

# COMMONWEALTH NURSES FEDERATION



## ANNUAL REPORT 2008-2009



### CNF Board



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ANNUAL REPORT  
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## 1. INTRODUCTION

The Commonwealth Nurses Federation (CNF) was established in 1973. The CNF works with its membership, national nursing and midwifery associations from Commonwealth countries, in order to influence health policy, develop nursing networks, improve nursing standards and competence, and strengthen nursing leadership throughout the Commonwealth. The CNF was accredited to the Commonwealth in 2004.

The CNF maintains close links with Commonwealth bodies and civil society organisations within the Commonwealth 'family' and liaises with international bodies, such as the World Health Organization, the International Labour Organisation, the International Council of Nurses and the International Confederation of Midwives. These links enable the CNF to plan strategically on issues of concern to nursing and midwifery in a global context.

The CNF participates actively in the work of two important Commonwealth bodies: the Commonwealth Steering Committee for Nursing and Midwifery and the Commonwealth HIV and AIDS Action Group.

The CNF's work is supported by the provision of office space within the Royal College of Nursing, UK.

## 2. GOVERNANCE

The CNF is governed by an elected Board consisting of a President, Vice President and six Board members from each of the six CNF Regions (Atlantic; South Asia; West Africa; East, Central and Southern Africa; Europe; and the Pacific). Board members are elected for a four year term and are eligible for re-election for a second four year term.

Board members during 2008-2009 were:

**Atlantic:** Marion Howard (Barbados)

**South Asia:** Arvind Kulkarni (India)

**West Africa:** Alice Asare-Allotey (Ghana)

**East, Central and Southern Africa:** Donal Epaalat (Kenya)

**Europe:** Ioannis Leontiou (Cyprus)

**Pacific:** Alumita Bulicokocoko (Fiji)



Susie Kong  
(Singapore)  
President



Satish Chawla  
(India)  
Vice President

## 3. OFFICERS

Jill Iliffe has been the CNF Executive Secretary for the past eighteen months. Jill is the former national Secretary of the Australian Nursing Federation. Jill has extensive clinical experience in a wide range of nursing areas including midwifery, remote areas, intensive care, aged care, community health and women's health and broad experience in management, policy development and political lobbying.

Angela Neuhaus is the CNF Honorary Treasurer. Angela is a nurse with a strong background in rural and remote health and nursing management.



Jill Iliffe



Angela Neuhaus

## 4. STRATEGIC DIRECTIONS

At the CNF general meeting in 2007 in Kuala Lumpur Malaysia, the CNF Board set directions for the organisation which are outlined in *Strategic Directions 2005-2010*. The directions have a focus on four strategies: projects, communication, administration and finances.

### 4.1 PROJECTS

The CNF is focussing more on in country project work to extend its reach, reduce costs, and achieve a greater impact with a critical in-country mass enhancing effect and outcome. The CNF is also seeking partners from a broader field than the traditional Commonwealth sources (eg private sector). There is a focus on building up national associations so they can have a greater impact at government level (leadership, governance, media, lobbying) and working with national associations to provide them with evidence to support their lobbying (surveys and research).

#### 4.1.1 South Pacific Nurses Forum

The CNF conducted a workshop for 125 nurses at the 12<sup>th</sup> South Pacific Nurses Forum in Suva Fiji 7 October 2009. The workshop, titled *4 Safety*, is divided into four segments: a safe patient, a safe workplace, a safe profession, and a safe nurse. The principle underlying the workshop is that patient safety is the number one priority for nurses, however to achieve patient safety it is necessary to have a safe workplace, a safe profession and be a safe nurse. The sessions consist of formal presentations, group activities and individual activities.



#### 4.1.2 Caribbean workshops

Four two-day workshops were held in four Caribbean countries: Grenada 21-22 October; Barbados 23-24 October; St Lucia 30-31 October; and Trinidad and Tobago 4-5 November. The *4 Safety* workshops were attended by 146 nurses and were very well received and evaluated highly. The workshops were funded by the Commonwealth Foundation grant to the CNF.



Grenada



Barbados



St Lucia



Trinidad and Tobago

#### 4.1.3 South Asia workshop

The CNF conjunction with the Trained Nurses Association of India (TNAI) held a very successful one day *4 Safety* workshop in New Delhi India 18 February 2009. Forty five nurses attended the workshop from India, Sri Lanka and the Maldives. The workshop followed the Commonwealth Steering Committee for Nursing and Midwifery South Asia Regional Workshop which was also held in New Delhi India 16-17 February 2009.



#### 4.1.4 Biennial meeting and workshop

The CNF Biennial Meeting and Workshop was held in Gaborone Botswana 24-25 June 2009. The Biennial Meeting and Workshop was preceded by a meeting of the CNF Board on 23 June 2009. Eighty two members from eighteen countries attended the Biennial Meeting and Workshop which was hosted by the Nurses Association of Botswana. Formal presentations supporting the theme: *Achieving and maintaining a sustainable nursing and midwifery workforce for the future* were given by New Zealand, Australia, Malaysia, Uganda, Botswana and Cameroon.



