



## Education Committee Agenda

Tuesday 3rd September 2019,

Venue: Swedish Exhibition & Congress Centre

Room: [Meeting Room 2](#)

Time: 13.00-16.00

**Chair:** Elise De

Members: Alex Digesu, Paula Igualada-Martinez, Frankie Bates, Amy D. Dobberfuhl, Nikolaus Veit-Rubin, Enrico Finazzi Agrò, Matthew Oliver Fraser, Massarat Zutshi, Mikolaj Konrad Przydacz

**Apologies:** None

NB Enrico will be 30 minutes late

Also in Attendance: Mauro Cervigni, Avicia Burchill

Name	Country	Field	End
Elise De Chair	USA	Urologist	2022
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

	<b>Committee picture to be taken</b>	
	<b>Outline of Role of Education Committee and Relationship to other Committees and Institutes. TOR Ed Comm and Institutes to be sent ahead</b>	
1	<b>Welcome &amp; Introductions</b> Circle – Brief update on each member and goals for the meeting	
2	<b>Approval London minutes (attached)</b>	
3	<b>Committee Terms of Office (attached)</b> a) Alex – entering final year – cannot renew – call for expressions b) Paula – completing first term – needs to confirm if renewing	
	<b>Outstanding actions points not on the agenda: None</b>	
4	<b>2019 Workshop Review and Plans for 2020</b> a) Confirmation of new workshop application format b) Proposal of any adjustments c) Call for any specific workshop content d) Action point from London: PI to contact USA PT workshop group to discuss application regarding, what your PT does/how your patients are assessed and treated.	



	e) How ICI sessions will affect number of workshops and content in addition to Core and Institutes – perhaps suggest Institutes and Committees propose joint sessions? Invite Adrian Wagg from ICI to join for discussion.	
5	<b>SOPs</b> – Provision of Table and Final SOPs ahead of meeting	
6	<b>Online Content</b> <ul style="list-style-type: none"> <li>a) Review of all content and how to organize/curate/prevent duplication as time goes on</li> <li>b) Review of ICS TV/Institute content produced in 2018/2019</li> <li>c) Proposal for partnering Ed Comm members with Institutes</li> <li>d) Learner assessment project</li> <li>e) Faculty development videos - NV</li> </ul>	
7	<b>Review of 2019 Educational Events</b> <ul style="list-style-type: none"> <li>a) Budget and courses</li> </ul>	
8	<b>Faculty - Mentor Database</b> <ul style="list-style-type: none"> <li>a) Management of mentors</li> <li>b) Advertising the scheme</li> </ul>	
9	<b>Early Career Activities and plans for 2020</b>	
10	<b>Strategy for 2020-2022</b> New Ideas!	
11	<b>Circle</b> Any closing thoughts from each member	
12	<b>Date of next meeting – 1<sup>st</sup> February 2020 – LONDON</b>	



## Education Committee Minutes

Saturday 2<sup>nd</sup> Feb,

Venue: Novotel London Paddington

Room: Sheldon 3

Time: 08:30 for 9am start

Chair: Elise De

Members: Alex Digesu, Paula Igualada-Martinez, Frankie Bates, Amy D. Dobberfuhl, Enrico Finazzi Agrò, Matthew Oliver Fraser, Mikolaj Konrad Przydacz, Nikolaus Veit-Rubin,

Apologies: Massarat Zutshi

Also in Attendance: Mauro Cervigni, Avicia Burchill, Ian Milsom (ICS 2019 Annual Meeting Chair)

1	<b>Approval Philadelphia minutes</b> Proposal to approve minutes EF proposed FB seconded All in favour
2	<b>Committee Terms of Office</b> a) Welcome to new member – Mikolaj b) Elise De – 1st term completed, will need to apply to stand for a second elected term. ED noted the deadline
3	<b>Workshop Approval</b> A discussion was held on the Round table topics and some suggestions to change some of the titles were noted. IM asked that the committee email him with any suggestions. AB noted that there was a possible lack of physio orientated round tables but noted the SOA was physio linked. This was noted by IM. <b><u>ACTION POINT:</u></b> Committee to send IM any suggestions for the Round Tables within next week  The workshops were discussed and decided on.  <b><u>ACTION POINT:</u></b> AB to check “research type” and whether this appears on programme as MF noted several were incorrectly categorised by applicant. <b>ACTION POINT:</b> Check with Board about funding requests for workshops.  <i>Post script note:</i> <i>Economy travel is OK with Jasmine for FGM workshop.</i> <i>Merge 2 pain workshops</i> <i>2 vaginal surgery complications workshops. Received affirmative email from Vasavada, need to finalize and check with Roger and gently suggest co-chairs.</i>  <b>Changes for 2020</b> The following <b><u>ACTION POINTS</u></b> were noted for 2020 applications <ul style="list-style-type: none"><li>- Amend online application to put a minimum and maximum word count for the speaker experience to address concerns of committee about approving speakers and lack of information provided.</li><li>- The committee wish to have the function to export the applications to be able to review “offline” and then enter fields at a later time</li></ul>

- Amend accepted application guidelines that the ppt slides should be circulated by the speakers to the chairs prior to the workshop to ensure quality and overlap of topics.
- Consider option to recuse oneself from scoring workshops by expertise similar to abstract reviewing
- Discussion needs to be held about Committee and Institute workshops and what is accepted as they put pressure on number to accept and also potentially excludes great applications. At least prior to submission Institute and Committee chairs should discuss application, with one combined application encouraged.
- No Committee or Institute should submit 2 applications
- Create SOP for ability for people to request "Open Forum" session space where content is not an official ICs committee, workshop or abstract. Two per year with competing applications

SM & AD entered the meeting

SM thanked the committee for the hard work and excellent quality of content. The Board of Trustees wanted to note that Board reps were non-voting members of the committee and therefore should not be scoring the workshops. This was noted by the committee.

