presentation

BH showed the committee the BOT video. The public version is available here:

<https://www.ics.org/news/859>

BH confirmed that we are aiming to publish the SSCWG15 document ready for the 1st NAU 2019 edition.

6. Florence Actions update:

- I. **Action: Joe Lee to provide the office with an SOP for joint terminology documents.**

BH confirmed this is not required any more, office to update actions.

Actions: Office to remove action; Joe Lee to provide the office with an SOP for joint terminology documents.

7. Glossary discussion

>Video Board and other Committees to see

The video was shown to the members and discussed in conjunction with the wiki below.

8. Terminology discussion (previously Wiki)- update from Beth

> We need to assign a new Wiki Chair and Succession planning

BS advised that some of the committee members will also be stepping down this year. We need to look at the current TOR and update based on the changes to wiki.

Action: BS to update the wiki TOR

BS advised that she has struggled to get responses from some members, which has made the move challenging. On the new wiki platform, we don't have the ability to comment on the terms, as yet, but this will be added in January.

BH showed the committee the glossary, you can search for terms alphabetically or scroll through. For example, the term urgency, there will be a terminology discussion button, this takes you to the current and past definitions and then comments. Which we hope make the glossary more interactive.

BS confirmed that we are in the process of transitioning the old wiki comments over to



the discussions.

BS confirmed that she will still help write content for pages. Group discussed possible replacement, BS thought Jane Meijlink would be a good replacement. Group agreed but we will need to advertise this position.

Action: Advertise the wiki Chair position.

Group discussed the glossary – benefits to members and ICS. RD thought it could help the journal with submissions.

LAM asked whether all terminology documents will be added to the glossary? If so, do the Chairs of the working groups need to contribute to the glossary? BH confirmed that once the documents had been published they will need to add the new definitions to the glossary.

AS asked whether there is a difference between terms for genders? How do you define for each gender? BH confirmed that we will highlight if there is a different definition for the gender. Group discussed and thought that there should only be one definition – so definitions are gender neutral.

MA asked how do we decide which is the current definition? AS thought if there was two separate definitions in two papers then it could become an issue. BH highlighted that the glossary would be the consistency consultant – that we discussed previously. Currently only three people have access to the glossary – BH, BS and Helena Frawley. Group discussed how the glossary would be used, benefits etc.

9. Any other projects for 2018/19- discussion

BH asked whether there should be any additional projects for the next year? RH thought it would be best to finish projects off before starting anything new. All agreed.

10. AOB

BH would like a 11am meeting next year.

Action: Office to schedule the SSC meeting for 11am start in 2019

LAM asked whether it would be possible to have a face to face meeting during the year? BH confirmed that a budget request would need to be submitted to the Board. We did this for the fistula working group, for images for the document, and it was approved. So it is possible, if there is a need for a face to face meeting.



Action: BH to decide if a face to face meeting is required during 2019. If so, then a budget request would need to be submitted to the Board.

11. 12.00-13.00 Working Group Chair will attend and provide an update.

BH suggested that LAM & RH invite RD to join their working group (SSCWG17.)

Action: LAM & RH invite RD to join their working group (SSCWG17.)

Mandy Fader and Lauri Romanzi join

Standardisation of Terminology for Incontinence Products (SSCWG11) MF is co-chair of the working group with Alan Cottenden. The report focused on 7 different designs for incontinence products. They surveyed the members and non-members for their feedback on the different product terms. Industry drives the terms as much as patients do but they differ geographically, so we are trying to standardize the terms. The survey was completed, and the working group used this to create their document. They held a face to face meeting in Florence – 4 products have received a consensus, 3 have conflicting terms. The committee have been revising the document following the face to face meeting. JC expressed an interest in being on the group.

Action: JC to contact MF regarding assisting with the SSCWG11 document.

Pelvic Floor Muscle Function and Dysfunction Assessment (SSCWG16)- BS is the Co-chair of the working group with Helena Frawley and Melanie Morin. BS showed the committee slides of the working group progress (attached.) These outlined the face to face and teleconferences that the group have had over the last year. The document was split into 4 sections - symptom, signs, investigation and diagnosis. Working group members were split into these different sections. The working group aim to complete the document by mid-2019.

ICS- IUGA Joint Report on the Terminology for Female Obstetric Trauma in collaboration with AUGS (SSCWG20) – SD is the Chair of this working group. SD highlighted that there is a lot of overlap with the anorectal dysfunction working group (SSCWG14.) We therefore need to decide which areas to focus on and which we will merge with SSCWG14. The working group are having a face to face meeting on Thursday to discuss further.



