

MINUTES OF ICS ADVISORY BOARD MEETING IN TAMPERE 2000

PRESENT:

Paul Abrams	Linda Cardozo - Coopted
Jean Jacques Wyndaele	Christine Norton - Coopted
Werner Schafer	Jo Thuroff - Coopted
Philip van Kerrebroeck	Teuvo Tammela - Observer
Vik Khullar	Dr Kim - Observer
Rien Nijman	Walter Artibani - Observer
David Fonda	Manfred Stohrer - Observer
David Gordon	Vicky Rees - Administrator

1. ICS MEETING BIDS

1.1 Contracts for Hosts

It was agreed that a full contract needed to be drawn with advice from the ICS solicitors. VR to get legal advice from the ICS solicitors on the whether a contract could state that ICS could receive profits but not accept any losses from the ICS meetings and whether the contracts should be with ICS the charity or ICS Conticom Ltd. As ICS the charity, is unable to accept profits from the ICS meetings, ICS Conticom Ltd was formed in 1999.

1.2 Profits from meetings

The split of profit was not agreed but a suggestion of 80% to ICS and 20% to organisers for educational purposes was made as it was felt the organisers require an incentive to make a profit on the event.

1.3 Budget for ICS Meeting.

It was agreed that the host organisers provide the ICS Advisory Board a full budget for their meeting within 6 months of being selected to host an ICS Meeting.

1.4 Bidding Procedure/By Laws

It was agreed that clearer more defined procedures were required for future host countries, this may form part of the contract or may be an additional document - ICS office and Advisory Board to define.

1.5 Polling Membership

A suggestion had been received that a postal vote of the ICS membership should decide on Host for ICS Meetings. This was turned down by the board as it may be too easy to influence the voting it was agreed that the current procedure should remain.

1.6 Soliciting Meeting Bids

A suggestion had been received that the ICS Nominations Committee should solicit Host Bids for meetings, this was agreed if it proves necessary.

1.7 Ranking Meeting Bids

A suggestion had been received that the ICS Nominations Committee should rank Host Bids for voting at the AGM – this was rejected by the board.

1.8 Selection of Meeting Bids

A suggestion had been received that the ICS Nominations Committee should select one application to host the ICS meeting – this was rejected by the board.

1.9 Meeting Bids for 2004

Bids were received from Dr Corcos – Canada, Dr D,Ancona – Brazil and Dr Jacquetin – France. It was agreed that Dr Corcos' bid should be disqualified as the rules for bidding had been broken. All agreed that Dr D,Ancona and Dr Jacquetin's should go through to the ICS Meetings and Nominations committee for approval.

1.10 Voting at AGM

It was suggested that next year the hosts should supply different colour name badges for ICS members to enable an easier voting system at the AGM. This should also now be included in the ICS Meeting Host Procedures/Bylaws.

1.11 ICS Meeting Germany 2002

It was requested that the board make a decision on whether the ICS meeting and the IUGA meeting in Prague be run close together or far apart. Linda Cardozo will speak to Peter Sands and come to a decision. It was also requested that the meeting in Germany could start Wednesday evening and finish on Saturday – The Chair of 2002 will look at the options.

2. ICS WEBSITE

2.1 www.ICSooffice.org

Vik Khullar gave a brief resume of progress made by the ICS office on the ICS website. The site now has links to the main ICS database and enables ICS registration for membership on-line. It also allows members to access secure ICS pages and gives direct email contact to other members and committees. Members certificates and letters can be printed from the database and the ICS office has full control of updates, amendments and additions.

2.2 Continet Website

The contract with Healthcompass has now been terminated, it was agreed by the Internet Committee to give notice on 1st April 2000 due to unacceptable service and low return, the site transferred to ICS ownership on 1st August. The ICS office is currently joining the two sites to enable easy access via either address. ICS office has full control of updates, amendments and additions of this site.

2.3 Posters on site

It was discussed that posters from future ICS meetings be requested in electronic format to enable them to be put straight onto the ICS website although it was not agreed whether the ICS should now make this a requirement when posters are being submitted or after they are accepted.

2.4 Sponsorship of site

It was agreed that sponsors would have 'hot links' to their own sites in return for funds supplied for educational purposes. It was proposed that there be three levels of funding available to industry. Letters have already been sent to industry to advise of this facility and positive responses are currently being received by the ICS Office. It was agreed that a proper procedure for funding be defined by the new Finance Committee and advised to Vik Khullar. (see point 6.1.). ICS office to find out direct contact person from each company for future funding requests.

2.5 Future pages on ICS site

It was agreed that Meeting Bid applications and procedures should be made available on site. It was also suggested that part of the site be made available to patients.

3. ICS JOURNAL

It was agreed that all complaints and points be raised at the Neurology and Urodynamics meeting at 12.30 Wednesday.

4. FORMAT OF MEMBERSHIP

It was suggested that various levels of membership be available to individuals, companies, societies etc. This suggestion was rejected as it was agreed there is no clear point that an individual member becomes a commercial member.