**ACTION POINT:** Board rep is not required to score workshops but may comment.

#### **Workshop evaluation questions**

A review of the evaluation questions that FB had suggested were reviewed by the committee. It was agreed to review the questions in view of potential restraints from the mobile app. The scoring system was also discussed and it was agreed to approach Kari Tikkinen for the reasons behind his thought process for last scoring system.

**ACTION POINT:** FB to work with office to update the online workshop evaluations and to contact Kari Tikkinen about best scoring system

#### **Strategy for US annual meeting**

AB raised the issue of the potential issues at ICS 2020 because of the ICI sessions which will take precedence and addressing the needs of the US audience. A discussion was held and the committee felt there was no real need to address the specific needs of the US audience from a workshop standpoint. There was a suggestion to encourage participation to target heads to "send your practice support staff" i.e. open your purse and send a nurse programme. MF noted that for US doctors the international travel is more attractive but internationals will travel to Vegas. ED suggested making a direct call for "how to" workshops in the marketing and also for nurses and physios to prepare workshops on comparing delivery of services.

ED suggested a pre-meeting or full day workshop similar to Nocturia in 2019 and RN session in 2018  
 Post Script note from Elise De: *Suggest to invite AUA to submit a program on "Use of Advanced Practice Providers (Nurse Practitioners and Physicians Assistants) in Continence Care". Also suggestions to have "Physiotherapy Practice in Continence and Pelvic Floor" and Nurse Continence Specialists". Then "Basic UDS" "Conservative Management" Multidisciplinary models of care" Medications for Continence", "Basics of surgery for continence and prolapse", "Virtual Visits" "Group Visits" and other concepts for a financially motivated private practice based segment appealing to US private practitioners, new graduates, APPs, and RNs. This could be a 5-8 hour session like the Nocturia session with separate marketing and fee structure.*

ED noted that a APP session should be on the Friday or Saturday as unlikely to get away from work otherwise.

	<p><b>ACTION POINT:</b> PI to contact USA PT workshop group to discuss application regarding, what your PT does/how your patients are assessed and treated.</p> <p>The discussion moved to market and how to target Trainees. AD suggested that even a small token amount supplied to the early career professionals would assist them to get remainder of funding if abstract accepted and would encourage more to submit. MKP noted that EAU allow residents for free and that we should encourage relations with EAU. MKP also suggested that ICS should run a workshop at EAU to create awareness.</p> <p><b>ACTION POINT:</b> Ask Board if a workshop submission to EAU would be appropriate as well as mutual lectures.</p> <p>ED suggests to send email to department chairs asking for trainees to be sent and at same time marketing the mentorship programme, early career session, 1<sup>st</sup> year membership free, the career development videos, elearning which comes with membership, and reduces fees for registration.</p> <p><b>ACTION POINT:</b> Amend US for US and EAU for Gothenburg heads of department marketing letters to encourage early career attendance and Mentorship.</p>
4	<p><b>Proposed changes to Committee Terms of Reference</b></p> <p>It was agreed to place the proposed changes back on the forum for a final check before sending to the Board.</p> <p><b>ACTION POINT:</b> Final circulation of amended Committee TOR before submission to Board</p>
5	<p><b>Institute Update from AB</b></p> <p>ED explained the ICS Institute will house all ICS educational activities and will provide a single access point for users to access the full range of ICS educational material within 12 Schools. AB provided an update from all the School activities and reiterated that now the SOPs in place things are clearer for the Directors, especially in relationship to the Education Committee. EF questioned what is the difference between the Institute and the Committees as both TORs have cross overs for content creation. AD explained that they are there to coordinate content and therefore anything the committee creates will be added to the Institute page.</p>
6	<p><b>SOPs and ongoing projects sheet</b></p> <p>AB explained that the SOPs are now all in place and on website and being sent out to all enquiries. AB also showed the project sheet and explained the current position.</p> <p><b>ACTION POINT:</b> Add the SOP table summary to the website and Ed Comm TOR</p>
7	<p><b>Early Career Activities</b></p> <p>MKP explained that there had been an exchange of emails about the early career session for ICS 2019. The aim this year would be to reduce the number of mock-style abstract presentations down to 2 and then have a series of SOA lectures. ED suggested rather than “10 mistakes” re-word it to “5 do’s and 5 don’ts”. AB was concerned that just 2 abstract presentations would not cover all disciplines and it was discussed to ensure the SOA speakers represent all disciplines and then this would encourage all disciplines to attend. PI suggested Melanie Morin as a speaker to discuss research issues. AB explained that time needs to be added in for AD/MKP to present the benefits of being an ICS member and what is available to early career professionals – to include intro to ICS/how to get involved/mentorship programme/free membership etc.</p> <p><b>ACTION:</b> Update career development videos on Ed Comm microsite(including Lawrence Stewart) and ask Dom to house in single area within ICS TV as “Career Development”</p>
8	<p><b>Mentorship</b></p> <p>NV gave a summary of the mentor programme and that it should be offered for all disciplines. They need to feel at home and have a mum/dad for their career. NV explained that the document defines the mentor and mentee and what are the expectations of each. It should be attractive for people to join the ICS and therefore it is only open to members. MF questioned how is it going to be monitored. A discussion was held about how and who should monitor and it was decided that if mentor/mentee not behaving as they should then ICS could step in a remind them of their role. It</p>

