

COMMONWEALTH NURSES FEDERATION



ANNUAL REPORT 2010-2011





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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 first 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. Additionally, the CNF is affiliated with other international bodies such as the Global Health Workforce Alliance, the White Ribbon Alliance, and Health Information for All by 2015. The CNF participates actively in the work of Commonwealth bodies: the Commonwealth Foundation, the Commonwealth Secretariat, the Commonwealth Health Professions Alliance 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, United Kingdom. The strategic directions for the CNF focus on six key areas: governance, projects, communication, liaison, administration, and finance. This annual report is structured under those six headings. A new *Strategic Directions 2011-2015* is currently being prepared in collaboration with CNF members.

2. GOVERNANCE

At the 2011 CNF Biennial Meeting held in Malta, April 2011, changes to the CNF Constitution were endorsed. One of the key changes was the establishment of an Asia Region (to replace the South Asia Region) and the inclusion in the new region of Brunei Darussalam, Malaysia and Singapore (formerly in the Pacific region) along with Bangladesh, India, Maldives, Pakistan and Sri Lanka. 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; 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. A quarterly report to the Board is provided by the Executive Secretary.



Susie Kong
(Singapore)
President



Satish Chawla
(India)
Vice President

Current CNF Board members are:

Atlantic: Marion Howard (Barbados)

Asia: Ramziah bt Ahmad (Malaysia)

West Africa: Alice Asare-Allotey (Ghana)

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

Europe: Paula Hancock (United Kingdom)

Pacific: Lee Thomas (Australia)



3. APPOINTED OFFICERS

Jill Iliffe has been CNF Executive Secretary since April 2008. Jill is the former National Secretary of the Australian Nursing Federation and 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. Angela currently lives in Zimbabwe.



Jill Iliffe



Angela Neuhaus

4. 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. 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 Cameroon Workshops

The CNF partnered with the Cameroon Nurses Association (CNA) to conduct two safety workshops; one in Yaounde for forty three nurses and one in Bamenda for forty eight nurses. The workshops covered the topics of a safe patient; a safe workplace; a safe profession; and a safe nurse. Delegates considered key factors essential to ensure patient safety; discussed strategies to make their workplaces safer; debated issues around whether nursing in Cameroon was a safe profession; and reflected on their own capacity to be a safe nurse. The workshop was funded by the Commonwealth Foundation.



4.2 Bahamas Workshop

A workshop for 125 young nurse leaders was conducted in partnership with the Nurses Association of the Commonwealth of the Bahamas (NACB). The nurses spent two days reflecting on issues around leadership, strategic planning, advocacy and lobbying and working with the media. Funding from the Commonwealth Foundation supported the workshop.



4.3 CNF Biennial Conference

The 20th CNF Biennial Meeting and Conference was held in Malta in April 2011. One hundred and seven nurses from eighteen Commonwealth countries attended. The Conference was hosted by the Malta Union of Midwives and Nurses. Guest speakers included: Lee Thomas (Australian Nursing Federation); Christine Hancock (C3 Collaborating for Health); James Buchan (Queen Margaret University Scotland); Stephanie Ferguson (American Nurse Credentialing Centre); Dorothy Matebeni (Democratic Nurses Organisation of South Africa); and Rachel Bard (Canadian Nurses Association). The key note speaker was Dr Karen Drenkard from the American Nurse Credentialing Centre. The Conference was supported financially by the Commonwealth Secretariat and the American Nurse Credentialing Centre.



4.4 Sri Lanka Workshop

The CNF partnered with the Sri Lanka Nurses Association to conduct a two day leadership workshop for fifty eight nurses and midwives. The workshop covered leadership theories and models, advocacy and lobbying, strategic thinking and planning, and working with the media, and consisted of presentations, group work and individual self-reflection. The workshop was funded by the Commonwealth Foundation.



4.5 Tonga NCD Workshop

The Tonga Nurses Association partnered with the CNF to present a workshop on: *Preventing NCDs using a primary health care approach*. Thirty five senior nurses attended the workshop and developed proposals to address NCDs in their local area. Using materials developed for the workshop, the Tonga Nurses Association will replicate the workshops across other areas of Tonga. Non communicable diseases are a major burden in Tonga and generate significant cost to the Tonga health system. The workshop was funded by the Commonwealth Foundation.



