



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

TERMS OF REFERENCE (ToR)

ESRA MONOTHEMATIC MEETING COMMITTEE

EUROPEAN SOCIETY OF REGIONAL ANAESTHESIA & PAIN THERAPY (ESRA)

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1 PURPOSE (REMIT)

To plan, manage, organize, and execute of the ESRA Monothematic Meeting, a unique, annual and specialized event of the European Society of Regional Anaesthesia and Pain Therapy (ESRA), focusing on a single, critical theme in regional anesthesia and pain management

To provide a platform for in-depth exploration and discussion of the chosen theme, fostering advanced learning and collaboration among healthcare professionals

2 ROLE & RESPONSIBILITIES

Preamble

The primary role of the ESRA Monothematic Meeting Committee is to curate a comprehensive program that brings together leading experts, practitioners, and researchers to address and explore significant topics in Regional Anaesthesia or/and Pain Management. By focusing on a single theme, the committee aims to foster a deeper understanding and stimulate innovation and lively discussions among healthcare professionals. The Committee is dedicated to ensuring that the meeting not only meets high educational standards and spreads cutting edge knowledge, but also provides a valuable and engaging experience for all participants.

Through meticulous planning, expert speaker selection, and a commitment to quality, the ESRA Monothematic Meeting Committee plays a vital role in advancing the fields of interest and supporting the professional development of its members.

Role & Responsibilities of the ESRA Monothematic Meeting Committee

The primary role of the ESRA Monothematic Meeting Committee is to design, organize, and oversee courses that train and certify instructors in regional anesthesia and pain management. The committee ensures that these courses adhere to the highest educational standards, incorporating the latest advancements and best practices in the field.

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

Theme Selection

- Identify Focus: Select a relevant and timely theme for the annual meeting that addresses significant advancements, challenges, or innovations in Regional Anesthesia and Pain Management

- Consultation: Engage with ESRA members, experts, and stakeholders to identify and prioritize potential themes

Program Development

- Content Planning: Develop a comprehensive agenda that includes keynote lectures, panel discussions, workshops, and interactive sessions, aligned with the chosen theme
- Speaker Selection: Identify and invite leading experts and practitioners to present at the meeting, ensuring a diverse and high-quality lineup of speakers

Logistics Coordination

- Venue Selection: Choose a suitable venue that accommodates the needs of the meeting, ensuring accessibility and convenience for attendees
- Event Management: Oversee all logistical aspects of the meeting, including registration, accommodations, audiovisual support, and catering

Quality Assurance

- Standards Maintenance: Ensure that the meeting content and delivery adhere to ESRA high standards of educational excellence and professional relevance
- Continuous Improvement: Regularly review and update meeting practices based on participant feedback and industry trends

Participant Engagement

- Promotion: Develop and implement strategies to promote the meeting to potential participants, ensuring broad and diverse attendance
- Interactive Elements: Incorporate interactive elements such as Q&A sessions, round table discussions, and networking opportunities to enhance participant engagement

Feedback and Evaluation

- Collect Feedback: Gather feedback from participants, speakers, and stakeholders to assess the effectiveness and impact of the meeting
- Implement Improvements: Use the feedback to make continuous improvements to the planning and execution of future meetings

Reporting

- Provide Updates: Regularly update the ESRA Executive Board on the planning progress, execution, outcomes, and financial status of the meeting

- Transparency: Ensure transparency in all committee activities, including decision-making processes and financial management

Compliance

- Adherence to Policies: Ensure all activities comply with ESRA policies, ethical guidelines, and standards
- Best Practices: Promote and adhere to best practices in event planning and educational delivery

Collaboration and Networking

- Engage Stakeholders: Collaborate with other professional organizations, institutions, and industry partners to enhance the quality and impact of the meeting
- Foster Connections: Create opportunities for networking and collaboration among attendees, speakers, and industry representatives

By focusing on these key areas, the ESRA Monothematic Meeting Committee is instrumental in creating a successful annual event that provides Regional Anaesthesia and/or Chronic Pain professionals with a valuable opportunity for learning, networking, and enjoying a stimulating environment.