	<p>was discussed to ensure a procedure was in place to limit the number of requests a mentor gets so that they are not inundated.</p> <p><b>ACTION POINT: NV to update the mentorship wording and circulate</b></p> <p><b>ACTION POINT: Office to set up mentor scheme by June. Elise emailed Dom to check feasibility of high tech roll out, but current spreadsheet is perfectly fine.</b></p>
9	<p><b>Learner Assessment and ICS TV</b></p> <p>ED confirmed that all the ICS TV content was vetted, organized, put in hands of Institutes. The SOPs are now in place for new content.</p> <p>Education Faculty Development Content was discussed and it was agreed to</p> <ol style="list-style-type: none"> <li>1) AD suggested to add “how to be a journal reviewer”</li> <li>2) Create an Early career video based on membership benefit video already in existence – add plug for mentorship programme</li> <li>3) Film the early career session and break up the lectures into 5 or 6 faculty express videos</li> </ol> <p><b>ACTION POINT: Check 2018 early career content – did filming work?</b></p> <p><b>ACTION POINT: Ensure the early career session is filmed in 2019 and break up the lectures into faculty express videos</b></p> <p>The learner assessment project was discussed and AB explained that all ready to go pending the editing of the 4 workshops. It was agreed that the full roll out of the project would have to be postponed pending more office resource.</p> <p><b>ACTION POINT: Check with Roger et al re: when launch comfortable.</b></p>
10	<p><b>Educational Events</b></p> <ol style="list-style-type: none"> <li>a) 2018 Budget and courses</li> </ol> <p>AB gave update of final 2018 budget and it was noted that the committee did well against the budget.</p> <ol style="list-style-type: none"> <li>b) Review of Cadaver Course, Bristol, September 2018 &amp; Fistula Course, Sudan, December 2018</li> </ol> <p>AB gave an update of these 2 educational events and noted that both were planned to repeat in 2019.</p> <ol style="list-style-type: none"> <li>c) Plans for ELuts Sept 2019</li> </ol> <p>AB provided an explanation of this regional meeting joint with EAU.</p> <ol style="list-style-type: none"> <li>d) 2019 Education Courses</li> </ol> <p>The following applications were discussed and approved:</p> <p>Uro Zag – no funding request for Sherif Mourad, A Saafan, Dr Zimmerman (NOT ICS MEMBER)</p> <p>MIPS – no funding request for David Castro Diaz</p> <p>Mediterranean Minimally Invasive Surgery in Urology Conference – no funding request for Sherif Mourad</p> <p>Georgian Urological Society – it was agreed to suggest Sakineh and Tufan Tarcan and £1000 towards their travel.</p> <p>Society of Pelvic Research – this was discussed and noted that Karl-Erik would be in Sweden not the USA at the time of the event. £1000 was offered towards the flight and if this wasn’t to be enough MF would contact Committee.</p> <p>The other pending applications were noted.</p>

#### Education Committee Terms of Office

Role	Member	Term Start	Term End	Term Yrs	Elected	Term details	Additional Information
Committee Chair	Elise De	15-Sep-16	08-Sep-22	6	Y	6 year term will finish in 2022- CANNOT STAND AGAIN	
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	6	N	6 year term will finish in 2021 - CANNOT RENEW	
Committee Member	Enrico Finazzi Agrò	08-Oct-15	14-Oct-21	6	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	28-Aug-20	1	N	Ex-officio	

Quorate No=4

Committee number =8, changed to 10 after 30/08/18

#### Nominations 2019

Stepping down in Las Vegas: Alex Digesu

Need to confirm if renewing: Paula Igualada-Martinez

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



## ICS Education Committee Terms of Reference

### **1. PURPOSE:**

The ICS Education Committee oversees all educational activities and online educational content within the ICS according to the SOPs and the ICS Content SiteMap. This includes:

- Selecting courses and workshops at ICS Annual Scientific Meetings.
- Approving stand-alone and add-on ICS Educational Courses including funding allocation for travel
- Approving ICS Lectures at meetings and via the internet including funding allocation for filming
- Creating relevant faculty development activities within the ICS.
- Facilitating the development of educational materials and e-learning according to the SOPs
- The committee is also responsible for the educational quality of all activities
- Faculty development activities within the ICS.

