The European Society of Regional Anaesthesia & Pain Therapy
Crossing Boundaries, Transforming Care

TERMS OF REFERENCE (TOR)

ESRA PROSPECT WORKING GROUP

EUROPEAN SOCIETY OF REGIONAL ANAESTHESIA & PAIN THERAPY (ESRA)

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www.esraeurope.org

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VERSION HISTORY				
VERSION	**DATE**	**AUTHORED BY**	**APPROVED BY**	**REFERENCE PAGES**
01	**19.12.2023**	• Chair of the ESRA PROSPECT Working Group • ESRA Major Officers	ESRA Executive Board	NA

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The Prospect Working Group (PWG) is an independent scientific and academic body within the overall organisational structure of the European Society of Regional Anaesthesia and Pain Therapy (ESRA) keeping its intellectual, scientific and academic freedom.

PROSPECT (**PRO**cedure **SPEC**ific postoperative pain managemen**T**) is a working group (PWG) consisting of surgeons and anaesthesiologists, with the objective of developing a clinical decision support service, designed to improve the management of postoperative pain on a procedure-specific basis.

ESRA will be accountable for governance, logistical support and funding.

1 PURPOSE

1.1. Prospect is an international body of anaesthesiologists and surgeons and its primary aim is to produce evidence-based, up to date, clinical decision support material to provide optimal postoperative pain management for specific surgical procedures, intra and postoperatively.

1.2. Prospect conducts systematic reviews and meta-analyses of intra and postoperative pain management on a procedure-specific basis, using a rigorous and internationally accepted methodology which is regularly updated.

1.3. All the original data, the methodology for each review, the detailed systematic review and the consensus recommendations are made freely available to the International Healthcare Community on the Prospect website, https://esraeurope.org/prospect/ or https://esraeurope.org/pain-management/ or www.postoppain.org

1.4. Prospect also conducts such other academic work as fulfils the primary aim of Prospect. This activity includes, but is not limited to, publishing peer reviewed manuscripts in anaesthetic and surgical journals, lecturing on the work of Prospect and acting as an Advisory Group to third parties on aspects of acute pain.

1.5. These third parties may include national and international specialist medical societies, government agencies or health committees, or medical companies.

1.6. Prospect will respond to requests from the ESRA Board and its Standing Committees, and any other sub-committees or working parties relating to ESRA educational and academic activities, if deemed convenient by Prospect members.

1.7. Prospect will consider and make recommendations to ESRA Board on the matters relating to evidence-based medical educational activities.

1.8. ESRA Board can ask Prospect to develop recommendations for ESRA related to acute postoperative pain management.

1.9. Each publication of Prospect will include a formal statement as being a part of ESRA's organization.

1.10. Each publication of Prospect will mention ESRA on the title of the recommendation as a Prospect/ESRA guideline or recommendation, after review of the final manuscript and approval by the ex officio ESRA member for the ESRA Board. However, Prospect can publish the guideline even if the ESRA board is not in agreement. ESRA will then be removed from the title.

1.11. Prospect will develop and publish, at least, 1 to 2 recommendations / guidelines per year and/or 1 to 2 reviews of previous written recommendations / guidelines.

1.12. ESRA will support / fund Prospect with a yearly grant agreed in the previous year.

2 Composition of the Prospect Working Group

2.1. The Prospect Working Group consists of a minimum 12 and maximum 16 Prospect members, plus two members nominated by the ESRA Board to represent the ESRA Society, plus the ESRA President in an ex officio function. The PWG will maintain a balance of both suitably qualified surgeons and anaesthesiologists to ensure that the principles of Prospect are continued.

2.2. The ESRA will seek nominations from ESRA members for the two ESRA positions on the PWG. Potential candidates will apply for formal consideration by the ESRA Board. The ESRA Board will present a shortlist of candidates to the PWG for a final decision. The term of office of the ESRA representatives will be 3 years.

2.3. Members of the PWG may be members of ESRA in their own right, but membership of ESRA will not be a condition of membership of the Working Group, except for the two ESRA representatives.

2.4. The PWG will also seek applications directly from suitably qualified surgeons and anaesthesiologists, as and when a vacancy arises. All applications will be subject to a short-listing procedure and candidates may be called for interview. The final decision to appoint new members will be a simple majority vote by the existing PWG members.

