



TERMS OF REFERENCE (TOR)

ESRA WORLD DAY & WORLD WEEK OF REGIONAL ANAESTHESIA & PAIN MEDICINE COMMITTEE

EUROPEAN SOCIETY OF REGIONAL ANAESTHESIA & PAIN THERAPY (ESRA)

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Version: 01

Date: 22.07.2024

VERSION HISTORY				
VERSION	DATE	AUTHORED BY	APPROVED BY	REFERENCE PAGES
01	22.07.2024	<ul style="list-style-type: none">Chair the ESRA World Day & Week of Regional Anaesthesia & Pain Medicine CommitteeESRA Major Officers	ESRA Executive Board	NA

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1 PURPOSE (REMIT)

To organize and manage the World Day & World Week of Regional Anaesthesia (RA) and Pain Medicine (PM), held the last Saturday and last week of each January respectively, as an activity of the European Society of Regional Anaesthesia and Pain Therapy (ESRA).

2 ROLE & RESPONSIBILITIES

Preamble

The ESRA Committee of the World Day & World Week of RA and PM plays a vital role in raising awareness and promoting the use of Regional Anaesthesia and Pain Medicine techniques on a global scale. This ESRA group focuses on the flawless planning, preparation, and organization, of a series of events and activities, in multiple cities across all continents, and at the same preset time frame. Its role is to oversee the execution of such activities, confront challenges, and involve as many RA and PM practitioners as possible. The scope is to foster collaborations, create partnerships and engage unity, to further promote the value of education and training beyond barriers.

Key Role & Responsibilities of the World Day & World Week of RA & PM ESRA Committee

Campaign Development: The Committee spearheads the development and implementation of a campaign to highlight and celebrate the World Day and World Week of Regional Anaesthesia and Pain Medicine, by promoting the benefits of RA and PM, in comparison or in combination with traditional techniques.

Collaboration and Outreach: The Committee actively seeks collaborations with national, international and sister RA and Pain societies, with patients' advocacy groups, and healthcare institutions to amplify the reach of its campaign.

Educational Resources: The Committee develops a common scientific program that is presented on a common day in multiple cities across all continents. It also develops educational material and provides/disseminates resources, specifically tailored to the World Day / World Week campaign. These can include infographics, educational videos, podcasts, online presentations, patient information leaflets or related social media content.

Public Engagement: The Committee wants to work to generate public interest and engagement with the World Day / World Week campaign. This initiative can involve educational events in multiple cities in Europe and across the globe, press releases, or social media contests focused on Regional Anaesthesia and Pain Medicine awareness.

Highlighting Success Stories: The World Day / World Week ESRA Committee might showcase successful implementation of Regional Anaesthesia practices around the world, inspiring its broader adoption and emphasizing its positive impact on patient care.

By focusing on these areas, the Committee plays a key role in advocating for Regional Anaesthesia and Pain Medicine as valuable tools for improving patient outcomes and experiences worldwide. It raises awareness, promotes collaboration, and ultimately contributes to a wider acceptance and utilization of RA and PM techniques in global healthcare practices.

3 MEMBERS - ATTENDANCE - TERMS OF OFFICE

Composition of the Committee

The World Day & World Week of RA and PM ESRA Committee consists of one Chair and up to seven (7) members, all from a European ESRA zone.

Both the Chair and the Committee Members need to be ESRA active ordinary full members or ESRA life members. No individual/ESRA member can serve as Chair in more than two (2) ESRA activities/committees/groups simultaneously, including the World Day & World Week of RA and PM ESRA Committee. The only exception applies to the ESRA President.

To preserve the diverse participation across all ESRA zones, no more than two (2) members from the same country may serve on or/and participate in any ESRA committee, group, program, or activity, excluding the ESRA President. However, for this Committee this limit can be extended to (3) Members, due to the huge demands in efforts, which may lead to higher representation from a single country. If this still poses a challenge or is neither possible nor applicable, the ESRA Executive Board has the authority and is eligible to make the final decision.

In addition, in the Committee, up to two (2) individuals per continent outside Europe participate, representing the collaborating sister societies respectively. Their role is to serve as co-opted members of the Committee, being the official representatives of the continental sister societies. The decision on the selection of these members outside Europe is the sole responsibility of the sister societies themselves and definitely not of ESRA.

The activity also involves the European countries coordinators, that are usually the ESRA Councilors and the European cities representatives, that are selected at a national level. Even if recognized and acknowledged for their efforts, hard work and contribution, officially they do not belong to the World Day & World Week of RA and PM ESRA Committee.

Chair & Members of the Committee

The Chair of the World Day & World Week of RA and PM ESRA Committee is proposed and elected by the ESRA Executive Board and communicated to the Council.



Due to the critical nature and importance of the role of the Committee Chair, and to maintain the continuity of this activity, only Committee members are eligible for this position, as prior knowledge and experience are necessary and required for an effective leadership and execution of the respective tasks.

In case no current Committee members accept the position, the Executive Board will appoint a new Chair from among the pool of ESRA experts and key opinion leaders, who are engaged in other ESRA activities and are willing to lead the Committee. If more than one Committee members express interest for the position, the Executive Board will discuss internally and will finally select the new Committee Chair, taking into consideration the advice of the Chair that steps down.