4.6 Samoa NCD Workshop

The CNF partnered with the Samoa Nurses Association to present a workshop on: *Preventing NCDs using a primary health care approach*. The workshop aimed to raise awareness and develop strategies to prevent non communicable diseases such as diabetes, cardiac disease and respiratory disease in Samoa. Thirty senior nurses attended the workshop and developed proposals to address NCDs in their local area. The workshop was funded by the Commonwealth Foundation.



4.7 Fiji Workshops

The Fiji Nursing Association partnered with the CNF to present two workshops on leadership for nurse leaders in Fiji. The workshops covered areas such as: leadership theories and models; advocacy and lobbying; strategic planning; and working with the media and were a combination of presentations, group work and self-reflection. Participants identified areas in nursing in Fiji which were of concern and developed strategies to address them. The workshops were funded by the Malaysian Nurses Association.



4.8 Website Development Program

We live in an age where increasingly, electronic communication is the medium of choice. Without access to email and the internet, organisations and individuals experience considerable disadvantage. The majority of CNF members do not have websites. Without an internet presence, these national nursing organisations are unable to effectively communicate with their members or promote themselves, their mission, their goals and their views on current issues. The website development program is an ongoing project to support the development of individual websites for small, less developed member associations to enable them to have an internet presence and be able to communicate more readily both within and outside their countries. The project includes purchase of a discrete domain name for each organisation, web space for for each organisation, the customisation of an individual and unique website, purchase of necessary software, and training for website maintenance so that countries can be independent. To date, websites have been developed for the Lesotho Nurses Association and the Sierra Leone Nurses Association and websites are underway for the Uganda Nurses and Midwives Union and the Nurses Association of the Commonwealth of the Bahamas. Funding to support the development of the websites was provided by a grant from the Commonwealth Foundation.



<http://www.lesothonursesassociation.org>



<http://www.sierraleonursesassociation.org>

5. COMMUNICATION

5.1 Website <http://www.commonwealthnurses.org>

The CNF website provides an interactive environment in which to publicise and report on CNF activities. The website is an essential and integral component of the CNF communication strategy. During 2010-2011 the website underwent a redesign. The website is managed in-house to reduce operating costs. Website statistics are collected monthly and form part of the quarterly Executive Secretary report to CNF Board members.



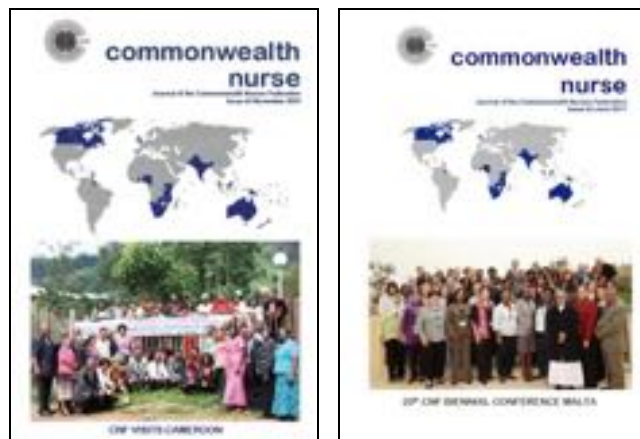
5.2 CNF e-News

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 with 940 email addresses on its data base and is extremely popular. A subscription form was added to the CNF website at the beginning of 2009 and to date has generated 116 subscriptions (subscriptions are free). Copies of the e-News are uploaded to the CNF website where previous copies are also available. The CNF e-News allows the CNF to keep in touch with members and to let them know not only what activities the CNF is undertaking, but also bring to them up to date information about other things that are happening throughout the Commonwealth. The CNF e-News is sponsored by the RCN Publishing Company.



5.3 CNF Journal: *The Commonwealth Nurse*

The CNF produces *The Commonwealth Nurse*, twice yearly which is provided free to members. The journal is produced in-house, printed in Singapore and posted from Malaysia in order to reduce costs. Early in 2010, a subscription form was added to the CNF website which to date has attracted 70 subscriptions from both Commonwealth and non-Commonwealth countries. *The Commonwealth Nurse* has a print run of 800 copies and is distributed to 300 subscribers (subscription is free). Apart from providing an overview of CNF activities, *The Commonwealth Nurse* provides information and also publishes articles submitted by members.



6. LIAISON

6.1 The Commonwealth Health Professions Alliance (CHPA)



The CHPA is an alliance of Commonwealth health professional associations. By working together, members of the CHPA 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. During 2010-2011, the CHPA endorsed a constitution; elected office bearers; and developed a website: <http://www.chpa.co>.