Male anorectal dysfunction (SSCWG14) – AS is the Chair of this working group. We are aiming to complete this document in 2019, we are currently on draft 6 of the document. We have struggled with engagement to date, but hoping that the face to face meeting that we are having tomorrow will help address this. Group discussed how difficult it can be to find people to join the working group, who will actually contribute to the document. Some people just want to have their name on the document with little contribution. It was decided that creating a working group feedback spreadsheet would be beneficial, that way working group chairs can provide their feedback to the office. This would be cross checked for future expressions of interest on working groups.

Action: Introduce feedback section so that Chairs from working groups can provide feedback on members contribution.

Action: Office to create a spreadsheet to log feedback on working group membership contribution. This will be checked when people apply for a position on a working group in future.

AS would like to add a North American member to the group.

Action: Committee members to let AS know of any North American members who would be suitable to join the Male anorectal dysfunction working group (SSCWG14)

AS thinks that version 14 will be the final version of the document, around March 2019.

ICS-IUGA Joint Report on the Terminology for Female Pelvic Floor Fistulae in collaboration with AUGS (SSCWG18) – LR is the co-chair of the working group with Suzy Elneil. The working group have had 5-6 rounds of the draft document. They have been using a Google document to review and update the document. But LR has found that many of the working group members have not had working group experience. So the Chairs have spent time running through the processes to ensure everyone is up to speed.

There are nine section in the document. When the final draft is ready the we will need to approach senior academic fistula surgeons for their feedback. We will need their buy in, so it would be best to use this group for their feedback.

Surgical Management of Male LUT dysfunction (SSCWG17) – LAM & RH are the co-chairs. They have struggled to recruit authors for the document. Carlos D’Anconca and



Matthias Oelke have recently been added to the group. They are working on their 2nd draft of the document at the moment. But we are struggling to engage members, not sure if there is a problem with them receiving the notifications?

Action: Office to check that SSCWG17 members are receiving the forum notifications okay.

The working group is having their face to face meeting today at 16.30. LAM & RH will divide the group into sections, like the SSCWG15 did – this seemed to work well.

ICS Report on the Terminology for Conservative Management of Male Lower Urinary Tract and Pelvic Floor Dysfunction (SSCWG21)- MA and HH are the co-chairs for this working group. The document will cover anatomy and assessment of the male PF, diagnoses and conservative treatment. The working group aims to complete the document within 18 months.

Additional Information

Confirmation of meeting that took place during ICS 2018 in Philadelphia.

Day & Time	Working Group	Additional Information
Tuesday 28 th August 2018, 13:30 -16:30	Male Lower Urinary Tract and Pelvic floor Dysfunction (SSCWG15)	Meeting Room 2
Thursday 30 th August 2018, 14:00-15:00	Male Lower Urinary Tract and Pelvic floor Dysfunction (SSCWG15) Peer review	Hall F

Day & Time	Working Group	Additional Information
Tuesday 28 th August 2018, 16.30- 17.30	Surgical Management of Male LUT dysfunction SSCWG17	Meeting Room 1

Tuesday 28th August, 07.30-10.30am	ICS-IUGA Joint Report on the Terminology for Female Pelvic Floor Fistulae in collaboration with AUGS SSCWG18	Meeting Room 2
Wednesday 29 th August, 10:05-11:05	Male anorectal dysfunction SSCWG14	Meeting Room 1
Wednesday 29 th August, 08:00-09:00	Standardisation of Terminology for Incontinence Products; working group of the International Continence Society (ICS) SSCWG11	Meeting Room 1
Wednesday 29 th August, 08:00-09:00	ICS Report on the Terminology for Conservative Management of Male Lower Urinary Tract and Pelvic Floor Dysfunction (SSCWG21)	Meeting Room 2
Thursday 30 th August 2018, 16.00-18.00	Pelvic Floor Muscle Function and Dysfunction Assessment SSCWG16	Meeting Room 3
Thursday 30 th August 2018, 08:00-09:00	ICS Report on the Terminology for Sexual Health in Men with Lower Urinary Tract and Pelvic Floor Dysfunction (SSCWG22)	Meeting Room 3
Thursday 30 th August 2018, 12:00-14:00	ICS- IUGA Joint Report on the Terminology for Female Obstetric Trauma in collaboration with AUGS SSCWG20	Meeting room 3

Other SSC Sessions:

- [ICS terminology update](#), Thursday 30th august, 11:00 - 11:30, Hall D



- [ICS core curriculum \(FREE\)](#): ICS glossary discussion preview, Thursday 30th august, 09:05 - 10:35, Hall H

Working Groups not meeting at Philadelphia:

- ICS Report on the laparoscopic visible pelvic anatomy SSCWG19

SSC Chair Meetings:

