



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

TERMS OF REFERENCE (ToR)

ESRA INTERNATIONAL COMMITTEE (IC)

EUROPEAN SOCIETY
OF REGIONAL ANAESTHESIA & PAIN THERAPY
(ESRA)

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1 PURPOSE (REMIT)

To enhance the global influence of the European Society of Regional Anaesthesia and Pain Therapy (ESRA), by fostering stronger connections with its non-European members, that wish to establish a stronger bond with ESRA

To amplify the voices of these members within ESRA, ensuring their perspectives and interests are represented in all deliberations.

To build robust relationships with non-European ESRA members, supporting their integration and active participation in the society activities worldwide.

2 ROLE & RESPONSIBILITIES

Preamble

The ESRA International Committee plays a key role in encouraging partnerships, fostering collaboration and supporting knowledge exchange between ESRA and Regional Anaesthesia/Pain Medicine professionals worldwide.

Role and Responsibilities of the ESRA International Committee

Global Outreach: (a) To actively seek to connect with and engage in ESRA activities Regional Anaesthesia and Pain Medicine practitioners from countries outside Europe, and (b) To establish partnerships with Regional Anaesthesia and Pain Medicine societies, or organize educational events in non-European regions.

Promoting ESRA: To raise awareness about ESRA resources, educational offerings, and conferences among the global Regional Anaesthesia and Pain Medicine community, helping to expand the reach and influence of ESRA beyond Europe.

Facilitating Communication: To act as a bridge between ESRA and the international scientific community, enhancing communication and strengthening collaboration on issues relevant to Regional Anaesthesia and Pain Medicine practice and research.

Advocacy: To have the liberation to advocate for the advancement of Regional Anaesthesia and Pain Medicine on a global scale, promoting their benefits and best practices to healthcare professionals worldwide, and in close collaboration with ESRA Major Officers .

Inclusion: To work to ensure that the perspectives and contributions of Regional Anaesthesia and Pain Medicine professionals from all regions across all continents are considered and valued within ESRA.

By focusing on these areas, the ESRA International Committee plays a crucial role in promoting the fields of Regional Anaesthesia and Pain Medicine on a global scale, fostering a more inclusive and collaborative international community of practice.

The Chair of the ESRA International Committee should report to the ESRA Major Officers/Executive Board at least once per year, at the ESRA Executive Board Meeting, taking place during the ESRA Annual Congress, usually being held each September (should be in person).

3 MEMBERS - ATTENDANCE - TERMS OF OFFICE

Composition of the ESRA International Committee

The ESRA International Committee consists of one (1) Chair, which is the Chair of the ESRA Ambassador Program, as the tasks and responsibilities of both programs/committees are very close to each other, one (1) Co-Chair, which is the ESRA Past President, and at least four (4) to five (5) Members. Each Member originates from a non-European country, with an average of at least thirty (30) ESRA active ordinary full or resident members or ESRA life members for the last three (3) years including the current year. The Chair, Co-Chair and all Members of the 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 International Committee. The only exception applies to the ESRA President.

To preserve the diversity of participation of all non-European countries, no more than one (1) member per non-European country may participate in the ESRA International Committee.

Also, no more than two (2) members from the same European country may participate in any ESRA committee, group, program or activity, including the ESRA International Committee, and excluding the ESRA President. In case, the above are not possible or applicable, or in case the circumstances necessitate a different approach, the ESRA Executive Board is informed accordingly and is eligible to decide.

Chair, Co-Chair & Members

The Chair and Co-Chair of the ESRA International Committee are the Chair of the ESRA Ambassador Program, and the ESRA Past President, respectively.

The total number of the Committee Members (at least 4-5) depends on the number of non-European countries, with more than thirty (30) active ordinary ESRA members (full or resident) or ESRA life members, that are interested in participating in the Committee.

Each Committee Member is elected by the active ESRA ordinary members/life members from their respective countries. The election results are communicated to the Chair and Co-Chair of the ESRA International Committee, who, in turn, inform the ESRA Executive Board accordingly.

The election process is organized by the ESRA Office, conducted anonymously, and follows the society regulations.

In the event of a tie, up to two (2) members can be elected from the same non-European country, to share the term. Alternatively, candidates with an equal number of votes may decide among themselves, who will represent their country, or in case of no agreement, the election may be repeated.

