



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

TERMS OF REFERENCE (ToR)

ESRA NEWSLETTER COMMITTEE

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

Rue De Chantepoulet 10, 1201, Geneva, Switzerland

www.esraeurope.org

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1 PURPOSE (REMIT)

To keep the members of the European Society of Regional Anaesthesia and Pain Therapy (ESRA) informed and engaged, by creating and disseminating a regular newsletter, called “ESRA Updates”, published quarterly.

To promote educational and informative news on Regional Anaesthesia, Perioperative Care, PoCUS and Pain Medicine, as well as on past & future ESRA events.

To proceed with information spread of ESRA events, committees & working groups.

To curate and deliver first - hand, high-quality, relevant, and timely scientific content, that informs and engages ESRA members.

To provide to ESRA members a key communication tool, offering insights into the latest research, clinical practices, upcoming events, and society news, and to establish a liaison between social media & ESRA scientific activity

2 ROLE & RESPONSIBILITIES

Preamble

The ESRA Newsletter Committee plays a vital role in ESRA by contributing to accomplish its mission to inform, educate, and connect its members. Through the publication of the ESRA newsletter, the Committee ensures that the latest advancements, research findings, clinical practices, and society news are communicated effectively to a global audience of regional anaesthesiologists, pain specialists, and healthcare providers.

Role & Responsibilities of the ESRA Newsletter Committee

The primary role of the ESRA Newsletter Committee is to serve as the editorial board for the society's newsletter, curating and delivering high-quality content that reflects the interests and needs of ESRA members. The Committee acts as a bridge between the society's activities and its members, fostering a sense of community and shared knowledge.

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

Content Development

Topics Selection: Identifying and selecting topics that are relevant, timely, and of interest to the ESRA community

Article Creation Commissioning and developing articles, interviews, and reports that cover a wide range of subjects, including clinical innovations, research updates, member achievements, and society events

Editorial Oversight

Quality Assurance: Ensuring all content is accurate, well-researched, and aligns with the highest standards of scientific and editorial integrity

Review Process: Implementing a rigorous review process to maintain the quality and relevance of the newsletter

Member Engagement

Community Contributions: Encouraging and facilitating contributions from ESRA members, providing a platform for diverse voices and perspectives within the field

Feedback Mechanisms: Gathering and analyzing feedback from readers to continuously improve the newsletter and address the interests of the membership

Publication Management

Regular Schedule: Adhering to a consistent publication schedule to ensure members receive up-to-date and regular communications

Design and Layout: Overseeing the design and layout of the newsletter to ensure it is visually appealing, professional, and reader-friendly

Promotion and Outreach

Awareness Building: Promoting the newsletter within the ESRA community and beyond, ensuring wide dissemination and readership

Digital Presence: Enhancing the newsletter's reach through digital platforms and social media, increasing accessibility and engagement

By fulfilling these responsibilities, the ESRA Newsletter Committee contributes significantly to the society's goals of advancing the field of regional anaesthesia and pain therapy, fostering professional development, and building a connected and informed community of practitioners.

3 MEMBERS - ATTENDANCE - TERMS OF OFFICE

Composition of the Committee

The ESRA Newsletter Committee (Editorial Team - Board) consists of at least nine (9) members, two (2) Editors-in-Chief, five (5) Co-Editors, one (1) Trainee & at least one (1) external correspondent, ideally involved with active research.

The Committee Members 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 Newsletter 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 composition of the Committee (Editorial team) is proposed & elected by the Executive Board and communicated to the Council. The external correspondent is appointed by the Editors-in-Chief. The Editorial team chooses the Editors in Chief and Co-Editors, internally, and inside the committee, and informs ESRA Major Officers and Board of Directors accordingly.

External correspondents can be active members of sister societies ASRA Pain Medicine, LASRA, AFSRA, AOSRA - PM, or other Regional Anaesthesia & Pain Medicine Societies.

Terms of Office

Editors-in-Chief, Co-Editors, and Committee Members: 3 years, renewable once (for a second term of another 3 years), with their Terms of Office commencing at the Annual Council of Representatives Meeting, being held at the ESRA Annual Congress, usually 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, and certainly prior to each quarterly publication of the newsletter, for a flawless newsletter preparation and release, and at least once in person, during the ESRA Annual Congress in September.

Additional online meetings can also be organized, at the discrete decision and upon the request of the Committee Chair (Editor-in-Chief), and in the necessary number the Editorial Team finds appropriate.

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

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 newsletter edition, 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

Editorial Independence

The committee has the right to make independent decisions regarding the selection of topics, articles, and contributors for the newsletter without external interference, ensuring that content is relevant and unbiased.

Access to Resources

The committee has the right to access ESRA resources, including administrative support, financial backing (upon ESRA Major Officers approval), and technological tools, necessary to produce and distribute the newsletter effectively.

Support from ESRA

The committee is entitled to receive support and guidance from the ESRA Executive Board and other relevant bodies within the organization, particularly in areas requiring strategic alignment and policy adherence.

Professional Development

Members of the committee have the right to participate in training and professional development opportunities that enhance their editorial skills and knowledge, benefiting the overall quality of the newsletter.

Recognition

The Committee and its members have the right to be acknowledged for their contributions to the society through mentions in ESRA communications, publications, and at events.

OBLIGATIONS

Content Quality Assurance

The Committee is obligated to ensure that all content published in the newsletter is accurate, well-researched, and of high educational and scientific value. This includes thorough fact-checking and adherence to ESRA editorial standards.

Timely and Regular Publication

The Committee must adhere to a consistent publication schedule, ensuring that the newsletter is released on time and at regular intervals to keep members informed and engaged.

Ethical Conduct

The Committee is required to maintain high ethical standards in all its activities, including respecting copyright laws, avoiding conflicts of interest, and ensuring the confidentiality of sensitive information.

Inclusivity and Diversity

The Committee is obliged to promote inclusivity and diversity in content and contributor selection, representing a wide range of perspectives and voices within the field of regional anaesthesia and pain therapy.

Engagement and Feedback

It must actively seek and incorporate feedback from readers to improve the newsletter's content and format. This involves implementing feedback mechanisms and analyzing responses to meet the evolving needs of the audience.

Accurate Representation

The Committee is responsible for accurately representing ESRA mission, values, and activities in the newsletter, ensuring that all published content aligns with the society's goals and policies.

Financial Responsibility

It must manage the financial aspects of the newsletter responsibly, ensuring that all expenditures are within the allocated budget and justified in alignment with ESRA financial guidelines.

Documentation and Reporting

It is required to maintain accurate records of all editorial activities, including meeting minutes, editorial decisions, and publication schedules, and to provide regular updates to ESRA Major Officers and Executive Board.

Continuous Improvement

The Committee is obligated to stay informed about the latest trends and advancements in newsletter publication and digital communication, continuously seeking ways to enhance the quality and impact of the newsletter.

Collaboration

It must collaborate effectively with other ESRA committees, the executive board, and external partners to ensure the newsletter reflects the broader activities and strategic objectives of the society.

The 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.

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 ESRA Newsletter Committee ensures the delivery of a high-quality, informative, and engaging publication that supports the professional development of ESRA members and advances the field 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 Newsletter 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 Newsletter 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