- ICS Board Of Trustees & Committee Chairs, Wednesday 29th August, 12:00-14:00, Meeting Room 2 & 3
- ICS/SUFU Meeting, Thursday 30th August, 10:35 – 11:00, room 301



ICS Standardisation Committee meeting Agenda

Tuesday 28th August 2018,

Venue: Pennsylvania Convention Center (PCC)

Room: Meeting Room 1

Time: 11.00-13.00

Known Attending: Bernard Haylen (Chair), Elizabeth Shelly, Alexis Schizas, Rizwan Hamid, Stergios Doumouchtsis, Jacky Cahill, Luis Abranches-Monteiro, Sohier Elneil, Roger Dmochowski

Known Apologies: Donna Bliss, Salma Kayani,

In Attendance: Jenny Ellis, Alex Digesu, Matthias Oelke, Mandy Fader, Carlos D'Ancona, Marcio Averbeck, Stelios Doumouchtsis

1. Committee picture to be taken
2. Terms of office (Attached)
 - > Stepping down in Philadelphia- Salma Kayani, Stelios (Stergios) Doumouchtsis, Luis Abranches Monteiro, Suzy Elneil. Term end on Thursday.
 - > Bernard Haylen – 1st term completed, will need to apply to stand for a second elected term
 - > Beth Shelly term ends in 2019
 - > Welcome to new members – Roger Dmochowski, Marcio Averbeck, Matthias Oelke and Donna Bliss. New committee members, term starts on Thursday.
3. Approval of Florence meeting minutes and May minutes (Attached)
4. Terms of Reference (Attached)
5. SSC Board video presentation
6. Florence Actions update:
 - I. Action: Joe Lee to provide the office with an SOP for joint terminology documents.
7. Glossary discussion
 - >Video Board and other Committees to see



8. Terminology discussion (previously Wiki)- update from Beth
 - > We need to assign a new Wiki Chair
 - > Succession planning
9. Any other projects for 2018/19- discussion
10. AOB
11. 12.00-13.00 Working Group Chair will attend and provide an update.

Individual working group meetings:

Day & Time	Working Group	Additional Information
Tuesday 28 th August 2018, 13:30 -16:30	Male Lower Urinary Tract and Pelvic floor Dysfunction (SSCWG15)	Meeting Room 2
Thursday 30 th August 2018, 14:00-15:00	Male Lower Urinary Tract and Pelvic floor Dysfunction (SSCWG15) Peer review	Hall F

Other working group meetings in Philadelphia:

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Tuesday 28 th August 2018, 16.30- 17.30	Surgical Management of Male LUT dysfunction SSCWG17	Meeting Room 1
Tuesday 28 th August, 07.30- 10.30am	ICS-IUGA Joint Report on the Terminology for Female Pelvic Floor Fistulae in collaboration with AUGS SSCWG18	Meeting Room 2
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Other SSC Sessions:

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SSC Chair Meetings:

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- ICS/SUFU Meeting, Thursday 30th August, 10:35 – 11:00, room 301

SSC Terms of Office

Member	Role	Term Start	Term End	Term Yrs	Elected	Term details
Bernard T Haylen	Chair	16-Sep-16	05-Sep-19	3	Y	3 year term will finish is 2019- can renew by election
Salma Kayani	Committee Member	18-Oct-12	30-Aug-18	6	N	6 year term will finish is 2018- CANNOT RENEW
Stelios (Stergios) Doumouchtsis	Committee Member	18-Oct-12	30-Aug-18	6	N	6 year term will finish is 2018- CANNOT RENEW
Luis Abranches Monteiro	Committee Member	18-Oct-12	30-Aug-18	6	N	6 year term will finish is 2018- CANNOT RENEW
Suzy Elneil	Committee Member	29-Aug-13	05-Sep-19	6	N	6 year term will finish is 2019- CANNOT RENEW
Beth Shelley	Committee Member	29-Aug-13	05-Sep-19	6	N	6 year term will finish is 2019- CANNOT RENEW
Rizwan Hamid	Committee Member	23-Oct-14	28-Aug-20	3	N	6 year term will finish is 2020- CANNOT renew
Jacky Cahill	Committee Member	14-Sep-17	28-Aug-20	3	N	3 year term will finish in 2020- can renew
Alexis Schizas	Committee Member	08-Oct-15	14-Oct-21	6	N	6 year term will finish in 2021- CANNOT renew
Roger Dmochowski	Committee Member	30-Aug-18	14-Oct-21	3	Y	3 year term will finish in 2021- can renew
Marcio Averbeck	Committee Member	30-Aug-18	14-Oct-21	3	Y	3 year term will finish in 2021- can renew
Matthias Oelke	Committee Member	30-Aug-18	14-Oct-21	3	Y	3 year term will finish in 2021- can renew
Donna Bliss	Committee Member	30-Aug-18	14-Oct-21	3	Y	3 year term will finish in 2021- can renew
Alex Digesu	Ex-officio	17-Oct-16	05/09/2019	3	N	Ex-officio

