

ICSM Terms of Reference

Purpose

The main objectives of the ICSM are to help transform evolving new data into knowledge, knowledge into recommendations and recommendations into improved patient care. The final systematic review document will be the result of evidence-based medicine, complimented by vast clinical experience and our enhanced understanding of disease processes, which can impact sexual health.

Objectives

1. Review the current state of knowledge in sexual medicine;
2. Develop algorithms and widely accepted strategies for diagnostic and therapeutic management of the various areas of sexual medicine;
3. Identify, evaluate and endorse optimal international questionnaires and instruments (symptom scores...) which aid in the evaluation of sexual medicine; and
4. Standardize response criteria and recommendations for clinical research and clinical studies in sexual medicine.

Timeline

- June/July 2020: Formation of Committee
- July - August 2020: Start Committee discussions
- September 2020 - October 2021: Develop 1st draft manuscript and recommendations
- November 2021: Open consultation session – presentation and discussion of summary and recommendations to live audience @ the WSM meeting in Yokohama, Japan
- December 2021 – June 2022: Finalize manuscript, submission to JSM and publication
- November 2022 - Present final report to Members at WSM meeting in Miami, USA

Procedures

- The papers 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, Topic Committee Chairs and Members are required to participate in teleconferences and in-person meetings.
- There are limited resources available to support the review.
- The Steering Committee, Topic Committee Chair, Topic Committee Members, and Committee as a whole are expected to meet all deadlines unless there are extenuating circumstances. In those cases, the Topic Committee Chair is required to notify their Steering Committee Member Liaisons, Steering Committee Chair and the ISSM Executive 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 ISSM Executive Office will be promptly replaced.

Roles and Responsibilities

Consultation and Guidelines Committee (ICSM Steering Committee)

Chair:	Arthur Burnett, USA
Vice-Chair:	Tami Rowen, USA
Members:	Fabio Castiglione, United Kingdom Lanna Cheuck, USA Amr El-Meliegy, Egypt Georgios Pagkalos, Greece Kwangsung Park, Korea Miguel Rivero, Argentina Andrea Salonia, Italy Masroor Wani, India
Ex-Officio:	Gerald Brock, Secretary General ISSM, Canada John Mulhall, Editor in Chief JSM, USA

- There will be a maximum of 10 Steering Committee Members including 1 Chair and 1 Vice-Chair.
- The Steering Committee is responsible for the overall management and execution of the ICSM.
- The most important tasks of the Steering Committee are to appoint the Topic 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 Topic Committee.
- The Steering Committee Liaisons (1-2 members) will provide the ISSM 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.
- The Steering Committee Liaisons (1-2 members) will each supervise one or more Topic Committees to provide guidance and support.
- 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).

Topic Committee Chairs

- Topic Committee Chairs will be chosen by the ISSM Executive Committee based on the recommendation of the Steering Committee.
- There will be one Topic Committee Chair per topic.
- The Topic Committee Chair must:
 - Be a current ISSM Member
 - Be responsive
 - Disclose any relevant conflict of interest (COI).
 - Be published in the topic of their Committee
- The Topic Committee Chair will select the Committee Members with input from the ICSM Steering Committee, with consideration being given to equitable geographical distribution and to ensure a well-balanced group of experts having professional experience in the topic area as well as in doing systematic reviews.
- The Topic Committee Chair is responsible for the progress of his or her Committee.
- The Topic Committee Chair is responsible for remaining in contact with each Committee Member individually, explaining what is expected of them, and distributing the workload.

- The Topic Committee Chair will lead the teleconferences and in-person meetings of his or her Committee
- The Topic Committee Chair will lead the presentations of their reports @ the WMSM or at other live events as indicated.
- The Topic Committee Chair will blend all individual contributions to be in one final publication that should be signed by all Members of the Committee.

Topic Committee Members

- The Topic Committee Members are responsible for producing the contents of the documents and papers as instructed by the Topic Committee Chair.
- All ISSM Members are welcome to apply to become a Topic Committee Member.
- The Topic Committee Members must:
 - Be responsive.
 - Disclose any relevant conflict of interest (COI).
 - Be published in the topic of their Committee.
- Topic Committee Members will thoroughly research their topic or sub-topic, as specified by the Chair.

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 Topic Committee
- Preferably Committee Members who have experience with systematic reviews

Staff Liaison

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