6.2 2011 pre-CHMM Partner's Forum

The CHPA in partnership with the Commonwealth Secretariat and Sight and Life hosted a pre-Commonwealth Health Ministers' meeting (CHMM) Partner's Forum titled: *Prevention of NCDs - children and young people*. The forum was divided into two sections: *Healthy living* and *The role of nutrition in preventing NCDs*. Speakers in the section on healthy living discussed the links between NCDs and obesity, physical activity, tobacco use, excessive alcohol consumption and oral health. Speakers in the section on the role of nutrition discussed how to address the nutritional status of children and young people and the link between micronutrient deficiencies of mother and child to long term health consequences. Copies of the presentations at the forum are available on the CNF website: <http://www.commonwealthnurses.org>.



6.3 The Commonwealth Health Ministers' meeting 2011

The annual Commonwealth Health Ministers' (CHMM) meeting was held in Geneva on Sunday 15 May 2011. The theme for the 2009 CHMM was: *Non communicable diseases - a priority for the Commonwealth*. The Commonwealth Health Professions Alliance submitted a paper titled: *Local Heroes – health professionals across the Commonwealth meeting the challenges of NCDs* which was published in the *2011 Health Ministers' Update*. The Commonwealth Health Ministers' meeting was followed by the 64th World Health Assembly at which an important resolution in relation to nursing and midwifery was passed by member states.

The resolution can be viewed at: http://apps.who.int/gb/ebwha/pdf_files/EB128/B128_R11-en.pdf.

6.4 International Liaison

The CNF has a close relationship with the International Council of Nurses (ICN) and attends ICN Committee of National Representatives meetings as an observer. The CNF participates in celebrations for International Midwives Day 7 May and International Nurses Day 12 May. The CNF President, Miss Susie Kong, is a member of the ICN Global Nursing Leadership Institute and the WHO Global Advisory Group on Nursing and Midwifery. The CNF is also a member of the Global Health Workforce Alliance; Health for All by 2015 (HIFA 2015); and the White Ribbon Alliance for Safe Motherhood.



6.5 Commonwealth Liaison

The CNF maintains close relationships with the Commonwealth Foundation and the Commonwealth Secretariat, attending Commonwealth Civil Society consultations and joining the celebrations during Commonwealth Week March 2011. During 2010-2011, the CNF made submissions to the review of the Commonwealth Ministerial Action Group and to the review of the Commonwealth by the Eminent Persons Group. The CNF represents the CHPA on the Commonwealth Advisory Committee for Health.



The CNF also partners with the Commonwealth Foundation and the Commonwealth Secretariat to conduct joint activities. One such activity was the Health Workforce Planning in Small Island States meeting in Auckland, New Zealand, 11-12 November 2010. The CNF co-facilitated the meeting, presented at the meeting, and wrote the report of the meeting. Involvement by the CNF in these Commonwealth activities ensures that nurses and midwives are represented, their concerns expressed and their ideas considered.

CNF representatives also participated in several of the Commonwealth Foundation Regional Consultations for the development of the Civil Society Statement for presentation to Commonwealth Foreign Ministers and Commonwealth Heads of Government in Perth, Australia, October 2011. CNF representatives were: Yvonne Chaperon, Pacific consultation (Australian Nursing Federation); Dr S Sasankan, Asia consultation (Trained Nurses Association of India); and Daphney Nozizwe Conco, Africa consultation (Democratic Nurses Organisation of South Africa).

6.6 South Pacific Nurses Forum

The 15th South Pacific Nurses Forum was held in Auckland New Zealand 8-11 November 2010. Hundreds of nurses from across the South Pacific attended the forum to network, share and listen to some excellent presentations. Ms Ramziah bt Ahmad, then CNF Board member for the Pacific Region, presented an overview of the leadership course developed and delivered in Malaysia for young potential nurse leaders. The development and presentation of the leadership course was funded by a Responsive Grant to the Malaysian Nurses Association by the Commonwealth Foundation.



6.7 Ramphal Commission on Migration and Development

Jill Iliffe is a Commissioner on the Ramphal Commission on Migration and Development. The Commission was established in 2010 with a view to advising Commonwealth governments and agencies on mutually beneficial and practical policies to maximise the benefits of international migration. The emphasis for the Commission was on producing practical recommendations to enhance migration potential and mitigate negative migration outcomes. The Commission held its second meeting in Cyprus 29-31 October 2010 and its third meeting in Jamaica 22-24 February 2011. Two interim reports were released with a final report due to be released in time for the Commonwealth Heads of Government meeting in Perth, Australia in October 2011. The reports are available on the Ramphal Centre website: <http://www.ramphalcentre.org>.



