



TERMS OF REFERENCE (ToR)

ESRA RESIDENTS & TRAINEES 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 represent Residents and Trainees within the European Society of Regional Anaesthesia and Pain Therapy (ESRA), throughout the development of specific initiatives.

To focus on supporting and guiding residents, trainees and fellows in Regional Anaesthesia and Pain Management, through tailored educational programs, mentorship opportunities, and networking initiatives.

To advocate for residents, trainees and fellows' interests within ESRA and beyond, ensuring their representation and fostering their inclusion in research and innovation in the fields.

To promote community engagement and professional development, aiming to cultivate a vibrant and well-prepared cohort of future leaders in Regional Anaesthesia and Pain Medicine.

2 ROLE & RESPONSIBILITIES

Preamble

The ESRA Trainees & Residents Committee serves a pivotal role within the society, focusing on the specific needs and development of residents, trainees and fellows in Regional Anaesthesia and Pain Management, in Europe and beyond.

Role and Responsibilities of the ESRA Residents & Trainees Committee

Support and Guidance: To provide the essential support and guidance to residents, trainees and fellows, pursuing careers in Regional Anaesthesia and Pain Management, including offering resources, mentorship, and advice on educational and career advancement opportunities.

Educational Initiatives: To develop and implement educational programs tailored to the needs of residents, trainees and fellows, including, but not limited to workshops, webinars, hands-on training sessions, and educational materials aimed at enhancing clinical skills and knowledge related to Regional Anaesthesia and Pain Management.

Networking and Collaboration: To facilitate networking opportunities among residents, trainees, fellows, and established professionals in the fields, and to foster collaboration, exchange of ideas, and mentorship relationships that contribute to professional growth and development.

Advocacy and Representation: To advocate for the interests and concerns of residents, trainees and fellows within ESRA and in broader professional settings, ensuring that their perspectives and needs are considered in organizational decisions and policies.

Research and Innovation: To encourage and promote research and innovation among residents, trainees and fellows, by proposing and implementing supporting research projects, by encouraging participation in research initiatives, and by highlighting innovative practices within the aforementioned fields.

Community Engagement: To engage residents, trainees and fellows, in outreaching activities related to Regional Anaesthesia and Pain Management and to help build a sense of community and social responsibility among future leaders in these fields.

Through these initiatives, the ESRA Residents & Trainees Committee plays a critical role in nurturing the next generation of professionals in Regional Anaesthesia and Pain Medicine, ensuring their preparedness and success in advancing standards and practices.

The Chair of the ESRA Residents & Trainees Committee should report to the ESRA Major Officers/Executive Board at least twice per year, at (a) the Mid-Term ESRA Executive Board Meeting (in person or online), and (b) the ESRA Executive Board Meeting, taking place during the ESRA Annual Congress, usually each September (should be in person).

3 MEMBERS - ATTENDANCE - TERMS OF OFFICE

Composition of the ESRA Residents & Trainees Committee

The ESRA Residents & Trainees Committee consists of one (1) Chair, which is the ESRA Residents & Trainees Representative in the ESRA Executive Board, and of a number of Members that is equal to the number of all ESRA Residents & Trainees Zonal Representatives. The Chair, and all Members of the Committee need to be ESRA active ordinary resident or full members.

No individual/ESRA member can serve as Chair in more than two (2) ESRA activities/committees/groups simultaneously, including the ESRA Residents & Trainees 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, excluding the ESRA President. This rule also applies to the ESRA Residents & Trainees Committee, where, up to two (2) individuals from the same country may participate: the Chair of the Committee and the National Residents & Trainees Zonal Representative from the Chair's country of origin. These positions can be held by two different individuals, but it is also permissible for one person to fulfill both roles if applicable, and in accordance with the rules of the respective ESRA national zone (country of his/her origin).

In case, the above rules, for any unforeseen reason, are not possible or applicable, the ESRA Executive Board is eligible to decide.

Chair & Members

The Chair of the ESRA Residents & Trainees Committee is the ESRA Residents & Trainees Representative in the ESRA Executive Board. The Chair receives this position in the Committee, following his/her election as the ESRA Residents & Trainees Representative by the ESRA active ordinary resident members.

The election results are communicated to the ESRA Major Officers, who, in turn, inform the ESRA Executive Board accordingly.

The election process is organized by the ESRA Office, is conducted anonymously, and follows the society regulations. In the event of a tie, a

second online secret ballot will be held. If the result is tied again, the President of ESRA shall have the casting vote.

The Members of the Committee are all the ESRA Residents & Trainees Zonal Representatives. In order to be a Committee Member, the zonal Residents & Trainees Representatives must be elected by their national/zonal ESRA affiliated society.

Terms of Office

Chair of the ESRA Residents & Trainees Committee: Three (3) years, non-renewable. The Chair's Term of Office starts at the ESRA Annual General Assembly (AGA). The Chair must have at least two (2) years left as a resident/trainee at the time of election.

