

## **2003 ICS Advisory Board Minutes**

Paul Abrams	Walter Artibani	Ted Arnold
Linda Cardozo	Jacques Corcos	David Fonda
Gordon Hoskar	Bernard Jacquetin	Philip v Kerrebroeck
Vik Khullar	Kwang Myung Kim	Jo Laycock
Rien Nijman	Neil Resnick	Werner Schafer
Manfred Stohrer	Teuvo Tammela	Lewis Wall
JJ Wyndaele		

Vicky Facey and Carole Sales in attendance from ICS Office

Stefano Salvatore – attended for Scientific Committee point only

Francois Haab – attended for Scientific Committee point only

Guus Kramer – attended for Scientific Committee point only

Apologies from Christine Norton and Jo Thuroff

1. VF Introduced Carole Sales as the new Administrative Secretary for the ICS office to support VF.
2. The new Articles of Association were presented by WA and accepted by the Advisory Board.
3. Annual Meetings
  - 3.1 Scientific Committee

The Advisory Board made the following decisions based on GK report.

    - a. Membership would be increased from 6 to 8 members by asking the Scientific Chairperson to serve for 2 years prior to his/her meeting instead of 1 year, and by increasing the term of office for ICS Scientific Committee Representatives from 2 to 3 years.
    - b. All Scientific Committee members would be informed of the workload involved in their task (5 – 10 days preparation prior to the Scientific Committee Meeting).
    - c. Last years Scientific Committee would continue to work on their proposals for improving the selection process – GK to report to Advisory Board before the end 2003.
    - d. The Advisory Board accepted that there will be an evolution in the way in which accepted poster/papers are presented.
    - e. The issue of a Scientific Consultant to the Scientific Committee will be reviewed next year in the light of GK experience as Scientific Co-ordinator for ICS 2004.
    - f. The Advisory Board maintained the view that the numbers of accepted posters/papers should only be increased if there was clear evidence of an increased number of quality abstracts.
    - g. Abstracts must be checked for disclosures, anonymity and conformity with ICS Standardisation documents.
  - 3.2 Annual Meeting Rules - WA
    - a. WA to complete hospitality rules referable to support for non ICS members in workshops and the main ICS programme.

- b. WA to complete specimen contract and rules for exhibiting companies e.g. including access by their staff to the meeting.
  - c. Industry Symposia: the Advisory Board felt that it was impossible to control content. It was agreed that speakers or chairs at industry symposia could not chair an ICS session on a similar topic - WA to write proposal on symposia rules.
- 3.3 New ICS Registration System will be in operation for ICS 2004 from 2 January 2004.
  - 3.4 ICS Registration fee will remain the same for all delegates but will be increased for late or on-site registration.
  - 3.5 ICS Press Office – ***WA suggestion was accepted and VR/WA to establish for future meetings.***
  - 3.6 Annual Meeting Guidelines will be updated and reviewed by Education Committee.
  - 3.7 Sponsors site visit had been a great success and will be continued for future meetings – ***to be added to Annual Meeting Guidelines***
  - 3.8 Corporate Sponsors – the ICS office is currently sponsored by 6 companies with links to their websites. ***An ICS disclaimer page will now appear between the direct link to their site – VK/VF***  
WA will be exploring long term contracts for ICS core funding with commercial companies.
  - 3.9 ICS logo - It was agreed that this should not be used on any commercial documentation. e.g symposia flyers. Reproduced ICS abstracts can contain the text “was presented at ICS ...”.
  - 3.10 ICS Annual Meeting Date – There appears no ideal time, although the 3<sup>rd</sup> week in August is probably better than the 4<sup>th</sup> week, if an August date is selected.
  - 3.11 Selection process for ICS Annual Meeting – it was agreed that the transferable votes system would be used on the website for 2008 and onwards. The acceptable bids would be posted (with a descriptive page statement for each bid) on the ICS website also the voting process and it’s timing will be announced in Neurourology and Urodynamics.
4. ICS Neurourology Committee – the Advisory Board were happy with it’s aims and proposals for the committee. It will be put to the AGM and if passed JC will be asked to establish the committee, and write it’s constitution for ICS website.
  5. ICS Internet Committee – It was agreed that there will be 2 groupings of Scientific Events listed on the ICS website. A list of ICS approved courses and a calendar of other meeting/courses.

6. ICS Standardisation Reports – the Advisory Board supported GS suggestion that distributors of urodynamic equipment and other companies should be encouraged to reprint and distribute ICS Standardisation reports. *GS/VF to write to all companies.*
7. Election of ICS Committee Chairs – the position will only be open to members who have attending 2 or more meetings of the relevant committee (excepting establishment of new committees).
8. Disputes between ICS and members – the Advisory Board agreed to examine any disputes and ensure that ICS procedures had been followed. The Advisory Board was happy in this respects concerning a dispute with a member in the last few months.
9. Relationship between ICS and ICUD – PA had been asked to chair and organise the three Consultations on Incontinence and ICS had been credited with being the principle relevant subspecialty. WA suggestion that there should be an ICS/ICI committee consisting of PA, LC, Alan Wein and himself as current ICS representative on ICUD Steering Committee.
10. ICS Ethics Committee - Lewis Wall proposed an ICS Ethics Committee to deal with (professional conduct, conflict of interest, symposia, scientific integrity etc etc) – to help clarify rules. Lewis Wall was asked to establish a shadow committee acting as chair until agreed by next Advisory Board and AGM.
11. Additional ICS Advisory Board Meetings – WA would advise when such a meeting was necessary and propose whether it should be the full board or an Executive Committee – yet to be constituted.
12. Date of next Advisory Board Meeting 23<sup>rd</sup> August 2004 – Paris
13. AOB
  - a. ICCS – discussions continue between ICCS, RN and WA
  - b. ICS 2006 – Ted Arnold may propose to next years Advisory Board that his meeting should be joint with the Continence Foundation of Australia.
  - c. Programme clashes – it was agreed there should be no clashes between industry organised events and either the ICS programme or ICS organised social event.
  - d. Cost of ICS Social Programme – it was noted that these costs had increased significantly for ICS members in the last three years. A nominal fee was initially included to reduce the previous high levels of non attendance and consequent waste.
  - e. The Advisory Board thanked those attending their last meeting – Werner Schafer (the post of Membership Secretary will not be continued), Jo Laycock (to be replaced by Kari Bo), Teuvo Tammela (ICS 2000 Chairman), David Fonda (to be succeeded by Diane Newman)