6.8 The African Health Professions Regulatory Collaborative

The CNF has been providing consultancy services to a partnership between the US Centers for Disease Control and Prevention; Emory University; and the Commonwealth Secretariat for a project to enhance nursing and midwifery regulation in east, central and southern Africa. The fourteen Commonwealth countries in the region were invited to submit proposals for funding on an area of nursing and midwifery regulation. The CNF was contracted to write three reports for the Collaborative; provide expert input and support at their meetings; and provide technical assistance in the area of continuing professional development. Five countries were successful in their funding applications in the first round: Lesotho, Malawi and Swaziland are working on continuing professional development programs while Mauritius and the Seychelles are making changes to their nursing and midwifery regulations. Two meetings have been held: Nairobi, Kenya in February 2011 and Durban, South Africa in June 2011.



7. ADMINISTRATION

CNF administrative processes are constantly evaluated for their efficiency and timeliness. All CNF member associations, Chief Nursing Officers and Nursing Registrars addresses are updated annually to ensure reliable and consistent communication. The CNF website is regularly updated. The CNF bank account allows online access and electronic transfer of funds. The CNF is aiming to eliminate paper files by 1 July 2012. Electronic access to files, email, the website, the internet and the CNF bank account allows seamless and timely administration regardless of geographic location.

8. FINANCES

The CNF is funded through a combination of membership fees; grants from the Commonwealth Foundation, the Commonwealth Secretariat and other funding bodies; consultation fees; and gifts. An active plan is in place to increase the number of financial members and to diversify the CNF funding base. The CNF financial records are independently audited. The auditor's report forms part of this report. Variance in grant income between 2009-2010 and 2010-2011 is the result of the CNF being successful in a funding application to the Burdett Trust for Nursing to conduct maternal health updates for nurses, midwives, community health workers and traditional birth attendants in Sierra Leone. Reimbursement includes payments for consultancies. Accessing additional funding is a perennial and time consuming problem. The activities and impact of the CNF is limited only by access to funding. Considerable savings are generated by the use of Skype and email to maintain contact with members rather than using the telephone. Savings are also generated by the opportunistic planning of activities to coincide with other events.

8.1 Membership

The CNF actively pursues membership. In 2010-2011 the CNF had 45 financial members. Not all Commonwealth countries have national nursing associations as some of the small island states are too small to support a national nursing association. The CNF estimates that within the Commonwealth there are approximately 49 national nursing associations. The CNF membership fees are small and are published on the CNF website: <http://www.commonwealthnurses.org>. More than two thirds of CNF members pay the lowest membership rate; currently £75.00 per annum. Transaction costs for these small amounts are quite high. The CNF has been unsuccessful in securing renewal of membership from Canada and New Zealand despite addressing their governing bodies during 2010-2011 and receiving a positive response to CNF activity. Contact with members has increased considerably, largely as a result of interest generated by the monthly CNF e-News.

9. FORWARD PLANS

The new CNF Constitution has been circulated to members and uploaded to the CNF website. Early in 2012 a major evaluation of CNF activities will be undertaken with members and within the CNF's extended network and following that the CNF Strategic Plan 2012-2015 will be finalised. All CNF contacts will be transferred into a custom built CNF data base which will significantly reduce administration time and contribute to increased accuracy with all CNF communication.

During 2010-2011 CNF visits and workshops are planned for the Seychelles, Lesotho, Swaziland, Zimbabwe and Uganda in the CNF East, Central and Southern Africa region; Papua New Guinea, Kiribati, Solomon Islands and Cook Islands in the CNF Pacific region; India, Malaysia and Singapore in the CNF Asia region; Ghana, Cameroon and Sierra Leone in the CNF West Africa region; and Jamaica and Barbados in the CNF Atlantic region. Additionally, other CNF small member associations will benefit from participation in the CNF website development program. The project to provide maternal health updates to nurses, midwives, community health workers and traditional birth attendants in Sierra Leone, funded by the Burdett Trust for Nursing, will be another major activity in the forthcoming financial year. Other activities will depend on the success of funding applications.

