



PUBLICATION AND COMUNICATION COMMITTEE MINUTES

Tuesday 3rd September 2019,

Venue: Swedish Exhibition & Congress Centre

Room: Meeting Room 3

Time: 13.30-14.30

Chair: Jacky Cahill

Members: Alexis M P Schizas, Riyad Taher Al Mousa, Julien Renard, Ran Pang, Veronica Hagggar, Betty Exintaris, Giovanni Mosiello

Apologies: Sophie Fletcher

Also in Attendance: Jerzy Gajewski, Jenny Ellis,

JC welcomed everyone to the committee meeting. All members introduced themselves.

1. **Committee picture to be** taken – Taken

2. **Welcome to new members-**

JC welcomed our new member Giovanni Mosiello to the committee. Also, congratulations to Ran Pang, as the new Chair and Julien as interim Editor.

3. **Thank Sophie Fletcher**

JC thanked Sophie Fletcher for her work as editor over the last 6 years. Sadly, she couldn't attend the meeting, but JC would like to note her gratitude to SF for her hard work. A certificate of appreciation will be sent to SF following the meeting.

4. **Approval Philadelphia minutes (attached)**

Committee discussed the Philadelphia minutes, no changes required. AS nominated and VH seconded the minutes.

5. **Committee Terms of Office (attached)**

RAL and JR's first terms end next year, both need to confirm whether they wish to renew their position on the committee.

Action: Office to contact RAL and JR to confirm renewal for a second term.

6. **Committee Terms of Reference (attached) – any changes/updates required?**

Committee would like to review and discuss further, JE to upload to forum for discussion.

Action: JE to upload TOR to forum for discussion.



JG highlighted the recent BOT discussion and suggested that the committee review and update their TOR. The office I now doing a lot of the work that the committee used to do and therefore the committee's remit has changed. JG confirmed that the BOT would want to know what changes would be made by January/February 202.

7. Reminder SOP process

JE showed the SOP slide, highlighting the need to follow the ICS SOP's for all projects. Any questions please contact Avicia at the office: avicia@ics.org

8. Debate topic discussion, update and clarification

JC highlighted that it has taken 2 years to get the first debate article published, the first one was published just before the meeting. Due to a misunderstanding from Wiley, they are not able to host comments on their website, so we have created a [news](#) article linking to a page on the PCC microsite, to achieve this goal.

Group discussed the issues surrounding the online application and the resolution date confirmed (1 year.) JG suggested that, as the Wiley contract was up for renewal, the PCC ask the BOT to stipulate online comments for debates, in the contract. JG confirmed that she would raise this at the Trustee-Chair meeting.

Action: JG to ask the BOT to include online comments on the Wiley website, in the contract renewal, at the forthcoming Trustee-Chair meeting.

Postscript: JC raised the Wiley contract in the Trustee-Chairs meeting. SM asked the office to note it as an action, this will be actioned in due course.

JE suggested that the committee discuss if they wanted to continue with the debate topics and if so, send a revised list to Avicia, to take forward with the BOT to sign off topics.

AS highlighted the need to ensure a range of discussions – everyone on the committee has different specialities, so we should be able to provide a range of topics.

Action: Committee to discuss whether the debate topics should continue. Office to create a forum discussion.

Action: If the committee wish to proceed with the debate topics, then need to brainstorm the possible topics and send to the office to take forward with the BOT.

9. Fact sheet – update discussion– 5-year reminder! (attached)

JE refreshed the committee on the fact sheet project. This was a project that sat with the PCC over the last 10 years. The fact sheets would be reviewed annually, with each



committee member taking a topic and sourcing an author to review and update that section of the booklet. After the last review it was decided that the committee would wait 5 years, in line with the SSC 5-year review of terminology, to update the booklet. We are now going into the 5th year, so the office would like to know whether the committee wishes to review and update the booklet or drop this project?

Group discussed the merits of the booklet – they were originally designed for patient use, as it provides conditions in easy to read/understand format. ICS no longer focuses on patient documents/updates, with the change in strategy, but they are still useful documents to have.

The committee decided that this would be discussed in line with the TOR/remit review and confirm in due course.

Action: Committee to decide whether the fact sheet booklets are still relevant to ICS. If so, then the committee will work on updating the booklet sections.

10. 3-year plan – brainstorm (JE 2020 compliance/advertising issues – committee articles)

This will be decided following the TOR review.

11. AOB

None.

JC thanked everyone for attending the meeting.

ENDS