



TERMS OF REFERENCE (ToR)

ESRA SCIENTIFIC COMMITTEE (SC)

EUROPEAN SOCIETY
OF REGIONAL ANAESTHESIA & PAIN THERAPY
(ESRA)

Rue De Chantepoulet 10, 1201, Geneva, Switzerland

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1 PURPOSE (REMIT)

To design a balanced, final scientific program for the ESRA Annual Congress, by December 31st of the year preceding the event, for which the program is designed.

2 ROLE & RESPONSIBILITIES

Preamble

The ESRA Scientific Committee serves as the backbone for ensuring the academic excellence of the major ESRA scientific event, which is the ESRA Annual Congress, usually being held during the first half of each September.

Key Roles and Responsibilities of the ESRA Scientific Committee

Curating Educational Content: The ESRA Scientific Committee identifies and develops high-quality educational content for the ESRA Annual Congress, ensuring that the congress curriculum stays relevant and reflects the latest advancements in Regional Anaesthesia, Perioperative Care and Pain Medicine.

Speakers Selection: The ESRA Scientific Committee meticulously reviews proposals and selects renowned experts, to deliver presentations at the ESRA Annual Congress, guaranteeing informative and engaging sessions for attendees.

Program Planning: The ESRA Scientific Committee oversees the development of the scientific program for the ESRA Annual Congress, ensuring a diverse and well-balanced program, that addresses different learning needs within the fields of interests of ESRA.

Abstract allocation and inclusion in the scientific program and in the appropriate channels: The ESRA Scientific Committee ensures that the abstracts are well distributed in various channels.

Staying Current: The ESRA Scientific Committee actively monitors the latest trends and research developments in Regional Anaesthesia and Pain Medicine, keeping the educational content offered by ESRA at the forefront of the latest advancements in the fields.

By fulfilling these crucial roles, the ESRA Scientific Committee serves as the intellectual engine, driving the educational quality and scientific impact of the society's activities.

The Annual Congress scientific program should be balanced in terms of scientific content, as well as representation of various countries and zones within ESRA. The Chair is responsible for sending out an email to all members of the Scientific Committee, asking them to send in proposals and to delineate deadlines. The Chair is responsible for gathering and summarizing all proposals, for reporting all proposals and for spreading the final program. The Chair is also responsible for sending invitations out to speakers in the name of all members of the Scientific Committee, in close collaboration with the ESRA Major Officers, the Professional Congress Organizer (PCO) appointed by ESRA and the ESRA Congress Manager from the ESRA Office Team. The Chair can decide to

appoint smaller working parties to design specific parts of the scientific program.

The timeline for designing the scientific program should be strict: The first draft should be ready within a minimum time frame of 12 months before the Annual Congress, the second draft within a minimum time frame of 10 months before the Annual Congress, the third draft no later than December before the Annual Congress and the final draft no later than January before the Annual Congress.

3 MEMBERS - ATTENDANCE - TERMS OF OFFICE

Composition of the ESRA Scientific Committee

The ESRA Scientific Committee consists of one (1) Chair (the immediate ESRA Past President), one (1) or two (2) Vice Chair(s) (the current ESRA President and the current ESRA President Elect, if applicable) and at least fifteen (15) members, all originating from a European ESRA zone. The Chair, Vice Chair(s) and the Members of this Committee need to be ESRA active ordinary full or resident 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 Scientific 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 Scientific Committee, and excluding the ESRA President. In case, this is neither possible nor applicable, the ESRA Executive Board is eligible to decide.

Chair & Members

Chair of the ESRA Scientific Committee: One (1), the Immediate ESRA Past President

Vice Chair(s) of the ESRA Scientific Committee: One (1) or two (2), the current ESRA President and the current ESRA President Elect (if applicable)

Members of the ESRA Scientific Committee: At least twelve (15) as analyzed below.

(a) Up to six (6) Members from the Council of Representatives, or/and the ESRA Executive Board, or/and other ESRA Committees/Groups/Programs, reflecting the basic thematic axis/tracks of the scientific program, elected/appointed by the ESRA Executive Board and approved by the ESRA Council of Representatives

(b) The Chair and Co-Chairs of the ESRA Hands - On Cadaver Workshops Committee (in the fields of Regional Anaesthesia and Pain Therapy)

(c) The Chair of the ESRA Hands - On Clinical Workshops Committee

(d) The Chair of the ESRA Education Committee

(e) The ESRA Residents & Trainees Representative

(f) Chair of the Abstracts Committee

(g) Chairs of the ESRA diplomas, ESRA-DRA and ESRA-DPM Chairs

(h) The Local Organizing Committee (LOC), comprising by three (3) to five (5) members from the country in which the ESRA Annual Congress is held, of which one serves as the LOC Chair, to facilitate the communication of the Chair of the ESRA Scientific Committee with the LOC members, with all being appointed/elected by the ESRA Executive Board and communicated to the ESRA Council of Representatives

Additional members can be proposed by the Chair of the ESRA Scientific Committee and elected by the Executive Board.