2.5. Potential members of the PWG will be expected to demonstrate a strong body of academic work in the field of evidence-based medicine and/or acute postoperative pain management to support of their application to join the PWG.

2.6. The Chairman is selected by the members of the PWG. The Chairman of PWG will be elected for a term of office of 3 years, renewable, subject to the agreement of all PWG members.

2.7. The term of office of other PWG members will be given 5 years, renewable each time for another 5 years.

2.8. The President of ESRA, or a nominated major officer, will be an Exofficio member of the PWG. This ex-officio representative will not have any executive role on the PWG.

2.9. The PWG may co-opt, either for the period specified in the co-option, or for a single meeting, or for any other purpose, any person specially qualified to assist or advise the Working Group. The length of the cooption shall be at the discretion of the Chairman.

2.10. Working Group Members will be replaced in orderly fashion by election at the end of their term of office.

2.11. Duties of all PWG Members: all members are expected to fully support the aims of the PWG and make significant contributions to its academic programme (attend the Bi-Annual Board Meeting; study, comment, and make modification suggestions during the draft review, return the drafts to the review subgroup coordinator; join any review sub-group, when invited, provided that the topic is within the member's area of expertise. The subgroup consists of 2 or 3 PWG Board Members who provide clinical input and expertise to the researchers and writers who conduct each systematic review for PWG. They direct the overall progress of each review and lead the main PWG discussions of each review during the Annual Meeting.

2.12. Contribution to other PWG activities can include

2.12.1. Lead author/co-author of any agreed manuscript for submission to peer reviewed journals

2.12.2. Lecture on aspects of Prospect's work at local, national or international scientific meetings

2.12.3. Promote the work of Prospect with national or International special interest societies, government health agencies and other third party bodies with an interest in evidence based pain management guidelines

2.12.4. Seek funding opportunities to enable Prospect to continue and expand its academic activities

2.13. Undertake any supportive, administrative or organizational role associated with the efficient management of the PWG, if requested.

3 Quorum

Quorum of the PWG shall require 75% of members to be present.

4 Voting

The Chairman of Prospect will seek consensus to reach a decision. Where consensus is not agreed, a vote will be taken, and the number of votes cast for and against recorded. In the event of an equality of votes, the Chairman shall have an additional, or casting, vote.

5 Meetings

5.1. Prospect will hold two formal Annual Board Meetings to discuss all relevant business matters and to finalise the draft copy of any new Procedure or updated Procedure, with the prior agreement of the Chairman. This meeting will be held at a time of year most convenient to the review process schedule. The venue (within the EU) will also be chosen to be convenient to the majority of the group members and approved by ESRA Board The meeting will be scheduled for at least 1 full working day.

5.2. Minutes of all PWG meetings shall be sent to and kept by ESRA Office. Minutes are taken by a professional medical writer or minute taker.

5.3. The Chairman shall produce an annual report for the ESRA Annual General Assembly.

5.4. Supplementary meetings of sub-group members for any procedure under active review may be required, although in the majority of cases the work can be achieved by email or tele-conference. Any meetings called for must be agreed and approved in advance with the relevant ESRA Board or have been accounted for in the initial budget agreed for the procedure review.

5.5. Travelling and subsistence expenses of members of Prospect shall be met by ESRA Office according to criteria agreed between Prospect and ESRA.

6 Review of Terms of Reference

ESRA Board will review the terms of reference of PGW annually or earlier if appropriate, and changes must be approved by Prospect.

7 FILE KEEPING

The decisions, reports, reviews, minutes and all documents related to the ESRA PROSPECT Working Group are kept in files accessible by the Chair and the Working Group Members, the ESRA Major Officers, and the ESRA 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)	**Chair of the ESRA PROSPECT Working Group** Marc Van De Velde, ESRA Past President **ESRA Major Officers** • Eleni Moka, ESRA President • Luis Valdes, ESRA Secretary General • Philippe Gautier, ESRA Treasurer • Thomas Volk, ESRA Past President	See attached, below the table	19.12.2023
APPROVAL	**ESRA Executive Board** • 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	21.12.2023