



TERMS OF REFERENCE (ToR)

ESRA AMBASSADOR PROGRAM (AP)

**EUROPEAN SOCIETY
OF REGIONAL ANAESTHESIA & PAIN THERAPY
(ESRA)**

Rue De Chantepoulet 10, 1201, Geneva, Switzerland

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1. PURPOSE (REMIT)

To actively encourage all European countries or groups of countries (e.g. like in the case of Nordic & Baltic States Zones) in the development of national or zonal associations or societies of Regional Anaesthesia / Pain Therapy, and their affiliation with and under the Bylaws of The European Society of Regional Anaesthesia and Pain Therapy (ESRA).

2. ROLE & RESPONSIBILITIES

Preamble

The ESRA Ambassador Program selects and involves enthusiastic individuals, to promote Regional Anaesthesia and Pain Therapy within their local communities and beyond.

Role and Responsibilities of the ESRA Ambassador Program

To Promote Regional Anaesthesia and Pain Medicine: To raise the awareness and educate colleagues on the benefits of Regional Anaesthesia or/and Pain Therapy Techniques

To Disseminate Knowledge: To share ESRA resources, educational material and content, to keep healthcare professionals updated on the latest advancements in these fields

To Foster Collaboration: To build connections and encourage collaboration among Regional Anaesthesia practitioners and Pain Physicians within their regions

To Support Events: To assist in organizing or promoting ESRA educational events and conferences

To Identify New European Countries not involved in ESRA yet: To search via various channels countries that are active in Regional Anaesthesia or/and Pain Therapy and have not established a National Zone, involved in ESRA activities, governance, and decisions

To Support the Creation of New ESRA Zones/Chapters: To help the aforementioned countries/zones to formulate their structures, create their national constitution/bylaws and, finally, join ESRA, under the society regulations.

By acting as a local champion for Regional Anaesthesia and Pain Therapy, the ESRA Ambassador Program plays a key role in advancing the ESRA fields of interest and finally in improving and transforming patients' care worldwide.

The Chair of Ambassador Program is also the Chair of the ESRA International Committee, as the tasks and responsibilities of both programs/committees are very close to each other.

The Chair of ESRA Ambassador Program should report to the ESRA Major Officers/Executive Board Members/Council of Representatives at least twice per year, during (a) the Mid-Term ESRA Executive Board Meeting (can be online), and (b) the Annual ESRA Board or/and Council of Representatives

Meeting, taking place during the ESRA Annual Congress, usually each September (should be in person).

3. MEMBERS - ATTENDANCE - TERMS OF OFFICE

Composition of ESRA Ambassador Program Group

The ESRA Ambassador Program Group consists of one (1) Chair and up to four (4) Members (not less than 2), all originating from a European ESRA zone. Both the Chair and Members in this Group 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 Ambassador Program. 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 Ambassador Program, and excluding the ESRA President. In case, this is neither possible nor applicable, the ESRA Executive Board is eligible to decide.

Chair & Members

The Chair of the ESRA Ambassador Program is proposed and elected by the ESRA Executive Board, with the decision being communicated to the ESRA Council of Representatives immediately afterwards. The nominee for the position of Chair should originate from the ESRA Ambassador Program Members, to maintain the continuity of this group activities.

The ESRA members of the ESRA Ambassador Program are proposed by the Program Chair, with their final approval/election taking place by the ESRA Executive Board.

Terms of Office

Chair of the ESRA Ambassador Program: Three (3) years, renewable once (for a second term of another 3 years). His/her Term of Office starts at the Annual ESRA Council of Representatives Meeting, being held during the ESRA Annual Congress, usually every September. After the end of the second term, he/she steps down and the process of filling the vacancy is followed, as per the description outlined above.

Members of the ESRA Ambassador Program: Three (3) years, renewable once (for a second term of another 3 years). Their Terms of Office also start at the Annual ESRA Council of Representatives Meeting, being held during the ESRA Annual Congress, usually every September. After the end of the second term, the corresponding member steps down and the process of filling the vacancy is followed, as per the description outlined above.

All rules already mentioned are effective upon any vacancy, e.g. in the case the Chair or any Member step down prior to the end of their Term of Office.

4. MEETINGS

Formal meetings of the ESRA Ambassador Program Group must take place at least twice a year, (a) prior to the Mid-Term ESRA Executive Board Meeting (can be online), and (b) during the ESRA Annual Congress in September (if possible face to face). Additional meetings can be organized online, at the discrete decision of the Program Chair and upon his/her request. The ESRA President is allowed to participate in all meetings. The ESRA Office can assist in minutes taking of the meetings accordingly.

5. REPORTING

On an annual basis, a first report can be presented during the ESRA Mid-Term Executive Board Meeting, by the Chair of the ESRA Ambassador Program (can be online). The Executive Board Members become informed and should it be necessary, decide accordingly, after having received and evaluated such a report provisionally.

The Chair of the ESRA Ambassador Program must submit an annual report of all the activities carried out, and needs to present it during the Annual ESRA Council of Representatives Meeting (must be in person), during the ESRA Annual Congress, taking place usually each September.

6. RIGHTS - OBLIGATIONS OF CHAIR & MEMBERS

RIGHTS

Representation: The Chair and Members of the ESRA Ambassador Program have the right to represent ESRA in various forums, promoting its mission and activities, and in close collaboration with ESRA Major Officers.

Access to Resources: They have the right to access ESRA resources and support to effectively carry out their roles, following ESRA Major Officers approval when considered necessary.

Participation in Decision Making: They have the right to participate in discussions and decisions related to the ESRA Ambassador Program, in close collaboration with the ESRA Major Officers and the ESRA Executive Board.

OBLIGATIONS

The Ambassador Programme Group will write a document explaining the functioning and all tasks done by the group 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 Ambassador Program 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

disclosed within the ESRA Ambassador Program, particularly when concerning finances, personal data/information and strategic plans.

Active Participation: The Chair and Members of the ESRA Ambassador Program must actively participate in the program activities and contribute to achieving its goals.

Reporting: They are required to provide regular reports on their activities and progress to the ESRA Major Officers, ESRA Executive Board, and ESRA Council of Representatives, as it has already been mentioned above.

7. FILE KEEPING

The decisions, reports, reviews and minutes of the ESRA Ambassador Program are kept in files accessible by the Chair and Members of the Program, 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)	Chair of the ESRA Ambassador Program Patrick Narchi ESRA Major Officers • Eleni Moka, President • Luis Valdes, Secretary General • Philippe Gautier, Treasurer • Thomas Volk, Past President	See attached, below the table	22.07.2024
APPROVAL	ESRA Executive Board • Eleni Moka, President • Luis Valdes, Secretary General • Philippe Gautier, Treasurer • Thomas Volk, 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