Terms of Office

Chair of the ESRA Scientific Committee: Three (3) years, non-renewable. The Chair's Term of Office starts at the ESRA Annual General Assembly, during the ESRA Annual Congress, and immediately upon becoming immediate ESRA Past President

Vice Chair(s) of the ESRA Scientific Committee: The tenures of the Vice Chair(s) are aligned with and limited to the length of time of their respective positions as ESRA President and ESRA President Elect (if applicable). The Term(s) of Office commence at the ESRA Annual General Assembly, during the ESRA Annual Congress held in September, upon the validation of their position within ESRA governing structure.

Members of the ESRA Scientific Committee

(a) The up to six (6) Members from the Council of Representatives, or/and the ESRA Executive Board, or/and other ESRA Committees/Groups/Programs: Three (3) years, renewable once (for a second term of another 3 years), with their Terms of Office starting at the ESRA Annual Meeting of the Council of Representatives, during the ESRA Annual Congress, usually being held in September.

(b) The Chair and Co-Chairs of the ESRA Hands - On Cadaver Workshops Committee (in the fields of Regional Anaesthesia and Pain Therapy): Their tenures are aligned with and limited to the term/duration of their specific positions, 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.

(c) The Chair of the ESRA Hands - On Clinical Workshops Committee: His/her tenure is aligned with and limited to the term/duration of his/her specific position, with his/her Term of Office starting at the ESRA Annual Meeting of the Council of Representatives, during the ESRA Annual Congress.

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

(e) The ESRA Residents & Trainees Representative: His/her tenure is aligned with and limited to the term/duration of his/her specific position, with his/her Term of Office starting at the ESRA Annual General Assembly, being held during the ESRA Annual Congress, usually held in September.

(F) The Chair of the ESRA Abstracts Committee: His/her tenure is aligned with and limited to the term/duration of his/her specific position, and with his/her

Term of Office starting at the ESRA Annual Meeting of the Council of Representatives, during the ESRA Annual Congress, usually held in September

(g) The ESRA-DRA and ESRA-DPM Chairs: Their tenure is aligned with and limited to the term/duration of their specific positions, and with their Terms of Office starting at the ESRA Annual Meeting of the Council of Representatives, during the ESRA Annual Congress, usually held in September

(h) The Chair and Members Local Organizing Committee (LOC) - Three (3) to five (5) in total: These will change every year, in accordance with the city/country, hosting the upcoming ESRA Annual Congress, with their 1 - year term starting at the ESRA Annual Meeting of the Council of Representatives, preceding the forthcoming ESRA Annual Congress.

4 MEETINGS

Four formal meetings of the ESRA Scientific Committee must be held during the year: (a) one just before the Mid-Term Executive Board meeting (online or in person), (b) one during the ESRA Annual Congress (face to face), (c) one in October (online or in person), and (d) a last meeting in November or December, before the Winter ESRA Major Officers meeting (preferably online). Additional meetings can be organized online, at the discrete decision and upon the request of the Committee Chair or the Executive Board, respectively. ESRA Office can assist in minutes taking of the meetings accordingly.

5 REPORTING

The Chair of the ESRA Scientific Committee must submit and present in person an annual report of the activities carried out, during the ESRA Council of Representatives or/and Executive Board Meeting, being held during the ESRA Annual Congress. Additional reports may be provided and presented regularly by the Committee Chair to the ESRA Major Officers or/and the ESRA Executive Board Meetings, and upon his/her discrete decision. The Committee Chair also participates in scheduled meetings (regularly / usually bi-weekly or weekly), throughout the congress preparation process, with the concomitant participation of the ESRA Major Officers, the Professional Congress Organizer (PCO) appointed by ESRA and ESRA Office Team Members.

6 RIGHTS & OBLIGATIONS OF CHAIR(S) & MEMBERS

RIGHTS

The ESRA Scientific Committee is entrusted with the vital responsibility of ensuring the academic integrity, scientific quality, and innovation of the ESRA Annual Congress. Its rights include the selection of program topics/formats and speakers, shaping the scientific program, including the selected abstracts by the abstracts committee into the program and advancing research in Regional Anaesthesia and Pain Medicine.

OBLIGATIONS

Concurrently, the Committee is obligated to uphold rigorous scientific standards, foster inclusivity and diversity in its selections, and maintain transparency in its decision-making processes, for the benefit of ESRA and the global Regional Anaesthesia and Pain Medicine community.

The Scientific Committee will write a document explaining the functioning and all tasks done by the committee to serve as help for the future leaders of this committee. 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 Scientific 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 and strategic plans.

7 FILE KEEPING

The decisions, reports, reviews and minutes of the ESRA Scientific Committee are kept in files accessible to its Chair, Vice-Chair and 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)
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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










