



TERMS OF REFERENCE (ToR)

ESRA WEBINARS 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	- Chair of the ESRA Webinars Committee - ESRA Major Officers	ESRA Executive Board	NA

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1 PURPOSE (REMIT)

To plan, manage, coordinate and organize webinars, held at least once a month, and on behalf of the European Society of Regional Anaesthesia and Pain Therapy (ESRA)

To provide a vibrant platform for in-depth exploration and discussion of the chosen topics, fostering advanced learning and collaboration among healthcare professionals in Europe and beyond, by breaking down any existing boundaries

2 ROLE & RESPONSIBILITIES

Preamble

The ESRA Webinars Committee represents one of the ESRA cornerstones that has successfully supported an innovative initiative, to provide online ongoing education and professional development for practitioners in the field of regional anaesthesia and pain management across all continents. This Committee, composed of leading experts and dedicated professionals, orchestrates a series of webinars designed to disseminate the latest advancements, research findings, and best practices to a global audience.

Role & Responsibilities of the ESRA Webinars Committee

The primary role of the ESRA Webinars Committee is to design, organize, and oversee online ESRA courses that educate physicians, ensuring that via these webinars, adherence to the highest ESRA educational standards are maintained, and incorporating the latest advancements and best practices in the fields.

The primary role of the ESRA Webinars Committee is to curate and deliver high-quality, informative, and engaging educational platform that supports the knowledge spread beyond boundaries, and the continuous learning and professional growth of anaesthesiologists, pain specialists, and healthcare providers. By addressing current challenges and innovations in the fields, the Committee focuses to the younger generations, aiming to enhance their knowledge background and widen their perspectives.

The ESRA Webinars Committee is entrusted with a range of responsibilities essential to the successful organization and delivery of the ESRA webinar series. These responsibilities ensure that the webinars are of high quality, relevant, and engaging for participants, ultimately supporting ESRA mission to advance education and practice in regional anaesthesia and pain therapy.

The most important responsibilities of the Committee are outlined as follows:

Content Curation and Development

Topic Identification: Identifying key topics and emerging trends in the fields of regional anaesthesia and pain therapy that are of interest and importance to the society's members

Agenda Setting: Developing a comprehensive webinar agenda that covers a broad spectrum of subjects, including clinical techniques, research advancements, and best practices

Collaborative Planning: Working with experts and thought leaders to design content that is both educational and practical, ensuring that webinars address real-world challenges and innovations

Speaker Recruitment and Coordination

Speaker Selection: Vetting and inviting renowned speakers who possess significant expertise and experience in relevant areas, ensuring a diverse lineup of presenters to provide varied perspectives

Speaker Support: Assisting speakers with the preparation of their presentations, ensuring they meet ESRA standards of quality and relevance, and providing guidelines and resources to help them create effective and engaging content

Logistics Coordination: Managing the logistical aspects of speaker participation, including scheduling, technology setup, and rehearsal sessions to ensure smooth delivery during the live webinar

Quality Assurance

Content Review: Conducting thorough reviews of all webinar materials and presentations to ensure they are accurate, up-to-date, and of high educational value

Technical Quality: Ensuring that the technical aspects of the webinar, such as audio-visual quality, platform reliability, and user interface, are optimized for a seamless participant experience

Participant Engagement and Interaction

Interactive Design: Designing webinars to facilitate interaction, including Q&A sessions, live polls, and discussion forums to engage participants actively

Community Building: Creating opportunities within the webinars for networking and professional exchange, helping to foster a sense of community among attendees

Feedback Collection and Continuous Improvement

Feedback Mechanisms: Implementing tools and processes to gather feedback from webinar participants, such as surveys and evaluation forms

Data Analysis: Analyzing feedback data to identify strengths and areas for improvement, using these insights to refine future webinar topics, formats, and delivery methods

Responsive Adaptation: Continuously adapting the webinar series based on participant feedback and emerging trends to ensure it remains relevant and valuable to the audience

Promotion and Outreach

Marketing: Developing and executing strategies to promote the webinar series to ESRA members and the broader medical community, ensuring wide reach and participation

Communication: Maintaining clear and effective communication with potential participants regarding webinar schedules, topics, and registration details

By diligently executing these responsibilities, the ESRA Webinars Committee plays a critical role in advancing the education and professional development of healthcare providers in the field of regional anaesthesia and pain therapy. Through their efforts, the committee ensures that ESRA webinars are impactful, informative, and aligned with the society's mission of transforming patient care and improving outcomes.

