



TERMS OF REFERENCE (ToR)

ESRA Winter Week COMMITTEE

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

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1 PURPOSE (REMIT)

To plan and coordinate the Winter Week Meeting, an activity that is held on an annual basis, and is organized by the European Society of Regional Anaesthesia and Pain Therapy (ESRA).

To manage, in a winter environment, an advanced course in Regional Anaesthesia, where several of the most innovative aspects of the subject are dealt with in the form of seminars and workshops, with the involvement of well-respected Key Opinion Leaders in the field.

2 ROLE & RESPONSIBILITIES

Preamble

The ESRA Winter Week Committee plays a pivotal role in organizing and managing the ESRA annual winter week conference.

Key Role & Responsibilities of the e-ESRA Committee

Destination Selection and Planning: The Committee strategically selects a location for the Winter Week Conference, taking into consideration factors like accessibility, infrastructure, and suitability for hosting a large Regional Anaesthesia conference. They then manage the overall planning and logistics, including venue booking, accommodation arrangements, budgeting and vendor coordination.

Scientific Program Development: The Committee develops a comprehensive scientific program for the conference. This involves identifying relevant themes, inviting renowned speakers, and ensuring a well-balanced program, with combination of lectures, practical sessions and stimulating discussions, catering to diverse learning needs and interests within Regional Anaesthesia.

Social Events and Networking: The Winter Week ESRA Committee facilitates a welcoming and engaging atmosphere. It also organizes social events, fostering networking opportunities for attendees to connect with colleagues and build relationships within the Regional Anaesthesia community.

Budget Management: The Chair and Members manage the budget allocated for the Winter Week Conference, ensuring responsible use of resources, while delivering a high-quality educational and social experience for a large number of attendees.

By focusing on these key areas, the ESRA Winter Week Conference Working Group is instrumental in creating a successful annual event that serves as a major educational and networking hub for Regional Anaesthesia professionals across Europe and potentially beyond.

3 MEMBERS - ATTENDANCE - TERMS OF OFFICE

Composition of the Committee

The ESRA Winter Week Committee consists of one Chair, one (1) Co-Chair and three (3) members, all from a European ESRA zone.

The 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 Winter Week 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 the ESRA Winter Week 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 Winter Week 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 members accept the position, the Executive Board will appoint 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 will discuss internally and will finally select the new Committee Chair, taking into consideration the advice of the Chair that steps down.

The three (3) ESRA members of this ESRA Committee 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 ESRA Winter Week 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 Committee Chair has the liberty to propose a Co-Chair from the three Committee Members, with the final decision on the appointment being made by the Executive Board.

Terms of Office

Chair of the ESRA Winter Week 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 e-ESRA 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

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 steps 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 ESRA Winter Week Committee must take place multiple times a year for a flawless preparation, and potentially during the Annual Congress in September (in person). Additional meetings can be organized online, 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 (following the completion of the event), 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 event, 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

Event Planning Authority: The Committee has the authority to plan and organize this ESRA training activity, but needs to keep informed and be in close collaboration with ESRA Major Officers, due to extent of the event, and the necessary financial resources that might be required.

Resource Access: The Committee can access ESRA resources and support to execute the event successfully. Such resources, include but are not limited to funding, administrative support, and promotional channels, to facilitate the event planning and execution. The Committee Chair together with the ESRA Events Manager need to update the ESRA Major Officers on and the event budget.

Collaborations - Partnerships: The Committee creates partnerships with ESRA sister societies and can collaborate with external organizations, healthcare providers, and stakeholders to enhance the quality of the event, following prior update of the ESRA Major Officers.

Decision-Making: The Committee has the right to make decisions regarding the content, schedule, and format of the Winter Week event.

Promotion: The Committee has the right to promote this event through ESRA channels and external media to ensure broad participation and visibility.

OBLIGATIONS

Program Development: Develop a comprehensive program for Winter Week, including selecting topics, speakers, and activities that align with ESRA's goals and the interests of participants

Content Development: Develop and curate high-quality content for presentations, workshops, live demonstrations, videos, podcasts, live streaming and promotional materials

Event Organization: Plan and coordinate educational and awareness the activity that highlights advancements and best practices in regional anesthesia and pain management

Logistics Coordination: Oversee all logistical aspects of the event, including venue selection, accommodations, registration, and technological support for virtual components

Stakeholders Engagement: Engage with healthcare professionals, industry partners, institutions, and other stakeholders to ensure a maximum, diverse and high-quality maximize participation

Quality Assurance: Ensure that the content and execution of the event meet high standards of educational and professional excellence

Evaluation and Feedback Collection: Assess the effectiveness of the event, and gather feedback from participants, faculty, industry and stakeholders to assess the success of the event, identify areas for improvement and improve in the future

Reporting: Provide regular updates to the ESRA Major Officers and Executive Board detailing on the planning process, budget, execution, and financial outcomes of the event

Compliance: Ensure that this online activity aligns with ESRA standards, policies, and ethical guidelines

Financial Management: Manage the budget allocated for the Winter Week event responsibly, ensuring cost-effective use of resources

Promotion of Participation: Actively promote the event to ensure maximum attendance and engagement from the target audience.

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.

These rights and obligations ensure that the committee effectively promotes and celebrates advancements in regional anesthesia and pain management, fostering global awareness and education.

7 FILE KEEPING

The decisions, reports, reviews and minutes of the ESRA Winter Week 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.
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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, 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










