



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

TERMS OF REFERENCE (ToR)

ESRA ABSTRACTS COMMITTEE (AC)

EUROPEAN SOCIETY
OF REGIONAL ANAESTHESIA & PAIN THERAPY
(ESRA)

Rue De Chantepoulet 10, 1201, Geneva, Switzerland

www.esraeurope.org

Version: 01

Date: 22.07.2024

VERSION HISTORY				
VERSION	DATE	AUTHORED BY	APPROVED BY	REFERENCE PAGES
01	22.07.2024	• Chair the ESRA Abstracts Committee • ESRA 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	5
7	FILE KEEPING	6

1 PURPOSE (REMIT)

To evaluate and distribute the abstracts submitted for the Annual Congress of the European Society of Regional Anaesthesia and Pain Therapy (ESRA), ensure quality in their handling within strict deadlines, comply with the abstracts' submission and evaluation procedures

2 ROLE & RESPONSIBILITIES

Preamble

The ESRA Abstracts Committee plays a critical role in maintaining the high scientific quality and standards of the ESRA Annual Congress.

Roles & Responsibilities of the ESRA Abstracts Committee

Reviewing Submissions: The Committee meticulously evaluates abstracts submitted for presentation at the ESRA Annual Congress. This ensures that the chosen research and clinical presentations are relevant, well-designed, and contribute meaningfully to the fields of Regional Anaesthesia and Pain Medicine.

Selection Process: Based on the evaluations results, the Committee selects the most impactful abstracts for oral presentations or electronic poster displays. This process ensures a diverse and informative program for the conference attendees.

Promoting Excellence: By upholding rigorous standards during the abstracts review process, the Committee contributes to the overall scientific excellence of the ESRA Annual Congress.

Setting Guidelines: The Committee is responsible for developing, setting and maintaining clear guidelines for the abstracts submission, ensuring researchers understand the criteria for impactful presentations.

In essence, the ESRA Abstracts Committee acts as one of the gatekeepers, safeguarding the scientific quality and enriching the educational experience of the ESRA Annual Congress.

The Chair of the ESRA Abstracts Committee, in collaboration with the Chair of the ESRA Scientific Committee, the Professional Congress Organizer (PCO) appointed by ESRA, and the ESRA Congress Manager from the ESRA Office team, is responsible for establishing the timeline for abstracts submission and review for each annual congress during his/her term. Additionally, the Chair of the ESRA Abstracts Committee oversees the distribution of abstracts for online review by the Committee Members and allocates tasks for on-site evaluation during the annual congress.

The Members of the ESRA Abstracts Committee are responsible for conducting online evaluations of their assigned abstracts, adhering to established evaluation guidelines and deadlines. They are also tasked with performing and carrying out on-site evaluations of abstracts during the ESRA annual congress.

To assist future leaders, the current Committee has developed a Standard Operating Procedure (SOP) to provide clear guidance for these activities.

3 MEMBERS - ATTENDANCE - TERMS OF OFFICE

Composition of the ESRA Abstracts Committee

The ESRA Abstracts Committee consists of one (1) Chair and a number of Members equal to the number of members in the ESRA Council of Representatives, all originating from a European ESRA zone. Both the Chair and Members in this Committee 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 Abstracts Committee. The only exception applies to the ESRA President.

To preserve the diversity of participation of all ESRA zones, no more than two (2) members from the same country may participate in any ESRA committee, group, program or activity, including the ESRA Abstracts Committee, and excluding the ESRA President. In case, this is neither possible nor applicable, the ESRA Executive Board is eligible to decide.

Chair & Members of the ESRA Abstracts Committee

The Chair of the ESRA Abstracts Committee can be an Executive Board member or a member of the ESRA Council of Representatives, is proposed and elected by the ESRA Executive Board and is communicated to the Council of Representatives.

All the ESRA Councilors serve as Members of the ESRA Abstracts Committee.

Up to 6 external members can be appointed by the Chair of the ESRA Abstracts Committee, in case it is considered necessary, mainly due the number of abstracts needed to be evaluated.

At the request of the Chair of the ESRA Abstracts Committee, additionally members of the ESRA Executive Board may be involved in the evaluation and reviewing task, especially in the case of a high number of abstracts and the need to increase the number of reviewers. It is the Committee Chair's responsibility to have an adequate number of members, with the necessary expertise in all abstract topics.