### 4.2 COMMUNICATION

#### 4.2.1 Website <http://www.commonwealthnurses.org>

The re-designed CNF website was launched. The new site provides a more interactive environment with a secure site for Board members to provide more reliable communication. The website is managed in house to reduce operating costs.



#### 4.2.2 e-News

Since May 2008, the CNF has produced a monthly e-News bulletin to keep members and other relevant organisations informed of CNF activities. The e-News has a wide circulation and is extremely popular. Copies of e-News are uploaded to the CNF website where previous copies are also available.

#### 4.2.3 CNF Journal: *The Commonwealth Nurse*

The CNF produces a journal twice yearly in January and July. The journal is printed in Singapore to reduce costs and is published with the support of the Singapore Nurses Association.

#### 4.2.5 Liaison

**The Commonwealth Steering Committee for Nursing and Midwifery (CSCNM):** The CSCNM is supported administratively by the CNF. The CSCNM held a workshop in New Delhi India 16-17 February 2009. Eighty nurses and midwives from the CNF South Asia region attended. The workshop covered proposal writing, strategies for human resources development and HIV and AIDS issues for the health workforce. CNF Board member for the South Asia region, Arvind Kulkarni participated in and presented at the workshop. The workshop was jointly funded by the Commonwealth Foundation and the Commonwealth Secretariat.



**The Commonwealth Health Professions Alliance (CHPA):** The CHPA was launched on 17 May 2009. The CHPA is an alliance of Commonwealth health professional associations. Members of the CHPA consider that by working together they can more efficiently and effectively represent and support health professionals in Commonwealth countries and promote high standards of care and equity in access to care for Commonwealth peoples. The CNF acts as secretariat to the CHPA. The launch was funded by the Commonwealth Foundation.



**The Commonwealth Health Minister's meeting:** Susie Kong and Jill Iliffe, on behalf of the CNF, attended the Commonwealth Health Ministers (CHMM) meeting in Geneva on Sunday 17 May. The theme for the 2008 CHMM was *Climate change and health*. The CHPA launched the report from their *Climate change and health survey* at the meeting. The report contained some important messages for Commonwealth health ministers:

- \* We care, do you?
- \* Involve us, we want to be involved.
- \* Keep us informed.
- \* The cost of inaction is greater than the cost of action.
- \* Act now!



**The Commonwealth Asia Migration Symposium:** The CNF participated in the Commonwealth Asia Migration Symposium which was held in New Delhi India 16-18 November 2009. CNF representatives from Sri Lanka, Pakistan, India, Malaysia and Singapore attended the Symposium. The Symposium was jointly funded by the Commonwealth Foundation and the Commonwealth Secretariat.



**The Commonwealth Africa Migration Symposium:** On behalf of the Commonwealth Health Professions Alliance, the CNF organised and participated in the Commonwealth Africa Migration Symposium which was held in Gaborone Botswana 16-18 June 2009. CNF representatives from Uganda, Lesotho, Cameroon, Sierra Leone, Botswana and Tanzania attended the Symposium. The Symposium was funded by the Commonwealth Foundation.



**Commonwealth Day 9 March 2009:** The CNF participated in Commonwealth Day celebrations and marked the 60<sup>th</sup> anniversary of the new Commonwealth by launching the *CNF Young Nurse Fellowship* which will provide, each second year, an opportunity for a young nurse from a developing country to attend the CNF Biennial Meeting and address the delegates on issues of concern to young people and young nurses in particular. A service commemorating Commonwealth Day attended by Her Majesty Queen Elizabeth and His Royal Highness the Duke of Edinburgh was held in Westminster Abbey London followed by a reception hosted by the Queen at Marlborough House. The 2009 recipient of the *CNF Young Nurse Fellowship* was Clarissa Bombi from Cameroon.



thecommonwealth @ 60  
serving a new generation

**The International Council of Nurses (ICN):** The CNF has a close relationship with the ICN and was represented at the ICN meetings of national nursing associations held in Durban South Africa 27-30 June 2009. The CNF participates in the celebrations for International Midwives Day 7 May and International Nurses Day 12 May.



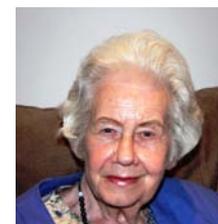
**Commonwealth Civil Society Consultations:** The CNF has attended all scheduled Commonwealth consultations with civil society: 26 November, 2008; 12 January 2009 and 20 May 2009.

**53<sup>rd</sup> UN Commission on the Status of Women:** The CNF was invited to present at the Commonwealth Foundation fringe event held in conjunction with the 53<sup>rd</sup> UN Commission on the Status of Women. The title of the fringe event was *Ending AIDS stigma: men and women working together*. The CNF presentation was titled: *Nurses and midwives: sharing the responsibility between men and women working together in reducing HIV and AIDS stigma and discrimination*. The presentation outlined activities nurses and midwives are involved in across the Commonwealth and shared case studies from Papua New Guinea and Malawi.