Quorate No=4

Committee number = 9

Nominations 2018

Bernard Haylen– 1st term completed, will need to apply to stand for a second term

Beth Shelly term ends on Gothenburg

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 Standardisation Committee meeting minutes

Tuesday 12th September 2017,

Venue: Fortezza da Basso

Room: n5 Palazzina Lorenese

Time: 13:30-16:30

Known Attending: Bernard Haylen (Chair), Jane Meijlink, Rizwan Hamid, Luis Abranches-Monteiro, Sohier Elneil, Salma Kayani, Elizabeth Shelly, Stergios Doumouchtsis,

Known Apologies: Alexis Schizas,

In Attendance: Jenny Ellis, Joe Lee, Sender Herschorn, Jacky Cahill, Alex Digesu

13.30-14.30 will cover the below topics:

1. Committee picture to be taken

The committee picture was taken and is available on the ICS website.

2. Welcome to new members

BH welcomed everyone to the committee and a special welcome to Jacky, our new patient representative. Sadly this means we are saying goodbye to Jane. On behalf of the committee BH wanted to thank Jane for her hard work and invaluable efforts over her term with the committee.

Jane thanked ICS for the opportunity to be on the committee. Jane has found the experience to be very beneficial both personally and professionally. ICS is the only organisation to have patients involved in this capacity.

Jane was presented with a certificate of appreciation.



BH stated he wanted to thank Jenny for all her hard work over the last year- it's been a busy year! The committee applauded Jenny for her efforts.

3. **Approval of Tokyo meeting minutes and June minutes (Attached)**

Tokyo minutes 1st RH and 2nd SD.

June minutes 1st BS and 2nd SK

4. **Terms of office (Attached)**

Three new members for 2018.

5. **Terms of Reference (Attached)**

No changes required.

6. **London Actions update:**

I. ***Action: Joe Lee to provide the office with an SOP for joint terminology documents.***

JL will be working on a joint SOP with BH. BH advised there would be a group discussion on joint documents. Following the London meeting it was discussed that the IUGA SSC also review applications and score them. Then the two SSC chairs will review and make the final selection. Following this final selection the chair of the working group will be notified and a discussion between the 3 chairs will take place.

The committee discussed how this would work.

The committee ran through the below actions- some just reminders to committee members.

II. ***Action: Office to create a WG covering letter template to assist WG applications.***

JE confirmed that this would be completed by December.

III. ***Action: Committee to discuss a follow up document to the Surgical Management of Male LUT dysfunction terminology which will include colorectal surgery.***

Will be discussed next year.

IV. ***Action: LAM & RH to produce first draft of ICS Report on the Terminology for Surgical Management of Male Lower Urinary Tract Dys-function (SSCWG17) by***

December 2017.

This is just a reminder.

- V. ***Action: Female Pelvic Floor Dysfunction (Haylen, 2010 document) to be revised in 2019***

JL advised that we should finish this update by 2022 at the latest. RH asked whether we could start this earlier? BH thinks not, as we need the SSCWG15 to be completed first. RH suggested that we have a 10 year cycle for reviewing and updating documents. All agreed that this sounds reasonable.

Action: All ICS documents to be reviewed after 10 years.

- VI. ***Action: All SSC members to review the wiki website and email suggestions to Beth.***

This is an ongoing action.

- VII. ***Action: SSC to invite friends/colleagues to attend the wiki session in Florence.***

This was a reminder to everyone in Florence.

- VIII. ***Action: Consistency consultant to review glossary and suggest updates.***

Will be discussed in 2018.

- IX. ***Action: BH to group current SSC documents and email the information to JE to create a graphical version of this information.***

This is just a reminder.

- X. ***Action: BH to email SUI scoping document to SSC.***

This is just a reminder.

Group discussed advertisement of final documents- JE clarified that all completed documents would be included in ICS news, eNews and social media.

Action: Office to ensure latest published documents sent to ICS members.

7. Wiki- update from Beth

BS advised that lots of updates on content have taken place since Tokyo. Regular content is being posted on wiki and we have run a social media campaign to engage members and non-members to use wiki. This has generated a limited response so far but the wiki working group will continue with the campaign going forward. BS highlighted the session on Friday morning- please can everyone attend.

8. Any other projects for 2017/18- discussion

BH advised that he had discussed the publication issue with Roger and this has now been resolved. Going forward ICS content will be published asap in NAU.

