

INTERNATIONAL UROGYNECOLOGICAL ASSOCIATION

International Urogynecological Consultation (IUC)

Terms of Reference of IUC Steering Committee Members, Committee Chairs, and Committee Members

PURPOSE

The aim of this project is to select and bring the world's most renowned experts together to produce best practice documents and consensus papers concerning Pelvic Organ Prolapse (POP) based on a selection of (review) articles containing the most up-to-date scientific evidence.

TERMS OF OFFICE

The IUC Steering Committee Members will serve a five-year term. Committee Chairs and Committee Members will serve a three-year term. Committee members will be chosen by the Chair of the respective committee with input from the IUC Steering Committee. Generally, no member should serve on more than one standing committee at the same time.

TIMELINE

The continuous cycle will follow the timeline below:

1) Defining pelvic organ prolapse

2018: Formation of committees, start committee discussions;

2019: Develop and present proposed project (consultation with members) in **September 2019** at AUGS/IUGA meeting in Nashville

2020: Deliver completed project and present to members in **June 2020** at the IUGA Annual Meeting in The Hague

Repetition of cycle: 2021-2023, 2024-2026, etc.

2). Evaluating of the patient with pelvic organ prolapse

2019: Formation of committees, start committee discussions;

2020: Develop and present proposed project (consultation with members) in **June 2020** at IUGA Annual Meeting in The Hague, The Netherlands

2021: Deliver completed project and present to members in **June 2021** at the IUGA Annual Meeting in Singapore

Repetition of cycle: 2022-2024, 2025-2027, etc.

3). Conservative Management of pelvic organ prolapse

2020: Formation of committees, start committee discussions;

2021: Develop and present proposed project (consultation with members) in **June 2021** at IUGA Annual

Meeting in Singapore

2022: Deliver completed project and present to members in **June 2022** at AUGS/IUGA Joint Scientific Meeting in Austin, TX, USA

Repetition of cycle: 2023-2025, 2026-2028, etc.

4). Surgical Management of pelvic organ prolapse

2021: Formation of committees, start committee discussions;

2022: Develop and present proposed project (consultation with members) in **June 2022** at AUGS/IUGA meeting in Austin, TX, USA

2023: Deliver completed project and present to members in **June 2023** at the IUGA Annual Meeting

Repetition of cycle: 2024-2026, 2027-2029, etc.

ROLES AND RESPONSIBILITIES

Consultation Steering Committee

- The Steering Committee is responsible for the overall management and execution of the IUGA Consultation.
- The most important tasks of the Steering Committee are to appoint the Committee Chairs and monitor the progress of all committees and ensure the processes are in place for a successful outcome, incl. defining the levels of evidence and recommendations, reporting structure, and publication guidelines.
- Steering Committee Members submit 3-5 potential chairs for each committee.
- The Steering Committee members will each supervise one or more Consultation Committees to provide guidance and support, in such a way that all committees have a Steering Committee liaison.
- Besides continuous communications by email, the Steering Committee members commit to periodically meet at least once every quarter (Teleconferences or in person) and will timely respond to internal and Consultation Committee communications (emails).
- The Steering Committee members will provide the IUGA Executive Office with a list of keywords to search for in PubMed to confirm if the potential chairs are published on the topic of the committee for which they would be chair.
- There will be 7 Steering Committee members including 1-2 chairs.

Consultation Committees Chairs

- The Committee Chair is responsible for the progress of his or her committee.
- The Committee Chair is responsible for remaining in contact with each committee member individually, explaining what is expected of them, and distributing the work load.
- The Committee Chair will lead the teleconferences and in-person meetings of his or her committee, including the meeting in Nashville.
- The Committee Chair will blend all individual contributions should be in one final report that should be signed by all members of the committee.
- The Committee Chairs must:
 - Be a current IUGA member
 - Be responsive
 - Disclose any Conflict of Interest. Click [here](#) to see the IUGA Conflict of Interest policy.
 - Be published in the topic of their committee.
- The Committee Chairs will be chosen by the IUGA Board based on the recommendation of the Steering Committee.
- There will be one committee chair per topic.

Consultation Committee Members

- The Committee Members are responsible for the producing the contents of the documents and papers.
- All IUGA members are welcome to apply to become a Consultation Committee Member. The Steering Committee and Committee Chairs will work with the IAB to make a recommendation to the IUGA Board 6 or 8 Committee Members from those that have applied.
- The Committee Members must:

- Be responsive.
- Disclose any Conflict of Interest. Click [here](#) to see the IUGA Conflict of Interest policy.
- Be published in the topic of their committee.
- Each Committee will be comprised of 6 or 8 IUGA members.

EXPECTATIONS

- The manuscripts will be developed using a collaborative process that requires regular communication via email, periodic conference calls, and completion of assignments. Although many communications will be by email, Committee Chairs and Members are required to participate in teleconferences and in-person meetings.
- Committee Members will thoroughly research their topic or sub-topic, as specified by chair.
- Committee Members commit to produce and deliver all completed assignments and required information before the specified and agreed upon deadlines.
- Committee Chairs and Members will disclose all potential Conflicts of Interest. (see Conflict of Interest policy [here](#)).

The Steering Committee, Committee Chair, Committee Members, and committee as a whole are expected to meet all deadlines unless there are extenuating circumstances. In those cases, the Committee Chair is required to notify of their Steering Committee Member, Steering Committee Chairs and the IUGA Office before the missed deadline or as soon as is possible following the deadline. Any Committee Chair or Committee Member that does not meet these requirements, is unresponsive to more than 4 consecutive emails, or does not remain in regular contact with the Steering Committee and IUGA Office will be promptly replaced.

EXPERIENCE

- Committee Members must have completed training at the Masters, MD, and/or or PhD level
- Committee Members must be an expert in the topic of their respective committee.

STAFF LIAISON

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