The role of the Education Committee with respect to specific types of content is outlined in the SOPs for ICS Content. The Education Committee **does not** oversee:

- a. Abstract selection
- b. State of the Art (SOA) and Roundtables at the Annual Meeting
- c. Standardisation Documents
- d. White papers
- e. Interviews and News
- f. Books
- g. Guidelines
- h. Patient Educational Material

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 and Institutes in order to fulfil its roles, defined below.

- Workshop and ICS Course Applications: To review applications and make recommendations for inclusion for workshops at the Annual Scientific Meeting as well as any ICS 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. Examples include growth of online education, learner assessment, faculty database, and workshop review.
- Align with the ICS Accreditation strategy. Continuing Medical Education: where relevant, producing guidance for the ICS membership concerning CME points– within congresses, courses, workshops and other professional ICS activities.





- ICS Faculty development: To produce and/ or recommend relevant courses for the development of ICS Faculty in all relevant ICS activities. Examples include the Mentor program and the Faculty Development Videos.
- Early Career Education: formulate curricula for early career education in all areas of ICS focus.
- Suggest and consider income-generating educational programmes, for example Cadaver courses, Regional Courses, Patient Facing fee-per-click Viewing, and designating Industry-Sponsored Education within a clearly marked area of the website.
- Identify opportunities and facilitating online education or workshops in conjunction with other committees and the Institutes.

### 3. RESPONSIBLE TO:

ICS Board of Trustees

### 4. RELATIONSHIP TO ICS INSTITUTE DIRECTORS:

Facilitation of Institute work, suggestion of content where needed and welcome. Promotion of the SOPs, maintenance of adherence, and evaluation of work proposed through these structures.

### 5. 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 candidate. Nominations received by 1st March for current members all other applications by 1st April. Voting regulations as stated.	<a href="#">See Appendix A</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 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) The optimum representation is 8 Committee members (excluding the committee chair) formed preferably from the following: 2 Urologists 2 Urogynecologists 1 Non- surgical clinical representative or Colorectal MD 1 Nursing representative (in conjunction with the nurse committee chair) 1 Physiotherapist (in conjunction with the physiotherapy committee chair) 1 Non-Clinical Scientist 1 early career representative which can be a junior or senior position		3 years, renewable once by Chair/committee approval. Further terms could be approved in exceptional circumstances and by referral to the ICS Trustees.

	1 of the above 8 members should be an additional early career representative 1 of the above 8 members would be the online education coordinator. The committee will have a maximum of 10 people.		
General Secretary	Ex officio	<a href="#">See Membership Page</a>	2 years
Board of Trustee Liaison	Ex officio		3 years
Scientific Chair	Ex officio		

## 6. 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.
- 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 balance of 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

## 7. 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, universities and post - secondary educational institutions in countries underserved by the ICS 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.
- Facilitate reciprocal sessions with allied organizations (e.g. IUGA, EAU, AUA, ASCRS, SPR) in conjunction with Board Strategy.
- Advise ICS Speakers on the Existence of ICS Modules in Accordance with the ICS Content Map as Modules become available. Relay feedback on outdated material to Committees and Institute Directors over the years.
- Suggest recommendations for the core curriculum of ICS Educational courses to be delivered at the ASM in line with Committee and Institute Educational Initiatives



- Commission relevant courses and workshops in response to requests from the membership or following advice from the Committees and Institute Directors or colleagues regarding novel areas of research.
- Select, based upon merit and quality as well as region and speaker rotation, workshops for delivery at the annual scientific meeting of the ICS following the application and bidding process. Ex officio members may comment but not score workshops.

### **Online Education**

The appointed online education coordinator and the Education Committee shall, in accordance with ICS strategy set by the Board of Trustees, function to:

- Promote the Standard Operating Procedures (SOPs) for proposal of online educational content and require adherence to procedure.
- Make recommendations for the further development of e-learning courses relevant to the membership of the ICS, specifically targets for studio-quality filming, in line with the vision and priorities of the Institute Directors.
- Liaise among Education Committee, IT, all relevant ICS committees, and Institute Directors regarding the Online Educational components of their educational output to ensure adherence to ICS standards of technical quality, delivery and evaluation.
- Liaise with the IT director and Institute Director in the presentation, maintenance and development of online educational materials.
- Survey existing online education for quality assurance in collaboration with Institute Directors, serving as a resource.
- Survey existing e-learning resources within other similar professional societies and work to suggest necessary linkages to Institute Directors to ensure efficient resource usage, being mindful of ICS formal Collaborations.
- Liaise with the learner assessment working committee and ICS office to receive the house style questions in advance of the meeting from the workshop chairs, in accordance with CME requirements where relevant, and inline with current implementations status of elearning.

### **Early Career Professionals**

The appointed Early Career Professional shall, in accordance with ICS strategy set by the Board of Trustees, function to:

- Coordinate the Early Career session(s) for the annual meeting
- Targeting new early career professional members and annual meeting delegates across professions
- In conjunction with the online education 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:

- Review the educational content and quality of the ASM in the light of pedagogical educational theory and method, and to suggest change if needed.