8. Any other projects for 2017/18- discussion

14.15-15.30 Working group reports from WG Chairs

IUGA – ICS Sexual Health (SSCWG6)- JL advised that the document had gone for peer review with ISSM and the working group are in the process of updating the document based on these proposed changes. Not everything that was suggested can be included/updated but the chair is working on a compromise to try and include these. Aiming for late 2017 publication.

BH asked whether the SSC would need to re-review? JE advised if the document had major changes to content then it would need a further SSC review. Minor changes can be signed off by the chair. JL confirm it was minor/cosmetic changes. BS asked whether JL had seen Helena Frawleys comments? JL thought so but asked BS to send these to JL.

Action: BS to email JL Helena Frawley's proposed changes to the sexual health document.

SD expressed concern over consistency in ICS terms. This is something the committee will be reviewing going forward.

ICS-ICCS Nocturia and Nocturnal lower urinary tract function (SSCWG9)- Currently the final draft is on the SSC forum for review. RH stated he thought this was a well written document. All members to review and provide their feedback on the forum.

Action: All to review SSCWG9 draft on committee forum and provide their feedback online.

ICS-IUGA joint terminology document on Comprehensive Female Pelvic Floor Assessment (SSCWG12)- This WG started a while ago, it was supposed to be good Urodynamics 2, after the Rosier et al original. The document is easy and clinician friendly. We felt this was a repetition of other documents so we changed the title, the original mission remains but it now pulls in missing aspects. We are chasing the WG for the final version.

Standardisation of Terminology for Incontinence Products; working group of the

International Continence Society (ICS) (SSCWG11)- They are having a peer review on Thursday at 15.30, please could all attend.

Male Lower Urinary Tract and Pelvic floor Dysfunction (SSCWG15)- A review is taking place this afternoon, the WG have a draft ready to review.

Pelvic Floor Muscle Function and Dysfunction (SSCWG16)- The groups are working well and are split into subgroups; signs, investigations and symptoms.

ICS-IUGA Joint Report on the Terminology for Female Pelvic Floor Fistulae (SSCWG18)- Suzy and Lauri co-chairs. The WG will be split into 5 subgroups:

- >Introduction, Aetiology, Diagnoses
- >Symptoms and Signs
- >Classification and Conservative
- >Investigations
- >Imaging

The goal of the document will be a perspective from the fistula community- it will be an initial debate document.

ICS Report on the Terminology for Male Anorectal Dysfunction (SSCWG14)-Draft will be updated this week following the face to face meeting.

ICS- IUGA Joint Report on the Terminology for Female Obstetric Trauma (SSCWG20)- BH stated that he wants to keep the focus on terms, definitions, classifications. Rather than managing trauma. The draft will be ready by the end of the year/early April 2018.

ICS Report on the Terminology for Surgical Management of Male Lower Urinary Tract Dysfunction (SSCWG17)- The WG are meeting on Thursday to discuss their document. We will try to recruit an additional 3 people at the annual meeting.

ICS-IUGA Joint Report on the Terminology for Female Laparoscopic Pelvic Anatomy (SSCWG19)- The WG is available to review online, deadline for applications 30th September.

MD report- the committee didn't have time to review the report so this will be added to the committee forum for discussion post meeting.

Action: Office to add MD report to SSC forum for discussion.

Meeting ends for subgroup meetings.

15.30-16.30 Individual working group meetings

Day & Time	Working Group	Additional Information
12th September, 15.30-16.30	Male MUT/PF (SSCWG15)	Booked into room n5 Palazzina Lorenese
12th September, 15:30 - 16:30	Fistula Group (SSCWG18)	N15 Palazzina Lorenese
12th September, 15:30-16:30	Female Obstetric trauma Group (SSCWG20)	N2 Palazzina Lorenese

Other working group meetings in Florence:

Day & Time	Working Group	Additional Information
14th September, 08:30-09:30	Male anorectal dysfunction (SSCWG14)	N5 Palazzina Lorenese
14th September, 11:00 – 12:00	Surgical Management of Male LUT (SSCWG17)	N6 Palazzina Lorenese
14th September, 13:30 – 14:30	Pelvic Floor Muscle Function and Dysfunction (SSCWG16)	N5 Palazzina Lorenese room
14th September, 13.30-14.00	Incontinence Products (SSCWG11)	Booked into room Spadolini C



Standardisation Steering Committee Teleconference– Conference Call Minutes

13.00-14.00, Thursday, 24th May 2018

Attending: Bernard Haylen (Chair), Beth Shelly, Alex Digesu, Rizwan Hamid, Luis Abranches-Monteiro, Salma Kayani,

Apologies: Stelios Doumouchtsis, Suzy Elneil, Jackie Cahill, Alexis Schizaz,

Also, in attendance: Jenny Ellis

- **General update from Chair**

BH welcomed everyone on to the call. Below are the current updates on the working group progress. BH ran through the below updates.