3 MEMBERS - ATTENDANCE - TERMS OF OFFICE

Composition of the Committee

The ESRA Monothematic Meeting Committee consists of one (1) Chair, three (3) Co-Chairs (one responsible for each theme), and three (3) members again one for each theme, all from a European ESRA zone.

The Chair, Co-Chairs 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 Monothematic Meeting 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, Co-Chairs & Members of the Committee

The Chair of the 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 member accepts the position, the Executive Board appoints 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 discusses internally and finally selects the new Committee Chair, taking into consideration the advice of the Chair that steps down.

The Co-Chairs and new Committee Members 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 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.

Due to the varying focus of each year's meeting, which centers on a current theme in Regional Anaesthesia and/or Pain Medicine, the Co-Chairs and committee members will only be involved and invited based on the theme selected for that particular year.

Terms of Office

Chair of the 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-Chairs and Members of the 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-Chairs 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-Chairs 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 for a flawless preparation, and at least once during the ESRA Annual Congress in September (if possible 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, 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 events, 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

Theme Selection

Authority to Choose Themes: The committee has the right to select the annual meeting theme based on relevance, timeliness, and impact on the field of Regional Anaesthesia and Pain Medicine.

Resource Utilization

Access to ESRA Resources: The committee can access ESRA financial, administrative, and logistical support to plan and execute the meeting, with prior discussion and agreement with the ESRA Major Officers and a continuous close collaboration with them throughout the preparation process.

Collaboration: The committee can collaborate with external experts, institutions, and industry partners to enhance the meeting's content and reach.

Decision-Making

Program Development: The committee has the authority to design the meeting agenda, including selecting speakers, topics, and session formats.

Budget Management: The committee can allocate and manage the budget for the meeting, ensuring the effective use of resources.

Promotion

Marketing and Outreach: The committee can promote the meeting through ESRA communication channels and external media to maximize participation.

OBLIGATIONS

Theme Relevance

Current and Significant Topics: Ensure the chosen theme addresses current and significant issues in Regional Anaesthesia and Pain Medicine, contributing to the advancement of the field.

Program Quality

High-Quality Content: Develop a program that includes high-quality, evidence-based presentations and discussions led by expert speakers.

Diverse Perspectives: Ensure a diverse range of perspectives and topics are covered, reflecting the multidisciplinary nature of the field.

Logistics Coordination

Venue and Technology: Coordinate all logistical aspects, including venue selection, technology requirements, registration processes, and participant accommodations.

Smooth Execution: Ensure the smooth execution of the event, addressing any issues promptly and efficiently.

Participant Engagement

Interactive Sessions: Design interactive sessions that encourage active participation, networking, and knowledge sharing among attendees.

Feedback Collection: Gather feedback from participants to assess the effectiveness of the meeting and identify areas for improvement.

Reporting

Regular Updates: Provide regular updates to the ESRA Major Officers and Executive Board Members on the planning, execution, outcomes, and financial status of the meeting.

Final Report: Submit a comprehensive final report detailing the meeting's successes, challenges, and recommendations for future events.

Compliance

Adherence to Standards: Ensure all activities comply with ESRA policies, ethical guidelines, and standards.

Best Practices: Promote and implement best practices in event planning and educational delivery.

Financial Responsibility

Budget Management: Manage the allocated budget responsibly, ensuring transparency and cost-effectiveness.

Funding Utilization: Ensure that all funds are used appropriately to support the meeting's objectives and enhance participant experience.

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.

By fulfilling these rights and obligations, the ESRA Monothematic Meeting Committee ensures the successful organization of a focused, high-quality educational event that advances knowledge and practice in regional anaesthesia and pain management.

7 FILE KEEPING

The decisions, reports, reviews and minutes of the ESRA Monothematic Meeting 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 Monothematic Meeting Committee Marc Van De Velde, ESRA Past President, Chair of the ESRA PROSPECT WG 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