Terms of Office

Chair and Co-Chair of the ESRA International Committee: The tenure of the Chair and Co-Chair of the ESRA International Committee is aligned with and limited to the duration of their respective positions, as Chair of the ESRA Ambassador Program and Past President respectively. Their Terms of Office

commence at the ESRA Annual Meeting of the Council of Representatives (for the case of Chair) and the ESRA Annual General Assembly Congress (for the case of Co-Chair), both taking place during the ESRA Annual Congress, that is usually held in September.

Members: Three (3) years, renewable once, upon official application for re-election (for a second term of another 3 years). Their Terms of Office start during the ESRA Annual Congress (at the Annual Meeting of the Council of Representatives). After the end of their second term, the corresponding member(s) step 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 any Member steps down prior to the end of his/her Term of Office, or in the case a member does not want to reapply for a second term.

4 MEETINGS

Formal meetings of the ESRA International Committee must take place at least twice a year, once online and once during the ESRA Annual Congress, usually being held in September (must be face to face).

Additional meetings can be organized online, at the discrete decision of the Committee Chair and upon his/her request. The ESRA President is allowed to participate in all meetings.

ESRA Office can assist in minutes taking of the meetings accordingly.

5 REPORTING

On an annual basis, a report can be presented during the ESRA Mid-Term Executive Board Meeting, by the Chair of the ESRA International Committee (can be online). This report is not mandatory, and remains at the discrete decision of the Committee Chair and Co-Chair.

The Chair of the ESRA International Committee must submit though an annual report of all the activities carried out, and needs to present it at the ESRA Executive Board or Council Meeting (must be in person), being held during the ESRA Annual Congress, usually in September.

The Executive Board Members become informed on the Committee activities and should it be necessary, decide accordingly, after having received and evaluated such a report provisionally.

6 RIGHTS - OBLIGATIONS OF CHAIRS & MEMBERS

RIGHTS

Representation: The Chair, Co-Chair and Members of the ESRA International Committee may have the right to represent ESRA in official capacities, such as conferences, meetings, or other educational activities and following the official approval of ESRA Major Officers.

Participation in Decision Making: The Chair, Co-Chair and Members of the ESRA International Committee have the right to participate in discussions and decisions related to the Committee policies, projects, and strategic directions, and in close collaboration with ESRA Major Officers and ESRA Executive Board.

Access to Information and Resources: They are entitled to access relevant information about ESRA activities, and other pertinent matters, necessary for informed decision-making.

Protection of Rights: They have the right to expect that their rights, as defined by the organization's rules and regulations, will be upheld and respected.

OBLIGATIONS

Commitment to the ESRA Mission: Chair, Co-Chair and Members of the ESRA International Committee should support and advance the ESRA mission, vision, goals, and objectives through their actions and decisions.

Promotion of ESRA: They may be required to actively promote ESRA initiatives, events, and achievements within their professional networks and communities.

The International 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 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.

Attendance and Participation: The Chair, Co-Chair and Members of the ESRA International Committee are expected to attend meetings regularly and actively participate in discussions and other Committee activities as needed.

Ethical Conduct: They all must adhere to ethical standards, including honesty, integrity, and accountability in all their dealings on behalf of ESRA.

Compliance with Bylaws: They must comply with ESRA Bylaws and policies, including financial obligations, such as dues or fees, if applicable.

Confidentiality: All deliberations within the ESRA International Committee are confidential, unless divulged within the ESRA Major Officers / Executive Board / Council or as part of a formal ESRA policy. The Chair, Co-Chair and Members are obliged to maintain the confidentiality of all deliberations and sensitive information disclosed within Committee, particularly concerning finances and strategic plans.

In addition to the core rights and obligations, additional responsibilities, vital to the Committee success, may be allocated to its Members, by the Committee Chair or/and Co-Chair and in close collaboration with ESRA Major Officers. All are expected to promote the ESRA mission and achievements within their professional spheres, fostering partnerships that expand the society reach and impact, advance ESRA goals and ensure its continued growth and influence in its fields of interest.

By clearly defining these rights and obligations, ESRA ensures transparency, accountability, and effective functioning of its International Committee, thereby advancing its mission to promote excellence in its fields of endeavour.

7 FILE KEEPING

The decisions, reports, reviews and minutes of the ESRA International Committee are kept in files accessible to the Chair, the Co-Chair and the Members of the Committee, 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.

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- ✓ 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, 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