**Commonwealth Health Professions Capacity Assessment:** The CNF participated in an assessment of the capacity of Commonwealth health professions associations commissioned by the Commonwealth Secretariat. The assessment made some interesting comments and recommendations including that the Commonwealth Secretariat provide capacity training for Commonwealth health professions associations. Unfortunately, to date, this recommendation has not been implemented and the report has not been publicly released. The CNF is acting on the recommendations pertinent to it.

**90<sup>th</sup> Birthday of CNF Founding Executive Secretary:** The CNF was delighted to participate in the 90<sup>th</sup> birthday celebrations of Miss Margaret Brayton, the founding Executive Secretary of the CNF. Margaret was Executive Secretary of the CNF from 1973 to 1994 and is still actively involved in community work.



**Malaysian Nurses Association Governance and Leadership Training:** The CNF worked with the Malaysian Nurses Association to submit a funding application to the Commonwealth Foundation to conduct governance and leadership training for identified potential nurse leaders in Malaysia. The funding application was successful and the training will be conducted over three weekends in the second half of 2009.



#### 4.3 ADMINISTRATION

During 2008-2009, all member association addresses were updated, particularly email addresses to ensure reliable and consistent communication.

The CNF has the capacity to provide member associations with a reliable email address through the CNF website if required.

The CNF bank account allows online access and electronic transfer of funds.

The CNF website was regularly updated.

CNF files are being progressively transferred into the new numbered filing schedule.

Electronic access to files, email, the website, the internet and the CNF bank account allows seamless and timely administration regardless of geographic location.

#### 4.4 FINANCES

The CNF is funded through a combination of membership fees and grants from the Commonwealth Foundation and the Commonwealth Secretariat. An active plan is in place to increase the number of financial members and to diversify the CNF funding base. In 2008-2009 the CNF had thirty seven financial member associations and increase of 46% from 2007-2008. The CNF financial records are independently audited. The auditor's report forms part of this report.

#### 5. FORWARD PLANS

During 2009-2010 CNF visits and workshops are planned for Tanzania, Uganda, Kenya, the Bahamas, Ghana, Sierra Leone and Cameroon. Research on migration is scheduled for the Pacific Region. The CNF will participate in the Commonwealth People's Forum in Trinidad and Tobago in November 2009 and the regional workshop of the Commonwealth Steering Committee for Nursing and Midwifery in Grenada in February 2010. Six days of governance and leadership training will be conducted for the Malaysian Nurses Association in August, October and December 2009. Other activities will depend on the success of funding applications.

**COMMONWEALTH NURSES FEDERATION****RECEIPTS AND PAYMENTS ACCOUNT**

Year ended 30 June 2009

	<b>2009</b>	<b>2008</b>
	<b>£</b>	<b>£</b>
<b><u>Receipts</u></b>		
Commonwealth Foundation grant - core and field activities	20,000	14,000
Commonwealth Foundation grant - African migration symposium	30,000	-
Commonwealth Secretariat grant - CSCNM workshops	7,000	6,000
Commonwealth Foundation reimbursement	1,034	-
Refund from workshops	-	292
Sponsorship - Edwina Mountbatten Trust	1,000	-
Member subscriptions	9,936	7,797
Interest on deposit accounts	60	782
Sale of publications	-	7
	<u>69,030</u>	<u>28,878</u>
<b><u>Payments</u></b>		
Executive Secretary - consultancy fee	12,400	14,187
African migration symposium	25,685	-
Meetings - members' travel / accommodation*	450	-
Meetings & workshops - officers' travel / accommodation	4,669	2,497
CSCNM workshops	10,511	-
Biennial Meeting expenses	5,922	-
Field activities**	11,420	12,533
Publications (including Newsletter)	1,236	-
Office services - accommodation, printing, postage, telephone, advertising etc	2,960	1,495
Bank fees - CNF	672	496
Bank fees - Other	230	-
Auditor's fee	400	400
Website	1,173	79
	<u>77,728</u>	<u>31,687</u>
(Deficit) for the year	(8,698)	(2,809)
Surplus b/fwd at 1 July 2008	19,543	22,352
	<u>10,845</u>	<u>19,543</u>
Surplus c/fwd at 30 June 2009	<u>10,845</u>	<u>19,543</u>
<b>Surplus represented by:</b>		
Bank balance at 30 June 2009	1,049	18,702
Add debtors and prepayments	<u>14,976</u>	<u>1,026</u>
	16,025	19,728
Less creditors and unrepresented cheques	<u>(5,180)</u>	<u>(185)</u>
	<u>10,845</u>	<u>19,543</u>

\* Members attendance at meetings on behalf of or at the request of the CNF.

\*\* Total cost of field activities such as workshops or conferences conducted by the CNF, including members' and officers' travel and accommodation to attend the workshops.

(Signed) Angela Neuhaus

..... **Honorary Treasurer**



..... **Executive Secretary**

**AUDITOR'S REPORT**

I have audited the Receipts and Payments Account of the Commonwealth Nurses Federation (CNF) with the books and vouchers of CNF, and have obtained all the necessary information and explanations. In my opinion the receipts and payments are properly drawn up so as to exhibit a true and fair view of the affairs of CNF for the year ended 30 June 2009.

(Signed)

**Peter Westley BA, FCCA**

Chartered Certified Accountant

23 November 2009