



TERMS OF REFERENCE (ToR)

ESRA GRANTS & AWARDS COMMITTEE

EUROPEAN SOCIETY OF REGIONAL ANAESTHESIA & PAIN THERAPY (ESRA)

Rue De Chantepoulet 10, 1201, Geneva, Switzerland

www.esraeurope.org

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01	22.07.2024	<ul style="list-style-type: none">Chair the ESRA Grants & Awards CommitteeESRA Major Officers	ESRA Executive Board	NA

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 evaluate and rank Educational & Research Grants applications
- To advise, present and confirm to the Major Officers and Executive Board Members of the European Society of Regional Anaesthesia and Pain Therapy (ESRA) on the allocation of such grants
- To contribute to the potential change of the rules for Grants applications and relevant deadlines, upon approval from the Executive Board
- To make an objective assessment of the Carl Koller and Recognition of Education in Regional Anaesthesia and Pain Awards nominations, as well as to define objective criteria with a clear and impartial grading system for the consequent nominees selection
- To assist the Executive Board and Council of Representatives in selecting the nominees of the aforementioned awards
- To assess and evaluate the quality of the education and training, offered by the ESRA Approved Training Centres of Excellence to the ESRA Educational Grants recipients, in close collaboration with the ESRA Education Committee, and by applying, among other evaluation methods, site inspection and monitoring visits to the respective training institutions.

2 ROLE & RESPONSIBILITIES

Preamble

The ESRA Grants & Awards Committee plays a vital role in supporting and recognizing excellence within the fields of Regional Anaesthesia (RA), Perioperative Care, PoCUS and Pain Medicine. The Committee aims to encourage young anaesthesiologists to receive further training and hands on practice in the ESRA Approved Training Centres of Excellence and support researchers in conducting high-quality research studies, that can improve clinical practice and transform patient outcomes.

Role & Responsibilities of ESRA Grants & Awards Committee

Education & Research Funding: The ESRA Grants & Awards Committee meticulously evaluates applications for Educational and Research Grants, strategically allocating resources to support promising projects that will advance the fields of Regional Anaesthesia, Perioperative Care, PoCUS and Pain Medicine.

Promoting Innovation: By supporting research through the ESRA Research Grants, the ESRA Grants & Awards Committee helps drive innovation and discovery in Regional Anaesthesia and Pain Medicine.

Enhancing Hands-On Training: By supporting clinical training through the ESRA Educational Grants, the ESRA Committee helps young anaesthesiologists to improve their skills and competences.

Award Recognition: The Committee guides and oversees the nomination process for the prestigious ESRA awards, such as the Carl Koller Award and the Recognition of Education in RA and Pain ESRA Awards. These awards are

decided by the ESRA Executive Board & Council Members to acknowledge significant achievements and lifetime contributions of European or/and worldwide experts in Regional Anaesthesia and Pain research and education.

Staying Current: The ESRA Grants & Awards Committee keeps abreast of the latest advancements in RA and Pain research, to effectively evaluate grant proposals and nominate deserving individuals or awards.

Setting Standards: It may be involved in establishing clear criteria for both grant applications and award nominations, ensuring a fair and objective selection process.

In essence, the ESRA Grants & Awards Committee acts as a catalyst for progress in Regional Anaesthesia, Perioperative Care, PoCUS and Pain Medicine, by spreading the knowledge, encouraging education and training, fostering research, recognizing achievements, and promoting excellence within the fields. As such, it plays a vital role in supporting the ESRA academic endeavors.

3 MEMBERS - ATTENDANCE - TERMS OF OFFICE

Composition of the ESRA Grants & Awards Committee

The ESRA Grants & Awards Committee consists of one (1) Chair and up to ten (10) 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 ESRA Grants and Awards 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 ESRA Grants & Awards Committee, and excluding the ESRA President. If this rule poses a challenge and is neither possible nor applicable, the ESRA Executive Board has the authority and is eligible to make the final decision.

Chair & Members of the ESRA Grants and Awards Committee

The Chair of the ESRA Grants & Awards Committee is proposed and elected by the ESRA Executive Board and communicated to the ESRA Council of Representatives accordingly.

Due to the critical nature and importance of the role of the Committee Chair, 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 shall 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 discusses internally and finally elects the new

Committee Chair, taking into consideration the advice of the Chair that steps down. Such a decision is communicated to the Council of Representatives.

The up to ten (10) ESRA members of the ESRA Grants & Awards 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 ESRA Grants & Awards Committee reviews them and selects the best candidate per vacancy. The selected candidate(s) are forwarded to the Executive Board for approval. Its decision is communicated to the Council of Representatives.

Terms of Office

Chair of the ESRA Grants & Awards 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

Members of the ESRA Grants & Awards 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, as outlined above, is followed.

All rules previously mentioned apply to any vacancy, including instances where the Chair or any member step 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 meetings of the ESRA Grants & Awards Committee must take place at least two times a year, including, but not limited to (a) one prior to the Mid-Term ESRA Executive Board Meeting (in an online format), (b) one during the ESRA Annual Congress in September (if possible face to face). Additional meetings can be organized online, at the discrete decision, and upon the request of the Committee Chair, at days and times that are convenient for all the Committee Members. ESRA Office can assist in minutes taking of the meetings accordingly.

5 REPORTING

On an annual basis, a first report is presented during the ESRA Mid-Term Executive Board Meeting, by the Chair of the Committee (can be in person or online). The Chair of the ESRA Grants & Awards Committee must submit a second, annual report of all the activities carried out, and needs to present it in person, during the Annual ESRA Executive Board Meeting or/and 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

Decision-Making Authority: The Committee has the authority to evaluate and decide on the allocation of grants and awards.

Access to Applications: The Committee Chair & Members have access to all submitted grant and award applications for review.

Resources Utilization: The Committee can use ESRA resources and data to inform their decisions.

Representation: The Chair represents the Committee in communications with applicants and the ESRA Executive Board, and is in close collaboration with the ESRA Major Officers, should any sensitive issues or/and important concerns and challenges arise.

OBLIGATIONS

Fair Evaluation: To ensure a transparent, unbiased, and fair evaluation process for all grant and award applications

Criteria Development: To develop and maintain clear criteria and guidelines for grants and awards.

Regular Meetings: To organize and participate in regular meetings to review applications and make suggestions or proceed with decisions

Feedback Provision: To provide constructive feedback to applicants, whether they are successful or not

Reporting: To regularly report to the ESRA Major Officers and Executive Board Members on the Committee's activities, decisions, challenges and necessities

Compliance: To adhere to ESRA standards, policies, and ethical guidelines in all Committee activities

Promotion: To promote available grants and awards to ensure wide and diverse applicant participation.

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 ESRA Grants & Awards 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 operates effectively and contributes significantly to advancing education and research in RA, perioperative care and chronic pain management.

7 FILE KEEPING

The decisions, reports, reviews and minutes of the ESRA Grants & Awards 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:

- ✓ Is the property of the ESRA and its unauthorized disclosure, reproduction and use in whole or in part, or its use for work not related to the activities of ESRA is not permitted.
- ✓ Is an internal controlled document, distributed according to the distribution list and acknowledged under the responsibility of the recipient.
- ✓ 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 ESRA Grants & Awards Committee Axel Sauter, ESRA Board Members</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



Handwritten signatures of committee members, including names like 'L. Valdes', 'P. Gautier', 'E. Moka', 'A. Sauter', and 'A. Martins Pereira'.