



TERMS OF REFERENCE (TOR)

e-ESRA COMMITTEE

EUROPEAN SOCIETY OF REGIONAL ANAESTHESIA & PAIN THERAPY (ESRA)

Rue De Chantepoulet 10, 1201, Geneva, Switzerland

www.esraeurope.org

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TABLE OF CONTENTS

1	PURPOSE (Remit).....	3
2	ROLE & RESPONSIBILITIES	3
3	MEMBERS - ATTENDANCE - TERMS OF OFFICE.....	4
4	MEETINGS	5
5	REPORTING	5
6	RIGHTS & OBLIGATIONS OF CHAIR & MEMBERS	6
7	FILE KEEPING	7

1 PURPOSE (REMIT)

To organize, manage and conduct the Online Congress of the European Society of Regional Anaesthesia and Pain Therapy (ESRA), named e-ESRA Online

2 ROLE & RESPONSIBILITIES

Preamble

This e-ESRA congress is an ESRA internet-based activity, a unique educational concept, that has been embraced by all Regional Anaesthesia (RA) & Pain Medicine Sister Societies, and which brought a new dimension of online education, for a maximum learning outcome. With an extended 24-hour program, broadcasted live all over the world in parallel streams, and the enthusiastic interaction of participants, via live chats, polls & quizzes with instant results, a virtual experience of a full congress, dedicated to RA, Perioperative Care & Pain Medicine, is accomplished. This educational activity is repeated annually, with the active involvement not only of ESRA, but also its sister societies, attracting a large number of delegates. Interesting lectures of short duration, podcasts and videos, as well as Live Demonstration Sessions, presented during this online conference, are recorded and become available for replay, via the ESRA Academy. Even if this activity served as a temporary solution during the challenging years of the corona virus pandemic, e-ESRA is currently well established and remains a hub for elevating education standards and for promoting international partnerships, with its committee striving towards this direction.

As such, the e-ESRA Committee plays a pivotal role in disseminating education and promoting the use of Regional Anaesthesia and Pain Medicine techniques on a global scale. It focuses on the flawless planning, preparation, and organization. Its role is to oversee the execution of the activity, confront challenges, and involve as many RA and PM practitioners as possible worldwide, that can be connected online from the comfort of their environments. 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 e-ESRA Committee

Developing Content: The e-ESRA Committee works on creating engaging and informative online content specifically tailored for the e-ESRA congress format. This may involve developing interactive sessions, webinars, or online learning modules focused on regional anesthesia and pain.

Platform Management: The Committee ensures the smooth operation of the e-ESRA online platform, overseeing technical aspects, user experience, and accessibility for participants.

Promoting Engagement: The e-ESRA Committee actively promotes the e-ESRA congress, encouraging participation and maximizing the reach of educational content to regional anesthesia professionals across Europe and all over the world, as it is currently planned as a global activity developed in conjunction with the other sister societies.

Staying Innovative: It continuously explores new technologies and methods for delivering online education in the field of Regional Anaesthesia and Pain Medicine, aiming to keep the e-ESRA congress format engaging and effective.

By focusing on these areas, the e-ESRA Committee plays a key role in expanding ESRA educational offerings and making high-quality Regional Anaesthesia and Pain Medicine education accessible to a wider audience through the online platform.

3 MEMBERS - ATTENDANCE - TERMS OF OFFICE

Composition of the Committee

The e-ESRA Committee consists of one Chair and five (5) 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 e-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, including the e-ESRA Committee, and excluding the ESRA President. If this poses challenges or is neither possible nor applicable, the ESRA Executive Board has the authority and is eligible to make the final decision.

Chair & Members of the Committee

The Chair of the e-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 none of the Committee members accepts 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 five (5) 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 e-ESRA 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 e-ESRA 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 e-ESRA 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 e-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 (prior to 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, as well the plan for the forthcoming event, and needs to present it in person, during the Annual ESRA Executive Board or Council Meeting, being held 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 online ESRA activity (e-ESRA), but needs to keep informed and be in close collaboration with ESRA Major Officers, 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 creates partnerships with ESRA sister societies and 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 this online event through ESRA channels and external media to ensure wide participation.

OBLIGATIONS

Event Organization: Plan and coordinate educational and awareness the activity that highlights 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, live demonstrations, videos, podcasts, live streaming and promotional materials

Evaluation: Assess the effectiveness of the event 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 event

Compliance: Ensure that this online activity aligns with ESRA standards, policies, and ethical guidelines

Promotion of Awareness: Advocate for the importance of regional anesthesia and pain management through a common live streaming on a single day across all continents

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 e-ESRA Committee are kept in files accessible by the Chair and the Committee Members (upon request), the ESRA Major Officers, and 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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- ✓ Shall be subject to and undergo a review process at least once every three years, but not more frequently than annually, since the last adoption or amendment.

		SIGNATURE(s)	DATE(s)
AUTHOR(s)	<p>Chair of the e-ESRA Committee Jose Aguirre, ESRA-DRA Past President, ESRA Past Board Member</p> <p>ESRA Major Officers</p> <ul style="list-style-type: none"> • Eleni Moka, ESRA President • Luis Valdes, ESRA Secretary General • Philippe Gautier, ESRA Treasurer • Thomas Volk, ESRA Past President 	See attached, below the table	22.07.2024
APPROVAL	<p>ESRA Executive Board</p> <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