- Make recommendations regarding joint educational ventures (with other societies or authoritative bodies) 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 through innovative recommendations as well as fostering the success of the Scientific Chairs, Institute Directors, Committee Members, and actively involved membership.
- Coordinate and organize ICS faculty development activities such as teaching skills, running courses, chairmanship skills, effective PowerPoint, etc.
- Ensuring the ICS faculty database is up to date, and improving accessibility via maintenance of a user-friendly database.
- Liaise with relevant ICS Committees and Institutes to ensure that educational activities are evaluable and evaluated in accordance with prevailing educational theory
- Liaise with the Scientific Committee with regard to developing the delivery of scientific presentations and content evaluation at the annual scientific meeting.

#### **8. MEETINGS:**

The entire committee will meet biannually face-to-face: once during the Annual Scientific Meeting and once in January or February. Other deliberations will be held by email/WebEx. All meetings are expected of active Committee Members and absence is considered to be by exception not convenience. Professional courtesy obligates recusing oneself from the Committee if attendance is not achieved for two meetings in a row.

#### **9. 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. Chair shall have a casting vote in the event of tied vote. Ex-officio members are not considered voting members.

#### **10. MINUTES:**

Minutes are recorded at each meeting and posted on the ICS website in accordance the Bylaws. It is expected members will read and comment with at least "Agreed".

#### **11. REPORTING & ROLES:**

The Chair of the Education Committee is required to prepare an annual report to the Board of Trustees. The Chair 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](#)

#### **12. FOR REFERENCE, SOP SUMMARY:**

Category of Content	Description	Reviewed by:
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<b>Creation of a working group to create ICS content</b>	How to start a working group	
<b>Disclosure and Sponsorship Guidelines when creating ICS content</b>	Guidelines regarding disclosure and sponsorship when creating ICS content	
<b>ICS Content Proposal form</b>	All content to be prepared should be explained within the ICS Content Proposal Form and sent to the ICS office.	
<b>ICS Education 3-Part Module</b>	<p>The ICS Education Module represents the gold standard for ICS. The module includes a 3-part format:</p> <ol style="list-style-type: none"> <li>1) Official ICS-consensus PowerPoint available for download</li> <li>2) A studio-quality video (hosted on the ICS website) and</li> <li>3) A peer-reviewed published article published in NAU.</li> </ol> <p>The outcome of these modules is that educators around the world, and ICS faculty, can download the ICS module and present this to their students/colleagues. Additionally, if people are unable to attend a course on the topic the video can serve as an excellent educational tool.</p> <p><b>The ICS Education Module has template guidelines to use when preparing PowerPoint slides.</b></p>	<ul style="list-style-type: none"> <li>• Board of Trustees</li> <li>• Relevant Committees and Institutes</li> <li>• Education &amp; Standardisation Committee</li> <li>• 3 Independent Reviewers</li> </ul>
<b>ICS Express Learning (Education) Video</b>	An ICS Express Learning educational video is a 1-part short presentation about a topic recorded (typically in the studio) and hosted on the ICS website.	<ul style="list-style-type: none"> <li>• Relevant Committees and Institutes</li> <li>• Education &amp; Standardisation Committee</li> <li>• IT for Quality</li> </ul>
<b>Annual Meeting Content</b>	Content from Annual Scientific Meetings (ASMs) includes presented abstracts, presented abstract videos, workshops, State of the Art lectures, Round Tables, webcasts, and other sessions held at the Annual Meeting.	<ul style="list-style-type: none"> <li>• Scientific Committee prior to Meeting</li> <li>• Institute Directors for Content prior to website</li> <li>• Education Committee reviews workshops with Scientific Chairs</li> <li>• IT for Quality</li> </ul>
<b>Standardisation Report</b>	The Standardisation Steering Committee establishes terminology and methodology in the ICS's areas of activity in order to underpin professional standards of clinical management and research. Documents are to be of highest quality consensus, contemporary, engaging, and a valuable contribution to the academic wealth of the ICS	<ul style="list-style-type: none"> <li>• Board of Trustees</li> <li>• Relevant Committees and Institutes</li> <li>• Relevant Outside Organizations</li> </ul>

	and any other collaborating societies. Definitions should be accurate, concise and, unless there is good cause, consistent.	
<b>Webinar</b>	Webinar is 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. A webinar is highly interactive ideally with the one speaker. Could even be live surgery or experiment.	<ul style="list-style-type: none"> <li>• Relevant Committees and Institutes</li> <li>• Education &amp; Standardisation Committee</li> <li>• IT for Quality</li> </ul>
<b>White Paper</b>	ICS white papers will typically 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 clinical 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 an organised committee or research collaboration or design and development effort.	<ul style="list-style-type: none"> <li>• Board of Trustees</li> <li>• Relevant Committee</li> </ul>
<b>ICS Interviews</b>	An ICS interview is a short dialogue at an ICS event or annual meeting regarding a specific topic (suggested topics are outlined below in interview SOP).	<ul style="list-style-type: none"> <li>• ICS Office</li> <li>• IT for Quality</li> </ul>
<b>ICS Committee Paper, Report, Project, Consensus Statement and Guidelines</b>	Prepared by an ICS committee, the end result of the endeavour could be one of the following but is not limited to: <ul style="list-style-type: none"> <li>• Paper</li> <li>• Report</li> <li>• Consensus statement</li> <li>• Guideline or set of guidelines</li> <li>• Factsheet for professionals or patients</li> <li>• Leaflet</li> <li>• Chapter in a book</li> </ul>	<ul style="list-style-type: none"> <li>• Board of Trustees</li> <li>• Relevant Committees and Institutes</li> <li>• Education &amp; Standardisation Committee</li> <li>• 3 Independent Reviewers if to be published in NAU</li> </ul>
<b>Book</b>	Prepared by a committee, working group or individual to write a book for full publication on behalf of the ICS.	<ul style="list-style-type: none"> <li>• Board of Trustees</li> <li>• Relevant Committees and Institutes</li> <li>• Relevant Outside Organisations</li> </ul>
<b>News</b>	Any content which is considered an ICS news article	<ul style="list-style-type: none"> <li>• Publications Committee</li> <li>• ICS Office</li> </ul>
<b>Training Centers</b>	Training centers will need to meet: <ol style="list-style-type: none"> <li>Facility requirements</li> <li>Curriculum format</li> <li>Safe housing and transportation options</li> <li>Where relevant, associate training centers with 3-part ICS educational module e.g. Urodynamics Good Urodynamics Practice</li> </ol>	<ul style="list-style-type: none"> <li>• Board of Trustees</li> <li>• Institute Steering Committee</li> <li>• Relevant Committees and Institutes</li> </ul>
<b>Collaboration</b>	Any collaboration with other Societies including joint publications, committee paper, report, project, consensus	<ul style="list-style-type: none"> <li>• Board of Trustees</li> </ul>