Members of the ESRA Residents & Trainees Committee: The maximum Term of Office for a zonal Residents & Trainees Representative should be three (3) years, non-renewable. The Representative must be either a Resident, a Trainee, a Fellow or be in another non-Consultant training post and have at least two (2) years left in a non-consultant, training position at the time of election. The last year can be fulfilled even if the Representative has finished his/her residency or training period and becomes a consultant.

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.

4 MEETINGS

Formal meetings of the ESRA Residents & Trainees 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, as conference calls, regularly (usually once a month), at the discretion decision and upon the request of the Committee Chair. The ESRA President and Major Officers are allowed to participate in all Committee meetings.

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

5 REPORTING

On an annual basis, a first report is presented during the ESRA Mid-Term Executive Board Meeting, by the Chair of the ESRA Residents & Trainees Committee (can be in person or online). The Chair of the ESRA Residents & Trainees Committee must submit a second, annual report of all the activities carried out, and needs to present it at the ESRA Executive Board Meeting (must be in person), taking place during the ESRA Annual Congress, being held usually each 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 CHAIR & MEMBERS

RIGHTS

Representation: The committee has the right to represent the interests and perspectives of residents, trainees and fellows at various levels within ESRA, ensuring their views are considered in organizational decisions, and following the official approval of ESRA Major Officers.

Participation in Decision Making: The Chair and Members of the ESRA Residents & Trainees Committee have the right to participate and contribute in discussions and decisions that affect the direction and policies of the society, in relation to topics that are of interest for residents, trainees and fellows.

Access to Information and Resources: They are entitled to access relevant information about ESRA activities, and other pertinent matters necessary for informed decision-making. They may have access to ESRA resources, including educational materials, research opportunities, and funding for specific projects or events that benefit residents, trainees and fellows.

Networking Opportunities: The Committee is entitled to create and facilitate networking opportunities for residents, trainees, fellows and young physicians, helping them connect with experienced professionals, Key Opinion Leaders and peers within the field.

Organizing Events: The Committee has the right to organize events, such as workshops, seminars, and conferences, specifically aimed at the professional development of trainees and residents, and following official approval by the ESRA Major Officers and Executive Board.

Communication Channels: They have the right to establish and maintain communication channels with the broader trainee and resident community to disseminate information, gather feedback, and promote engagement.

Initiating Projects: The committee can initiate projects and propose new initiatives that align with the goals of ESRA and enhance the training and development of its members, following approval by the ESRA Major Officers and Board.

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.

By upholding these rights, the ESRA Residents & Trainees Committee ensures that residents, trainees and fellows are well-supported, represented, and integrated into the broader ESRA organizational framework, fostering their growth and success in the fields of Regional Anaesthesia and Pain Medicine.

OBLIGATIONS

Commitment to the ESRA Mission: The Chair and Members of the ESRA Residents & Trainees Committee should support and advance the ESRA mission, vision, goals, and objectives through their actions and decisions, particularly those related to residents, trainees and fellows.

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

The Residents & Trainees 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.

Attendance and Participation: The Chair and Members of the ESRA Residents & Trainees Committee are expected to attend meetings regularly and actively participate in discussions, decision-making processes and other Committee activities, as needed, contributing their insights and expertise, and under the guidance and advice of ESRA Major Officers.

Program Development: The Committee is responsible for developing and implementing educational programs, workshops, and events tailored to the needs of residents, trainees and/or fellows.

Mentorship and Support: They are encouraged to provide mentorship, guidance, and resources to trainees and residents, to aid their professional and educational development.

Advocacy: The Committee must advocate for the interests and concerns of trainees within ESRA, ensuring their voices are heard and considered in organizational decisions.

Communication: The Committee is supported to maintaining effective communication channels with the trainee community to disseminate information, gather feedback, and promote engagement.

Research Promotion: The Committee is advised to encourage and support research initiatives among trainees, helping them to contribute to the advancement of Regional Anaesthesia and Pain Medicine.

Collaboration: The Committee should work collaboratively with other ESRA Committees and stakeholders, to further the organization's goals and enhance the trainee experience.

Evaluation and Feedback: The Chair and Members of the Committee must regularly assess the effectiveness of their and other ESRA programs and initiatives, and gather feedback from trainees to continuously improve the Committee's and society's work.

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 and Members are obliged to maintain the confidentiality of all deliberations and sensitive information within Committee, particularly concerning finances and strategic plans.

7 FILE KEEPING

The decisions, reports, reviews and minutes of the ESRA Residents & Trainees Committee are kept in files accessible by the Chair and 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.

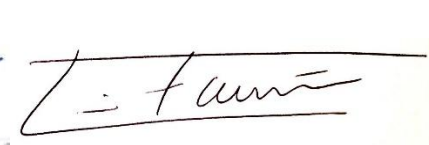
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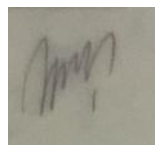


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APPROVAL	ESRA Executive Board • Eleni Moka, President • Luis Valdes, Secretary General • Philippe Gautier, Treasurer • Thomas Volk, Past President • Eric Albrecht, Member • Enrico Barbara, Member • Sebastien Bloc, Member • Andrzej Daszkiewicz, Member • 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

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