A major CNF activity will be the Inaugural Commonwealth Nurses Conference to be held in conjunction with Commonwealth week March 2012 in London. The conference is being supported by the CNF European region and the Royal College of Nursing UK. The conference will provide a platform for CNF members across the Commonwealth to showcase and share their work and network with each other as well as participate in Commonwealth week activities.

During 2011-2012, the CNF will be applying for two Commonwealth Fellowships for two young nurse leaders. The Fellowships, if successful, will provide training and experience in leadership, governance, communication, proposal writing, website development, and other administrative activities such as becoming familiar with filing protocols and data base administration. The CNF Board would like to make the Fellowships an annual event so that potential young nurse leaders in all CNF regions can benefit.

From 2012, the CNF journal: *The Commonwealth Nurse*, will have a specific theme each issue and papers from CNF members will be sought to provide an opportunity for members to gain experience in publishing articles internationally. Themes being considered for 2012 are non-communicable diseases and mental health. The journal is produced 'in-house' to reduce costs and in 2012 sponsorship for *The Commonwealth Nurse* will be sought to offset the cost of printing and postage. Monthly production and distribution of the CNF e-News will be maintained.

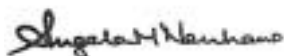
The purpose of the CNF is to support members with capacity building, education and training, networking, and developing leadership. There is great need among CNF members and our capacity to respond to those needs is limited only by access to appropriate funding.



**COMMONWEALTH NURSES FEDERATION
RECEIPTS AND PAYMENTS ACCOUNT**

Year ended 30 June 2011

	2,011	2,010
	£	£
<u>Receipts</u>		
Grant Income - Commonwealth Foundation	19,500	20,000
Grant Income - Other	15,000	3,000
Grant Income - CSCNM	0	7,000
Reimbursement	11,424	4,416
Sponsorship	10,830	600
Consultancy	4,037	0
Member subscriptions	10,288	10,343
Biennial Meeting	10,497	0
Interest on deposit accounts	0	5
	81,576	45,364
<u>Payments</u>		
Executive Secretary - consultancy fee	14,934	12,900
CF African migration symposium	0	2,006
Meetings - officers' travel / accommodation	6,267	3,655
CSCNM workshops	0	10,485
Biennial Meeting expenses	21,932	0
Field activities	17,480	10,895
Publications (including Newsletter)	1,487	0
Office attendance	1,729	898
Office services - stationery, printing, postage, telephone etc	3,345	1,392
Bank fees - CNF	831	381
Bank fees - Other	147	123
Auditor's fee	400	400
Website	898	641
Capital equipment	1,211	941
CHPA	35	1,045
African Regulatory Collaborative	4,754	0
Ramphal Commission on Migration and Development	2,811	0
Ghana workshop 2009-10	1,477	0
	79,738	45,762
Surplus/(Deficit) for the year	1,838	(398)
Surplus b/fwd at 1 July 2010	10,447	10,845
Surplus c/fwd at 30 June 2011	12,285	10,447
Surplus represented by:		
Bank balance at 30 June 2011	26,691	3,095
Add debtors and prepayments	27,292	8,479
	53,983	11,574
Less creditors and unrepresented cheques	(41,698)	(1,127)
	12,285	10,447



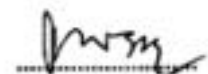
Honorary Treasurer



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 the CNF for the year ended 30 June 2011.



Peter Westley BA, FCCA Chartered Certified Accountant
20 September 2011

Conference 2012

COMMONWEALTH NURSES FEDERATION

Inaugural Commonwealth Nurses Conference Call for Abstracts

Our health: our common wealth
Saturday 10 and Sunday 11 March 2012, The Commonwealth Club, London UK



Conference theme

This inaugural conference will be based around key themes and will provide an opportunity for nurses and midwives to showcase and share their contribution to improving the health and wellbeing of citizens of the Commonwealth. The conference is being held on the eve of Commonwealth Week 12–18 March 2012; so come and join the celebrations and fun on Commonwealth Day Monday 12 March 2012 and the other Commonwealth Week events.

Abstracts should address the key themes which are:

- meeting the health MDGs
- the regulation of nursing and midwifery
- using information technology to improve care
- the health effects of climate change
- developing a healthy workforce and healthy systems of work
- innovation and excellence in clinical practice

Abstract submission

Email your abstracts (of no more than 300 words) to the Commonwealth Nurses Federation at cnf@commonwealthnurses.org by 31 October 2011.



Commonwealth
Nurses Federation