- - **Recently published:** IUGA/ICS Sexual Health in women with LUTD (NAU/IUJ – April/May)

Current reports:

- (i) *Nocturia/nocturnal LUT function (to Board/ Publish)*- ready to go to Board
- (ii) *Male LUT/PFD – Version 15 to 16 collation* – progressing OK. Version 17 will go to external reviewers. Planning n publishing in Jan 2019. SM will also do a short editorial to promote the document.
- (iii) *Incontinence products* - progressing OK.
- (iv) *PF Muscle Function/dysfunction* – progressing OK. Updated from Messelink paper in 2005. BS confirmed document is progressing well. Draft will be available in Philadelphia.
- (v) *Female PF fistulae* – slow progress. Update in the last few days, so this document is moving forward again.
- (vi) *Male Anorectal* – progressing OK. BH caught up with AS in March, the document is progressing. AS has been on paternity leave, so there was a slight delay.
- (vii) *Female Obstetric trauma* – awaiting first draft. SD has been on paternity leave, so there was a slight delay. BH also met in London.
- (viii) *Surgical management of male LUT/PF dysfunction* – awaiting first draft. LAM dropped PF dysfunction in title. Lost 2 people as they were not ICS members. LAM to email office the 1st draft to send to working group members. The group may meet in Philadelphia. RH thinks it would be good to have a face to face meeting.
- (ix) *Female laparoscopic pelvic anatomy* – started well. SK confirmed that the group are currently discussing on forum. In discussion with the office on a shared Dropbox space, depending upon costs.
- (x) *Sexual health in male with LUT/PF dysfunction* – started well
- (xi) *Conservative management of male LUT/PF dysfunction* – launched 14th May. Hashim Hashim and Marcio Averbek Co-Chairs for this working group. Kari Bo has joined working group.

- **New Glossary and Wiki Update:**

> *Glossary link:* <https://www.ics.org/committees/standardisation/glossaryv2beta>

BH provided an overview of the glossary, currently just under 600 terms included in the glossary. This will show the most recent ICS references; all new terms will be uploaded once published.



> Wiki link, first wiki page is available here:

<https://www.ics.org/committees/standardisation/wiki/coitalurinaryincontinence>

BS highlighted wiki is closing down, so we need to move it over to the website. With the changes the group have discussed whether we should change the name, as people don't understand what wiki means? BH highlighted that the group have discussed possible options, see below. The favourite is "Terminology discussion forum" or "The Forum." BS was interested in everyone's feedback? AD suggested Terminology discussion forum but add ICS to title. All like this idea, agreed that this would be the best title.

>Chat box

>Discussion forum

>Thought bubble

>Thoughts and ideas

- **Committee membership- update on members standing down and applications.**

Members stepping down in Philadelphia:

>Salma Kayani

>Stelios (Sergios) Doumouchtsis

>Luis Abranches Monteiro

>Suzy Elneil

4 positions currently being advertised, 5 applications received, deadline 5th June. All of the information is available on the news pages here: <https://www.ics.org/news/809>

BH asked members encourage colleagues/ peers to join. AD suggested inviting nurses etc. JE suggested email from BH to committees, highlighting the opportunity.

BS suggested wiki committee members may be interested.

Action: JE to draft email and send to BH

Action: BH to sign off mailer encouraging key disciplines/geographical location members to apply.

- **Philadelphia Meetings (please note meeting details are subject to change, final confirmation will be provided in due course):**

The key meeting for committee members to be aware of is the first meeting below, the SSC meeting.

- Tuesday 28th August, **Standardisation Steering Committee meeting**, 11-00-13.00, room 301

- Tuesday 28th August, Male Lower Urinary Tract and Pelvic floor Dysfunction SSCWG15, 13.30-17.30, room 301

- Wednesday 29th August, Male anorectal dysfunction SSCWG14, 10.00-11.00, Room TBC

- Wednesday 29th August, Wiki, 12.30-13.30 room 301

- Thursday 30th August, Pelvic Floor Muscle Function and Dysfunction Assessment SSCWG16, 16.00-18.00, room 300



- Thursday 30th August, ICS Report on the Terminology for Sexual Health in Men with Lower Urinary Tract and Pelvic Floor Dysfunction SSCWG22, 11.30-12.30, room 300

TBC:

-Standardisation of Terminology for Incontinence Products; working group of the International Continence Society (ICS) SSCWG11

-Male Lower Urinary Tract and Pelvic floor Dysfunction SSCWG15, peer review

BS highlighted the wiki workshop that will take place in Philadelphia. We will be showcasing the new wiki site- now to be called ICS Terminology discussion forum. BS suggested a flyer for promoting the event. Also, it would be good to be able to access/show glossary to delegates. All agreed, BH happy for this to be shown in Philadelphia.