Terms of Office

Chair of the ESRA Abstracts Committee: Three (3) years, renewable once (for a second term of another 3 years), and with his/her Term of Office starting at the Annual Meeting of the ESRA Council of Representatives, being held during the ESRA Annual Congress

Members of the ESRA Abstracts Committee: Due to varying national regulations on Councilors (National/Zonal Representatives) renewals, there is no minimum or maximum membership period of participations in the ESRA Abstracts Committee. Membership is contingent upon an individual's tenure on their respective role as ESRA Councilor, representing his/her country. When a Councilor (National/Zonal Representative) is renewed, the new Council member automatically becomes Member of the ESRA Abstracts Committee, with his/her predecessor stepping down accordingly.

Appointed Members by the Chair of the ESRA Abstracts Committee: At least one (1) year, a time frame that is not binding, and which depends on the discrete decision of the Committee Chair, and as per the abstracts trafficking.

4 MEETINGS

Formal meetings of the ESRA Abstracts Committee must take place at least twice a year, (a) prior to the Mid-Term ESRA Executive Board Meeting (can be online), and (b) if possible during the ESRA Annual Congress in September (face to face). Additional meetings can be organized online, upon the discrete decision and request of the Committee Chair. The ESRA President is allowed to participate in all meetings. ESRA Office can assist in minutes taking of the meetings accordingly. The Committee Chair also participates in regular meetings (usually bi-weekly or weekly), throughout the ESRA Annual Congress preparation process, with the concomitant participation of ESRA Major Officers, Chair of the ESRA Scientific Committee, ESRA Office Team Members, and ESRA appointed Professional Congress Organizers (PCO) Team.

5 REPORTING

The Chair of the ESRA Abstracts Committee must submit an annual report of all the activities carried out, and needs to present it in person, during the Annual ESRA Council of Representatives or Executive Board Meeting, during the ESRA Annual Congress. Additional reports might be requested by the ESRA Major Officers or the Chair of the ESRA Scientific Committee.

6 RIGHTS & OBLIGATIONS OF CHAIR & MEMBERS

RIGHTS

The ESRA Abstracts Committee is entrusted with the vital responsibility of ensuring that the submitted abstracts, for potential presentation during the ESRA Annual Congress, are handled with care, and as per the society and scientific community regulations. As such, the Chair and the Members of the Committee are fully eligible and independent to evaluate and select abstracts for the ESRA Annual Congress. In this way, they participate in and contribute to shaping the scientific program, via the abstracts assessments process.

OBLIGATIONS

The Committee is responsible for (a) conducting online evaluations of assigned abstracts, following established guidelines and deadlines, (b) performing on-site abstract evaluations during the ESRA Annual Congress, and (c) developing and adhering to the Standard Operating Procedure (SOP) of the ESRA Abstracts Committee, to guide future committee members. This SOP serves as help for the future leaders of this activity, and its goals are achievement of efficiency, quality output, and uniformity of performance of the activity over time.

Confidentiality: All deliberations within the ESRA Abstracts 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.

7 FILE KEEPING

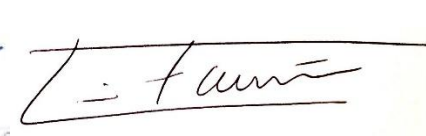
The decisions, reports, reviews and minutes of the ESRA Abstracts Committee are kept in files accessible by the Chair and Members of the Committee, by the ESRA Major Officers, and the Office Team, and are archived for an indefinite period of at least 20 years.

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

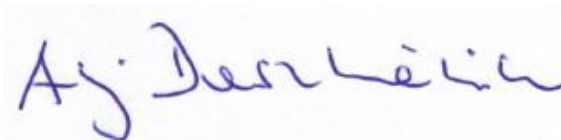
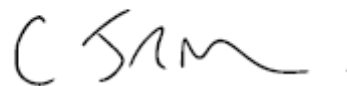
This document:

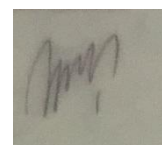
- ✓ Is the property of the ESRA and its unauthorized disclosure, reproduction and use in whole or in part, or its use for work not related to the activities of ESRA is not permitted.
- ✓ Is an internal controlled document, distributed according to the distribution list and acknowledged under the responsibility 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 Abstracts Committee Luis Valdes, ESRA Secretary General 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	22.07.2024
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	Executive Board's Decision Date 05.08.2024





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

Terms of Reference (ToR): «ESRA Abstracts Committee»