	statement, guidelines and links to external society websites	
<b>Links to External Videos</b>	Content Linked via ICS TV but not created by ICS, part of Institute-Curated curriculum.	<ul style="list-style-type: none"> <li>• Relevant Committees and Institutes plus 2 Independent Approvers</li> <li>• Permission in Writing from Source Creator of Video</li> </ul>
<b>ICS Courses, Add-on Courses, and Lectures</b>	Application and process for ICS members to request a add-on course or Guest Lecture. ICS faculty/one time event Provision of finance is dependent on application.	<ul style="list-style-type: none"> <li>• Education Committee</li> <li>• Relevant Committees and Institutes</li> </ul>
<b>ICS recognised courses</b>	Application	
<b>Dispute of Quality of Material</b>	If any ICS Online Educational Content is of concerning quality and ethics to the point that the observer believes it needs to be removed from ICS TV. In addition, we envision providing the ability for all to comment on material even if removal is not recommended.	<ul style="list-style-type: none"> <li>• Institute Director</li> <li>• IT for technical quality</li> <li>• Board of Trustee</li> <li>• Editor of NAU</li> <li>• Ethics Committee</li> </ul>
<b>Developing Evidence-based standards....</b>	P.Rosier et al 2012 paper entitled <a href="#">Developing Evidence-based standards for Diagnosis and Management of Lower Urinary Tract or Pelvic Floor Dysfunction</a>	

International Continence Society  
Annual report of the Education Committee 2019  
Elise De, Chair

Name	Country	Field	End
Elise De Chair	USA	Urologist	2022
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. Dobberfuhr	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

### Activities and achievements in the past year

#### Tasks delegation to committee

Delegation of tasks/roles within the committee

- ICS Course applications - Alex
- Workshops - Paula
- Learner Assessment and CME - Enrico
- Institute - Nikolaus
- Small project lead – Frankie
- Early Career – Miko & Amy

#### 2019 Workshops – Traditional role plus some new innovations

- Workshop application process was overhauled to a shorter, more concise application. Guidelines were also revised.
- Last year's workshop reviews were available to the committee while evaluating
- 38 workshops accepted and 24 rejected by the education committee in London in February 2019. Targeted under represented workshop topics i.e. imaging
- ICS Core Curriculum workshops run by the committees are running again during ICS 2019. We are continuing to target these for filmed, published, express education videos.
- New Institute Workshops being presented in Gothenburg this year



- In-App Evaluations will continue to be conducted and the questions have been amended based on last years feedback.
- Marco Blanco has been asked to re-film his research workshop and project to target best evaluated workshops from 2018 via the Institute Directors to re-film.
- Plans for 2020 workshop applications are underway with a deadline of SUNDAY 5<sup>th</sup> January 2020.

### Learner Assessment Project

- Sub-committee of Amy and Enrico with co-opted Tomas Griebing and Adrian Wagg have worked to develop the learner assessment.
- Now that workshops are edited learners can complete the survey monkey multiple choice test and get instant results. If they want they can request a certificate of completion.
- Outcome: - See below view and watch time. Not massively successful and no one has requested the certificate. However this could be due to niche content of the workshops. Perhaps worth identifying more “popular” topics from the 2019 workshops and approaching chairs post meeting if they are willing to prepare multi-choice questions.

### Minimising radio toxicity to benign tissues radiation oncologist



### Understanding clinical differences in neurodegenerative diseases



### What is health illiteracy is it the same as not being able to read why is it a problem



### Nocturnal LUTS, what, when , standardisation of terminology



## 2019 Early Career Sessions

Amy Dobberfuhr and Mikolaj Konrad Przydacz have arranged the **Early Career Session** at ICS 2019 after a structured handover of this role from Kari Tikkinen.