5. ICS SCIENTIFIC COMMITTEE

5.1 Number of Abstracts

Concerns were raised re the numbers of abstracts accepted this year. Timo Lehtonen explained that the quality of abstracts was very high and a record number (490) were received this year. The Scientific committee had struggled to keep the number low and achieve a balance between basic science and clinical papers. It was agreed that in future the abstracts presented should be no higher than 110.

5.2 Selection of Abstracts

It was also confirmed that although it was a large task for 6 members of the Scientific Committee to read and judge all abstracts, it was possible and it was agreed that the current selection process remain the same.

5.3 Deadline for Abstracts

It was recommended that in future more time be allowed between deadline. It was agreed that next years meeting should not experience as many difficulties as the ICS meeting in at the beginning of Sept. The deadline for abstracts will be 1st April 2001.

5.4 Poster Display

A suggestion was received that posters should be displayed in the same place they are discussed. This was rejected by the board as it was felt more attention could be paid to posters and discussions if they were in different locations.

5.5 ICS Award for Best Poster

It was agreed that there should be ICS awards for best paper, best discussed poster and best non discussed poster, to be presented at the closing ceremony of ICS Meetings. Linda Cardozo and Werner Schafer to explore idea, cost to come out of ICS meeting budget, if necessary, and Scientific Committee to choose winner.

6. ICS INDUSTRY COMMITTEE

6.1 Finance Committee

It was agreed that a Finance Committee be formed to coordinate fund raising efforts within the ICS and draw up procedure - members Vik Khullar, Philip van Kerrebroeck, Walter Artibani, Jean Jacque Wyndaele and Paul Abrams.

6.2 Industry Tax

It was proposed that 'a tax' be put on each annual meeting for the purpose of funding the core ICS functions each year. Finance committee to explore the idea and mechanism.

6.3 Industry Rep

A request was received that the board consider including a representative from Industry. This was rejected by the board and the suggestion made to enhance the ICS Industry meeting on the last lunchtime of the Annual Meeting.

7. ICS COMMITTEES

7.1 Terms of Reference

It was agreed that all committee chairs should draft a Terms of Reference for their committees to be approved by the Advisory Board.

7.2 Format of Reporting

It was agreed that a formal report should be drafted by each committee annually and gratified by the Advisory Board. The report will then be published on the Website and in the ICS journal, the first report to be ready for 2001.

8. ICS CONSTITUTION

8.1 Representation of Speciality within the Advisory Board

The Advisory Board received a complaint from Stuart Stanton that there was insufficient spread of speciality representation on the Board. It was agreed that as the constitution allows for up to 6 observers in the Advisory Board, the under-representation of physiotherapists and gynaecologists in the Board should be addressed. All agreed that the physiotherapists be asked to choose a representative to join the Board and that Paul Abrams approach Lewis Wall as first choice from the gynaecologist to join the Board.

8.2 Terms of Office

Clarification was required by committee chairs and Advisory Board members as to when their roles should come to an end. It was agreed that Neil Resnick would have 2 years remaining and the remaining coopted members start their 3 year term from today.

8.3 Selection Process to ICS post and committees

A complaint was received from Stuart Stanton that the selection process was biased. Paul Abrams stressed that any ICS member could join a committee (with paper evidence of interest) and that coopted members were democratically elected. The problem of committee members not contributing was raised, it was felt that any member not making sufficient contributions to the committee should be asked to leave and a new member chosen. It was requested that a clear selection process be defined.

8.4 ICCS/ICS

Rien Nijman is currently negotiating with ICCS. The Board supported his efforts in achieving a closer relationship between ICS and ICCS.

8.5 Standardisation

The Chairmanship of the Terminology subcommittee was discussed. It was agreed that as there were no other candidates or objections and the matter had been raised and approved at the last AGM, that this appointment had been made in line with the ICS constitution. The request for all ICS members to contribute was reiterated.

8.6 Competing Interests

It was agreed that all ICS post holders and committee members should be required to register their competing interests. This policy would be extended to those speaking at ICS workshops. All abstracts would continue to state whether they were or were not competing interests. A procedure for all members to declare competing interests is currently being implemented.

8.7 Education Committee

It was agreed that an Education Committee be set up to support the Scientific Committee, define rules for industry participation and manage the workshops each year. It was agreed that Werner Schafer and Linda Cardozo work on this for 2001 and include the scientific chair for 2001, Dr Kwon. It was agreed that the chair of the education committee should attend the Scientific Meeting. Nominations for Chair of the Education Committee would be sought with a deadline of 1st April 2001.

8.8 Standardisation Reports

It was agreed that the standardisation report be published in various journals as before, and that it only be put onto the ICS website after it has appeared in the journals.

8.9 ICS Administrator

The point was raised the further development of the ICS office should continue. With the increasing activities of the office, it was agreed that in time, Vicky Rees the ICS Administrator would require secretarial support.

8.10 Financial structure of ICS

The current financial situation of ICS allows very little initiative on education, promotion and standardisation. All these structures, which are becoming increasingly active need financial support. It was felt inappropriate that each separately posing competitive attitude towards industry. The treasurer will look into this and prepare a proposal for the ICS. (see ref 6.1)