



## **ESRA COMMITTEES & WORKING PARTIES**

### **TERMS OF REFERENCE.**

#### **A. Grants Committee**

- Remit: To evaluate and rank Research & Education grants applications in order to present them for final allocation of grant at the mid-term and Board meetings. The rules for Grants applications and relevant deadlines can be changed upon confirmation from the Board.
- Duration: One year, renewable.
- Membership: One Chair (Council member), 4 members (all must be Council members and include the Treasurer) who should ideally be involved in active research
- Meetings: Formal meeting of the Committee should take place during the Annual Meeting upon decision of the Chair.
- Confidentiality: All deliberations within the Committee are confidential unless divulged within the ESRA Council or as part of a formal ESRA policy.

#### **B. Scientific Committee**

- Remit: To design a balanced, final scientific programme for the annual meeting by December 31<sup>st</sup> of the year preceding the annual meeting for which the programme is designed. The programme should be balanced in terms of scientific content as well as representation of various countries and zones within ESRA. The Chair is responsible to send out a mail to all members of the Scientific Committee asking them to send in proposals and to delineate deadlines. The Chair is responsible to gather and summarize all proposals, indicate from whom the proposals came and spread the final programme. He/she also sends invitations out to speakers in the name of all members of the Scientific Committee. The Chair can decide to appoint smaller working parties to design specific parts of the scientific programme. The time line to design the scientific programme should be strict: First draft within a minimum time frame of 14 months before the Annual Meeting, second draft within a minimum time frame of 12 months before the Annual Meeting, third draft no later than November before the Annual Meeting and final draft no later than January before the Annual Meeting.
- Duration: One year, renewable.
- Membership: Chair (President Elect or Past President), Vice-Chair (President), 4 members of the Council, up to 3 co-opted members from



the country in which the Annual Meeting will be held and the members of the Anatomy and Hands-on workshops.

- Meetings: Formal meeting of the Committee must take place during the Mid-Term Board meeting and at the Annual Meeting in September. Any further meetings can be arranged independently if necessary.
- Confidentiality: All deliberations within the Committee are confidential unless divulged within the ESRA Council or as part of a formal ESRA policy

### **C. Abstracts Committee**

- Remit: To evaluate the abstracts submitted for the Annual Meeting and ensure quality within strict deadlines and in compliance with the abstracts submission and evaluation procedures.
- Duration: One year, renewable.
- Membership: Chairman (Council member), 12 members of the Council and up to 6 external members appointed by the Council. The external members will be offered free registration and a gala dinner ticket for the meeting they score for.
- Meetings: Formal meetings including conference calls can take place upon request of the Chairman.
- Confidentiality: All deliberations within the Committee are confidential unless divulged within the ESRA Council or as part of a formal ESRA policy

### **D. Finance Committee**

- Remit: To manage the finances of the society.
- Duration: During the respective members' terms
- Membership: Treasurer, President, CEO (advisory role), Accountant (no term, except related to the contract and no voting rights).
- Meetings: Upon request from the Chair or one of the members.
- Confidentiality: All deliberations within the Committee are confidential unless divulged within the ESRA Council or as part of a formal ESRA policy

### **E. Website Committee**

- Remit: To control and update the Society website in order to improve visibility, communication, transparency and events related to regional anaesthesia and pain therapy. To control and update the scientific content and review the calendar requests.
- Duration: During the respective members' terms
- Membership: Chair: the Secretary General, one external member appointed by the Chair and the CEO of ESRA (advisory role).
- Meetings: Upon request.



- Confidentiality: All deliberations within the Committee are confidential unless divulged within the ESRA Council or as part of a formal ESRA policy

## **F. European Diploma Board**

- Remit: To structure and design rules, improve and organise the European Diploma in Regional Anaesthesia & Pain Therapy (EDRA)
- Duration – Membership – Meetings – Confidentiality: This Committee has its own Term of References

## **G. Educational Committee**

- Remit: To oversee all educational activities of ESRA with the exception of the Annual Meeting. This includes all ESRA workshops, and the management and creation of educational content on the ESRA Academy.
- Two subcommittees: ESRA Academy and ESRA Workshops will report to the education committee.
- The Chair of the Education committee should report to the Board/Council twice per year during the Mid-Term Board meeting and the Council meeting.
- Duration: One year, renewable.
- Membership: One Chair, one vice-Chair, 5 Council members (of which will include chairs of the 2 subcommittees) and the CEO of ESRA.
- The Committee can decide to appoint other individuals and create working parties assigned to specific projects.
- Meetings: Formal meetings during the Annual Meeting and the Mid-Term Board meeting.
- Confidentiality: All deliberations within the Committee are confidential unless divulged within the ESRA Council or as part of a formal ESRA policy

## **H. ESRA Ambassador Programme Committee**

- Remit: To promote regional anaesthesia and ESRA in less developed parts of Europe and worldwide. Those initiatives should include meetings, trainings, workshops and financial support for teaching and other relevant projects.
- Duration: One year, renewable.
- Membership: One Chair to be appointed by the Major Officers (not necessarily a member of the Council), and 4 members of the Council.
- Meetings: At least once a year during the Annual Meeting.
- Confidentiality: All deliberations within the Committee are confidential unless divulged within the ESRA Council or as part of a formal ESRA policy

### **I. Newsletter & Social Media Committee.**

- Remit: To supervise and help the ESRA Office gathering content and building the ESRA E-Newsletter which should be released 2-3 times a year. To actively take part and create scientific based discussions on Social Media Platforms such as LinkedIn. To help disseminating the promotion of ESRA as well as its activities and to keep control over scientific content disseminated by members in social media.
- Duration: One year, renewable.
- Membership: The CEO of ESRA as Chair and a minimum of 5 members from the Council.
- Meetings: Upon request from the Chair and at least once a year during the Annual Meeting.
- All deliberations within the Committee are confidential unless divulged within the ESRA Council or as part of a formal ESRA policy

### **J. Working Parties.**

- Remit: To develop, manage and finalize specific projects over a limited time frame of maximum two years. Each working party must have one Chair elected by the Board or Council. Members must be from the Council unless approved otherwise by the Board or Council. Each working party Chair must present an update of the project during the Mid-Term Board meeting and the Council Meeting at the Annual Meeting.
- Duration: N/A
- Meetings: Upon request from the Chairs.