3 MEMBERS - ATTENDANCE - TERMS OF OFFICE

Composition of the Committee

The ESRA Webinars Committee consists of one (1) Chair, and four (4) members, of which one (1) serves as Co-Chair. All are from a European ESRA zone.

The Chair, Co-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 Webinars 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 this 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 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 member accepts the position, the Executive Board appoints 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 selects the new Committee Chair, taking into consideration the advice of the Chair that steps down.

The Education Committee Chair is a member of the webinars committee.

The other three (3) Committee Members 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 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.

The Co-Chair is proposed by the Committee Chair (from the existing 4 Committee Members), and the Executive Board takes the final decision, that is communicated to the Council of Representatives.

Terms of Office

Chair of the 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

Co-Chair and Members of the 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

Education Committee Chair: His/her tenure is aligned with and limited to the term/duration of his/her specific position, with the Term of Office starting at the ESRA Annual Meeting of the Council of Representatives, during the ESRA Annual Congress, usually held in September.

After the end of their second term, the Chair, Co-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, Co-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 online meetings of the Committee can take place throughout the year for a flawless webinar series preparation, and at least once during the ESRA Annual Congress in September (if possible in person).

Additional informal online meetings can also be organized, at the discrete decision and upon the request of the Committee Chair.

ESRA Office can assist in minutes taking of the meetings.

5 REPORTING

On an annual basis, multiple reports might take place. A first official report can be presented during the ESRA Mid-Term Executive Board Meeting, 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 as the plan for the forthcoming webinar series, 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

Autonomy in Decision-Making

The committee has the right to make independent decisions regarding the selection of topics, speakers, and the overall agenda for the webinars.

Access to Resources

The committee has the right to access ESRA resources, including technological tools, financial support, and administrative assistance, necessary to organize and conduct webinars effectively. In relation to finances, prior approval of costs by the ESRA Major Officers is necessary.

Support from ESRA

The committee is entitled to receive support and guidance from the ESRA executive board and other relevant bodies within the organization.

Professional Development

The Committee Members have the right to participate in training and professional development opportunities that enhance their ability to organize and deliver high-quality webinars.

Recognition

The Committee and its Members have the right to be recognized for their contributions to the society through acknowledgments in ESRA communications, publications, and at events.

OBLIGATIONS

Quality Assurance

The Committee is obligated to ensure that all webinars meet high standards of educational quality, relevance, and accuracy. This includes thorough vetting of content and speakers.

Participants Engagement

The Committee must design and facilitate webinars that actively engage participants, encourage interaction, and foster a collaborative learning environment.

Timely Communication

It is responsible for communicating webinar details, schedules, and updates in a timely and clear manner to potential participants and ESRA members.

Feedback Implementation

The Committee is required to collect and analyze feedback from webinar participants and use these insights to continuously improve the webinar series.

Ethical Conduct

It must adhere to ESRA ethical guidelines and standards, ensuring that all activities are conducted with integrity, transparency, and respect for all participants.

Inclusivity and Diversity

The Committee is obligated to promote inclusivity and diversity in both content and speaker selection, ensuring a wide range of perspectives and expertise are represented.

Financial Responsibility

It must manage the financial aspects of the webinar series responsibly, ensuring that all expenditures are justified and align with ESRA budgetary guidelines.

Documentation and Reporting

The Committee is responsible for maintaining accurate records of all webinars, including attendance, feedback, and financial reports, and for providing regular updates to ESRA executive board.

Innovation and Improvement

It is obligated to stay informed about the latest trends and advancements in webinar technology and educational methodologies to continually enhance the webinar series.

Compliance with Regulations

It must ensure that all webinars comply with relevant legal and regulatory requirements, including data protection and privacy laws.

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.

By adhering to these rights and obligations, the Committee ensures the delivery of high-quality webinar series, with an impactful educational content that advances the practice of regional anaesthesia and pain therapy, aligning with the mission and values of the European Society of Regional Anaesthesia and Pain Therapy.

7 FILE KEEPING

The decisions, reports, reviews and minutes of the ESRA Webinars Committee are kept in files accessible to the Chair and the Committee Members, 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:

- ✓ 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 Webinars Committee Clara Lobo, ESRA Past 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