Action: Would like a wiki and glossary flyer/ in meeting booklet. JE to discuss with AB and RB.

AD, RH, LAM leaves and SK joins

- Any other business

None

ENDS

ICS Standardisation Steering Committee Terms of Reference

1. PURPOSE:

The Standardisation Steering Committee establishes terminology and methodology in the International Continence Society's areas of activity, to underpin professional standards of clinical management and research

2. FUNCTIONS:

- Working to develop and support a programme of development of professional Standardisation documents relating to terminology, diagnostics, clinical management and research in the areas of activity of the ICS
- Undertaking timely revision of Standardisation documents to ensure they retain contemporaneous relevance, assimilating feedback from all stakeholders
- Promoting adherence to Standardisation document recommendations in professional practice of all clinicians and allied professionals working in ICS areas of activity
- Providing regular information on SSC activity to the ICS membership
- Supporting infrastructure for reciprocal and responsive dialogue between the SSC and the ICS membership
- Developing and maintaining a high-quality SSC microsite on the ICSOffice.org website
- Providing advice to the ICS Trustees in relation to policy issues that relate to the SSC activities
- Developing effective working relationships with other ICS Committees and allied organisations outside the ICS

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

4. COMPOSITION:

Total Members	Method of Appointment	Name	Term of Office
General Secretary	Ex officio	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 Standardisation Steering Committee. If no one is nominated the ICS Nominations committee may suggest a suitable candidate. Nominations received by 1st March for current members all other applications by 1st April. Voting regulations as stated.	See Membership Page	Term of office: 3 years, renewable once by formal election
Membership	All members of ICS committees must be active ICS members (paid for current	See Membership Page	3 years, renewable once by

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	membership year) (By-law 2.3.2) and have completed a disclosure form.		Chair/committee approval. 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)	The SSC will establish <i>ad hoc</i> Working Groups, comprising a Chair and multidisciplinary expert panel, to derive professional consensus in areas of priority identified by the Committee	See Membership Page	Up to 3 years, subject to satisfactory progress as deemed by the SSC
Updated <u>August 2018</u>			

Deleted: January

Deleted: 6

5. **MEETINGS:** One face-to-face meeting during the Annual Scientific meeting; other deliberations normally by email.
6. **QUORUM:** One third of committee membership plus one. For example, a committee of ten will have a quorum of four members.
7. **MINUTES:** Minutes are recorded at each meeting and posted on the ICS and CPC website in accordance to 2009 ICS Bylaw 6.1-6.4).
8. **REPORTING & ROLES:** The Chair of each committee is required to prepare an annual report to the Board of Trustees outlining achieved goals/budget requests and future objectives and strategies. The Chair is also required to be present at the Annual General Meeting should the membership have any questions over committee activities.

The committee Chair is also responsible for submitting an interim report to the Board of Trustees' mid term meeting. The date that this report will be required will be given in advance each year.

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

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ICS Standardisation Steering Committee update 2017-2018

Members: Bernie Haylen (Chair), Luis Abranches-Monteiro, Jacqueline Cahill, Alex Digesu Digesu (ex-officio), Stergios Doumouchtsis, Suzy Elneil, Rizwan Hamid, Salma Kayani, Alex Schizas, Elizabeth Shelly.

New Members in Philadelphia: Marcio Averbeck, Donna Bliss, Matthias Oelke, Roger Dmouchowski.

Members Stepping Down in Philadelphia: Luis Abranches Monteiro, Stelios (Stergios) Doumouchtsis, Suzy Elneil, Salma Kayani

ICS Office Support: Jenny Ellis. Assisting: Tracy Griffin, Leah Collis, Dan Snowdon.

Recent Meetings: Teleconference in April, May and July 2018.

Philadelphia Activities: (i) SSC Meeting; (ii) 6 Working Group Meetings; (iii) Peer Review Forum on Male Lower Urinary Tract and Pelvic Floor Dysfunction Terminology (Thurs pm); (iv) Standardization Update Session (Thurs am); (v) Standardization discussion forum (Friday am)

Working Groups

Completed: Six (3 Published in 2017; 1 Published already in 2018; 1 soon to be sent for Publication August 2018)

2017 Publications

- International Urogynecological Association (IUGA)/ International Continence Society (ICS) Joint Report on the Terminology for **Female Anorectal Dysfunction**, 2016. Dual NAU/IUJ Publication. Published [January 2017, IUJ Volume 28, Issue 1, p5-31; DOI: 10.1002/nau.23055](#)
- An International Urogynecological Association (IUGA)/ International Continence Society (ICS) Joint Report on **conservative and nonpharmacological management of female pelvic floor dysfunction**. Dual NAU/IUJ Publication February 2017, [IUJ 28, 2: 191-214; DOI 10.1002/nau.23107](#).
- The Standardisation of Terminology of **Adult Neurogenic Lower Urinary Tract Dysfunction**. Report of the Working Group of the International Continence Society - November 2017, [DOI: 10.1002/nau.23397](#).