- Range of experts
- Night out

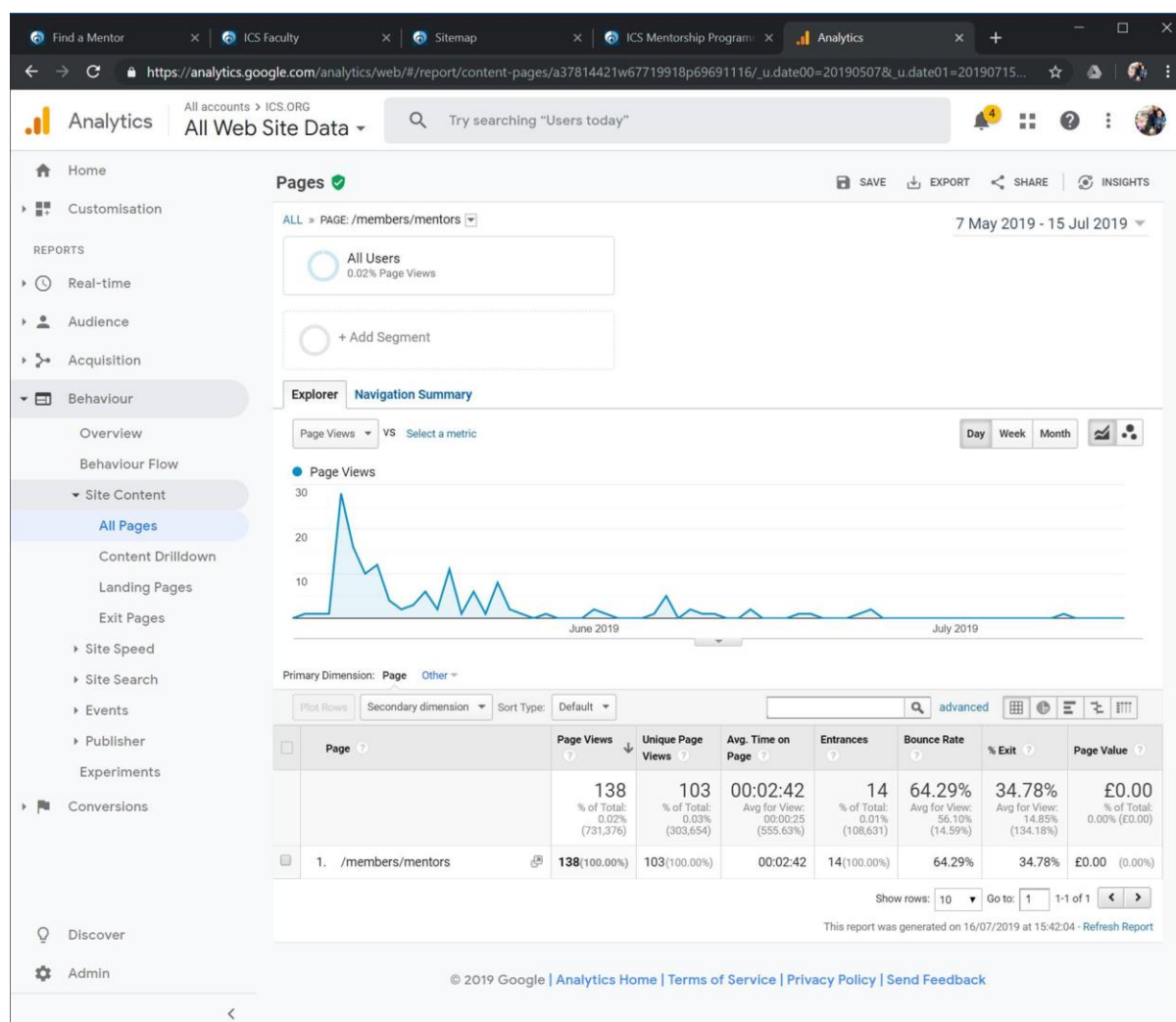
## Faculty Database

- New database developed with Frankie and office.
- Now up and running and with completely updated information.
- Searchable by profession, continent, language

## Mentorship Programme

- One of our largest projects this year, headed by Frankie and Niko.
- New database allows mentees to connect with able and available mentors, searchable by profession and location.

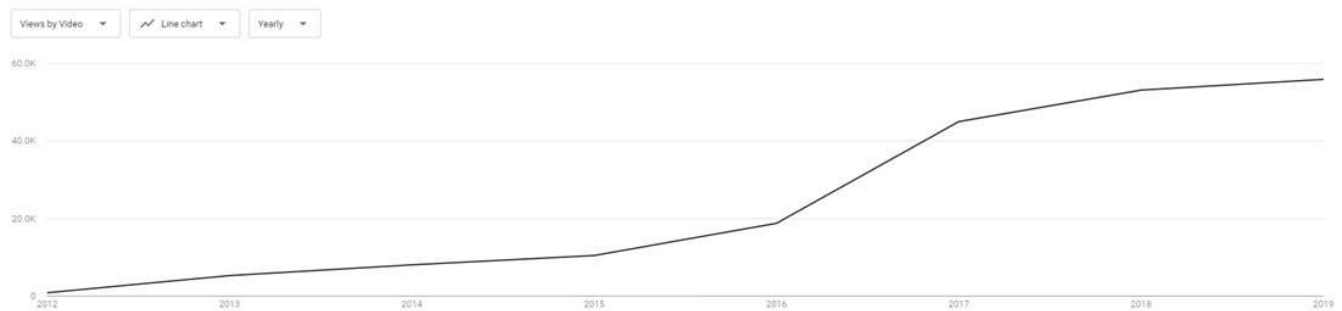
As of July we had 138 Visits to <https://www.ics.org/members/mentors>