The up to seven (7) ESRA members of this ESRA Committee are elected as follows: Vacancies are announced and communicated to all ESRA members via email and advertised on the society website and social media, at least 3 months prior to the election. Applications are submitted to ESRA office not later than 2 months prior to the election. Once applications are received, the World Day and World Week of RA and PM Committee reviews them and selects the best candidate per vacancy. The selected candidate(s) are forwarded to the Executive Board for approval. The decision is then communicated to the Council of Representatives..

Terms of Office

Chair of the World Day & World Week Committee: 3 years, renewable once (for a second term of another 3 years), with his/her Term of Office commencing at the Annual Council of Representatives Meeting, being held at the ESRA Annual Congress, usually in September

Members of the World Day & World Week Committee: 3 years, renewable once (for a second term of another 3 years), with Term of Office commencing at the Annual Council of Representatives Meeting, being held at the ESRA Annual Congress, usually in September

After the end of their second term, the Chair or/and corresponding member(s) step down and the processes of filling the vacancy, is followed as outlined above.

All rules previously mentioned are effective and apply to any vacancy, including instances where the Chair or any member steps down prior to the end of their Terms of Office, or are unwilling to reapply for a second term after the completion of their first one(s).

4 MEETINGS

Formal online meetings of the World Day & World Week ESRA Committee must take place multiple times a year for a flawless preparation, and definitely during the Annual Congress in September (if possible in person). Additional meetings can be organized online, at the discrete decision and upon the



request of the Committee Chair. ESRA Office can assist in minutes taking of the meetings.

5 REPORTING

A first official report can be presented during the ESRA Mid-Term Executive Board Meeting (after the completion of the event), by the Chair of the Committee (can be in person or online). The Chair must submit an annual report of all the activities carried out (must be in person), as well as the plan for the forthcoming event, during the ESRA Executive Board or Council Meeting, taking place during the ESRA Annual Congress, usually every September. The Executive Board Members become informed and should it be necessary, decide accordingly, after having received and evaluated such a report provisionally.

6 RIGHTS & OBLIGATIONS OF CHAIR & MEMBERS

RIGHTS

Event Planning Authority: The Committee has the authority to plan and organize this ESRA activity (World Day and World Week of Regional Anesthesia and Pain Medicine), but needs to keep informed and be in close collaboration with ESRA Major Officers and Executive Board Members, due to extent of the event, and the necessary financial resources that might be required.

Resource Access: The Committee can access ESRA resources and support to execute the event successfully.

Collaborations - Partnerships: The Committee can collaborate with external organizations, healthcare providers, and stakeholders to enhance the events, following prior update of the ESRA Major Officers.

Promotion: The Committee has the right to promote the events through ESRA channels and external media to ensure wide participation.

OBLIGATIONS

Event Organization: Plan and coordinate educational and awareness activities that highlight advancements and best practices in regional anesthesia and pain management

Stakeholders Engagement: Engage with healthcare professionals, institutions, and the public to maximize participation and impact.

Content Development: Develop and curate high-quality content for presentations, workshops, videos, podcasts, live streaming and promotional materials

Evaluation: Assess the effectiveness of the events and gather feedback to improve future activities

Reporting: Provide regular updates to the ESRA Major Officers and Executive Board on the planning, budget, execution, and outcomes of the events



Compliance: Ensure all activities align with ESRA standards, policies, and ethical guidelines

Promotion of Awareness: Advocate for the importance of regional anesthesia and pain management through organized events and campaigns

The committee will write a document explaining the functioning and all tasks done to serve as help for the future leaders of this activity. This document will be approved by the ESRA Executive Board, and can be revised on an annual basis. The aim is to ensure efficiency, achieve high-quality output, and maintain uniformity in the performance of the committee activities over time.

Confidentiality: All deliberations within the Committee are confidential, unless divulged within the ESRA Major Officers / Executive Board / Council or as part of a formal ESRA policy. The Chair and Members are obliged to maintain the confidentiality of all deliberations and sensitive information within the Committee, particularly concerning finances, strategic decisions, and all personal data related to GDPR policies.

These rights and obligations ensure that the committee effectively promotes and celebrates advancements in regional anesthesia and pain management, fostering global awareness and education.

7 FILE KEEPING

The decisions, reports, reviews and minutes of the ESRA World Day & World Week of RA and Pain Medicine Committee are kept in files accessible by the Chair and the Committee Members, the ESRA Major Officers, and the Office Team, and are archived for an indefinite period, minimum of 20 years.

This document shall enter into force, be revised and distributed in accordance with the applicable procedures for controlled documents of ESRA.

This document:

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APPROVAL	ESRA Executive Board <ul style="list-style-type: none"> • Eleni Moka, ESRA President • Luis Valdes, ESRA Secretary General • Philippe Gautier, ESRA Treasurer • Thomas Volk, ESRA Past President • Eric Albrecht, Member • Enrico Barbara, Member • Sebastien Bloc, Member • Andrzej Daszkiewicz, Member • Alan MacFarlane, Member • Fatma Saricaoglu, Member • Axel Sauter, Member • Ana Patricia Martins Pereira, Member (Residents & Trainees Representative) 	See attached, below the table	Executive Board's Decision Date 05.08.2024

 