2018 Publications

- **Joint report on the terminology for assessment of sexual health of woman with pelvic floor female dysfunction-** Dual NAU/IUJ Publication March 2018, [Int Urogynecol J Pelvic Floor Dysfunct 2018; 10.1007/s00192-018-3603-9](#), Neurourol Urodyn 2018; [doi/10.1002/nau.23508](#) .

Current – Publication 2018/2019

- **ICS-ICCS Nocturia and Nocturnal lower urinary tract function (SSCWG9)**-Final board review. Soon to be sent for publication.

- **Male Lower Urinary Tract and Pelvic floor Dysfunction (SSCWG15)**- 3 chairs (1st Sender Herschorn, 2nd Bernard Haylen, 3rd Carlos D'Ancona.) 16 Members. Up to version 19, external peer review July completed, website review August. Aiming for submission of publication **October 2018, publication early 2019.**
- **Standardisation of Terminology for Single-use Bodyworn Incontinence Products; working group of the International Continence Society (ICS) (SSCWG11)**- Final document will be available in August 2018 for review process..
- **Pelvic Floor Muscle Function and Dysfunction (SSCWG16)**- The working groups has 3 chairs (1st Helena Frawley, 2nd Beth Shelly, 3rd Melanie Morin.) 14 Members. Update of Messelink et al. (2005) Manuscript to be ready for 1st SSC review before end of year.

Cancelled Reports: Terminology of Lower Urinary Tract Function – Review (SSCWG7) and Basic Science (SSCWG8)

New Working Groups (Post Tokyo):

- **ICS-IUGA Joint Report on the Terminology for Female Pelvic Floor Fistulae (SSCWG18)**- Working group Chair, Suzy Elneil, Lauri Romanzi as co-chair. 18 Members with good geographical coverage. Group are working in subgroups on the draft document.
- **ICS Report on the Terminology for Male Anorectal Dysfunction (SSCWG14)**- Working group Chair, Alexis Schizas. 9 members. The group are working on the first draft document, call with members July 2018. There will be a face to face meeting at ICS2018.
- **ICS- IUGA Joint Report on the Terminology for Female Obstetric Trauma (SSCWG20)**- Stergios Doumouchtsis (Chair), 14 Members. Stelios has provided a first draft to Bernard for review before proceeding to the second round with the members.
- **ICS Report on the Terminology for Surgical Management of Male Lower Urinary Tract Dys-function (SSCWG17)**-Luis Abranches-Monteiro and Rizwan Hamid (Co-Chairs) 9 Members. Group are working on their first draft. There will be a face to face meeting at ICS 2018.
- **ICS-IUGA Joint Report on the Terminology for Female Laparoscopic Pelvic Anatomy (SSCWG19)**- Salma Kayani (Chair), 12 members. Members working in subgroup on first draft. They are aiming to have the first draft ready by November 2018.
- **ICS Report on the Terminology for Conservative Management of Male Lower Urinary Tract and Pelvic Floor Dysfunction (SSCWG21)**- Hashim Hahim and Marcio Averbek (Co-Chairs), 12 members. The working group has only just been set up, they are therefore working on the draft communication plan with members.
- **ICS-IUGA joint terminology document on Comprehensive Female Pelvic Floor Assessment (SSCWG12)**- Changes of Chair, Title, Members. Should be re-invigorated shortly by IUGA T & S Chair, and WG Chair, Joe Lee.



- **ICS Report on the Terminology for Sexual Health in Men with Lower Urinary Tract and Pelvic Floor Dysfunction (SSCWG22)**- Ervin Kocjancic (Chair), 11 members. Working on draft document. There will be a face to face meeting at ICS218.

Glossary and Wiki

Glossary – The new ICS glossary will be launched in Early 2019. This is an instant online resource. The glossary will include the latest key terms and definitions from ICS and ICS-IUGA, definitional descriptions and links to the latest wiki discussions on these terms.

Wiki - The wiki website has moved across to the ICS website, this will be launched in Philadelphia.

Collaborations:

The Chair is in weekly contact with Joe Lee, Chairman Standardization and Terminology IUGA, but Joe will not be attending ICS 2018.