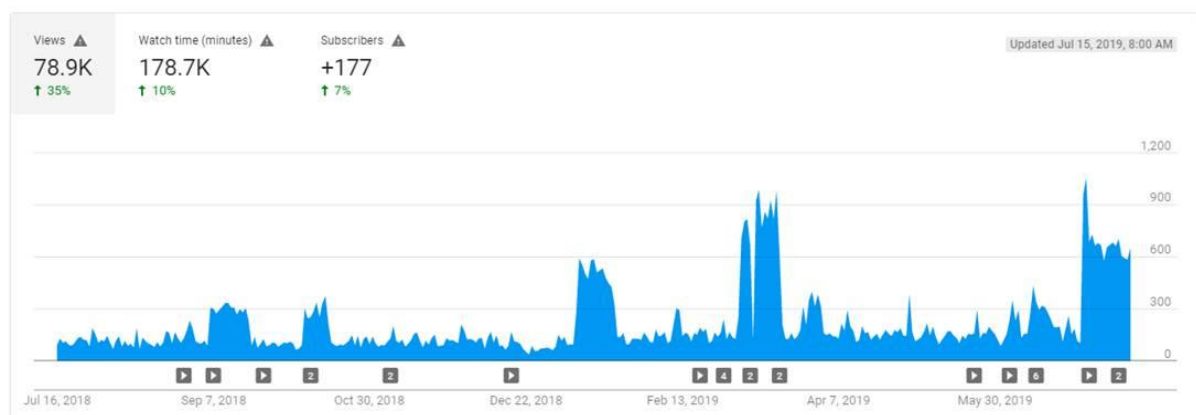
## Online Education Content

- # Hits on ICS TV has reached a new high!

Here's our yearly views hitting a new annual record each year, soon we'll be hitting 100k views per year!



Here's the view stats showing healthy progress from this time last year up to present. **2,978 hours** have been watched on our YouTube channel in a year.



- Standard Operating Procedures for ICS Online Education now being adhered to by all ICS members.
  - Another major project for the Education Committee this year, the SOPs have been completely overhauled and now cover all of the following:

[ICS Education 3-Part Module](#)

[ICS Express Learning \(Education\) Video](#)

[ICS Interviews](#)

[Webinar](#)

[Standardisation Report](#)

[White Paper](#)

[ICS Committee Paper, Report, Project, Consensus Statement and Guidelines](#)

[Book](#)

[News](#)

[Dispute of Quality of Material](#)

[Annual Meeting Content](#)

Collaboration

[ICS Courses, Add-on Courses, and Lectures](#)

Translation of ICS Documents

- All online content now formalised into Institutes and Type of Content
- A major project was means by which to keep track of content. All projects are currently catalogued within a complex spreadsheet and new SOP proposals are compared to prevent

duplication. New software Microsoft TEAMS will be rolled out during 2019.

- New work:
  - Several videos were commissioned by the Education Committee
    - Faculty Development
    - Educational modules
    - Scientific Content
  - The majority of ICS 2018 content is now edited and online.
  - Plan to film as much as possible at ICS 2019
  - 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! Improvements will be made to the filming and editing process in 2019 which hopefully will improve the turn around time even more.
  - Curating of content and planning curricula with Committees and Institutes are significant ongoing priorities

### **ICS Cadaver Course – Education Committee Tangential, Just Commented**

SOLD OUT IN 2018 - 21 Delegates: Netherlands, UK, Spain, Philippines, Brazil, Slovakia, Australia!

1:4 cadaver to delegate ratio

9 Faculty either Bristol based or within 2 hours drive

#### **Delegate Evaluations**

- Attending the event has helped me maintain and improve the standard of care for my patients **4.8/5**
- The aims / learning objectives of the event were achieved **4.8/5**
- 100% of delegates would recommend the course!!

#### **2018 Budget**

**Income: £18,800**

**Expenses: £12,725**

**Surplus: £6,075**

- Planned for October 2019 – 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 £22500 and extra £5000 was granted but not all spent. Budget for 2019 £25000 have £3961 (July 19) remaining. 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 2020**

- Adaptation of workshop programme for 2020 meeting in view of ICI sessions
- Continue to develop the ICS Institute with the School Directors and range of SOP's required.
- Consider assigning each Institute a member of the Education Committee to suggest content and to comment on usability of ICS TV appearance. No oversight role, simply proposing/commenting
- Consider allowing Education Committee to review curricula and help to commission new content
- Continued focus on Learner Assessment

#### **Budget**

The following budget was approved in August 2018 to cover to August 2020.

- £25,000 for education courses/guest lectures each year
- £5000 for ICS Educational Online Content Production each year
- £8000 for face to face meeting – 1st February 2020 – London.

An application for 2021-2022 budget will be made in Las Vegas so that there is no requirement to wait for the Feb 2021 Board meeting.