

COMMONWEALTH NURSES AND MIDWIVES FEDERATION



ANNUAL REPORT 2014-2015





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1. INTRODUCTION

The Commonwealth Nurses and Midwives Federation (CNMF) was established in 1973 and accredited to the Commonwealth in 2004. The CNMF is incorporated in the United Kingdom as a private limited company (Company No: 8781428). The CNMF 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 CNMF is gradually building its affiliate, associate and individual membership to better fulfil its objectives.

The CNMF maintains close links with Commonwealth bodies and civil society organisations within the Commonwealth 'family' and liaises with international bodies, such as the International Council of Nurses and the International Confederation of Midwives. These links enable the CNMF to plan strategically on issues of concern to nursing and midwifery in a global context. Additionally, the CNMF is affiliated with other international bodies such as the Global Health Workforce Alliance; the White Ribbon Alliance; C3 Collaborating for Health; and Health Information for All; as well as regional bodies such as the Caribbean Nurses Association; the South Pacific Nurses Forum; the East, Central and Southern College of Nursing (ECSACON); and the West African College of Nursing (WACN). The CNMF participates actively in the work of Commonwealth bodies: the Commonwealth Foundation, the Commonwealth Secretariat, and the Commonwealth Health Professions Alliance.

The CNMF's work is supported by the provision of office space within the Royal College of Nursing, United Kingdom (RCN UK). The RCN UK also provides collegiate support and advice. The CNMF Executive Officers and Board are extremely grateful to the RCN UK and appreciative of the excellent support they provide and their encouragement for the work of the CNMF.

The strategic directions for the CNMF focus on seven key areas: governance, projects, communication, liaison, administration, finance and membership. The CNMF Strategic Plan 2016-2018 and the 2014-2015 audit report form part of this annual report.

2. GOVERNANCE

The CNMF is governed by an elected Board consisting of a President, Vice President and six Board members from each of the six CNMF Regions (Atlantic; Asia; East, Central and Southern Africa; Europe; the Pacific; and West Africa). The major governance instruments of the CNMF are its constitution and strategic plan. A quarterly report from the Executive Secretary is provided to the CNMF Board.

The CNMF President, Vice President and Board members are elected for a four year term and are eligible for re-election for a second four year term. The President and Vice President are elected by all CNMF members. Board Members are elected by members from their region. During the 2014-2015 financial year elections were conducted for CNMF Board members for the Pacific and Europe regions. Elections are conducted according to the CNMF constitution.

3. ELECTED AND APPOINTED OFFICERS



The CNMF President, Ms Ramziah Binti Ahmad from Malaysia, and CNMF Vice President, Professor Kathleen McCourt from the United Kingdom, commenced their first four-year terms in 2014.

Current CNMF Board members are: **Europe:** Mr George Saliba (Malta); **Pacific:** Ms Annie Butler (Australia); **Atlantic:** Mrs Rosemarie Josey (Bahamas); **Asia:** Mr Keerthi Wanasekera (Sri Lanka); **West Africa:** Ms Hossinatu Mary Kanu (Sierra Leone); **East, Central and Southern Africa:** Mr Paul Magesa Mashauri (Tanzania).



Ms Jill Iliffe has been the appointed CNMF Executive Secretary since April 2008. Mrs Angela Neuhaus has been the appointed CNMF Honorary Treasurer since 2008.

4. ADMINISTRATION

CNMF administrative processes are constantly evaluated for their efficiency and timeliness.

- All CNMF member associations, Chief Nursing Officer and Nursing Registrar addresses are updated annually to ensure reliable and consistent communication.
- The CNMF website is regularly updated.
- The CNMF bank accounts allow online access and electronic transfer of funds and constant monitoring of income and expenditure.
- The CNMF has a comprehensive data base which includes regular contacts as well as subscriptions to the monthly e-News and the bi-annual CNMF journal: *The Commonwealth Nurse*.
- The CNMF has eliminated paper files and all files are now stored in an electronic format. Electronic access to files, email, the website, the internet and the CNMF bank account allows seamless and timely administration regardless of geographic location.
- Regular use is made of electronic communication to reduce costs through email and Skype.

5. FINANCES

The CNMF is funded through a combination of membership fees, grants from funding bodies, consultation fees, and gifts. Accessing ongoing funding is a perennial and time consuming problem. The activities and impact of the CNMF 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 and postage; and by uploading documents to the website rather than printing. Savings are also generated by the opportunistic planning of activities to coincide with other events. The CNMF financial records are independently audited. The auditor's report forms part of this report.

6. PROJECTS

The CNMF focus is on in-country, rather than regional, project work. In-country project work allows the CNMF to extend its reach, reduce costs, and achieve a greater impact with a critical in-country mass enhancing effect and outcome. The CNMF also seeks partners from a broader field than traditional Commonwealth sources. There is a focus on supporting national nursing and midwifery 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).

6.1 Maternal and Child Health Education

The CNMF was funded by the Burdett Trust to provide further maternal and child health education and training to midwives in Sierra Leone (2 programs), Cameroon (2 programs), and Lesotho (1 program). Due to the Ebola outbreak in Sierra Leone, the programs have been unable to be progressed. As it is unlikely Sierra Leone will be in a position to be able to release staff for training in the near future, it is anticipated that the planned programs for Sierra Leone and Cameroon will be conducted in other countries. A maternal and child health program was provided at Chitungwiza Hospital in Zimbabwe in July 2014, the fourth such program to be provided in Zimbabwe.



6.2 Mental Health Legislation Project

The CNMF was successful in a funding application to the Commonwealth Foundation for a Participatory Governance Grant to work with two Commonwealth countries to assess their mental health legislation against the United Nations Convention on the Rights of Persons with Disability, recommend areas where reform is indicated, and if recommended, develop drafting instructions for a new mental health Bill. The two countries participating are Botswana and Seychelles. The National Mental Health Advisory Committee (NMHAC) in Seychelles met in November 2014 and April 2015 and in Botswana, the NMHAC met in February and May 2015.



6.3 African Regulatory Collaborative (ARC)

The African Health Professions Regulatory Collaborative (ARC), is a four year innovative to engage and build on the capacity of Africa's health professional leadership for nursing and midwifery. The partners are the United States Centers for Disease Control and Prevention (CDC); Emory University's Lillian Carter Center for Global Health and Social Responsibility; the East, Central and Southern Africa Health Community (ECSA-HC), and the Commonwealth Nurses and Midwives Federation. The initiative is funded by the United States *President's Emergency Plan for AIDS Relief* (PEPFAR). The aim of the collaborative is to improve health professional standards and practice in the region using local solutions and peer-based learning. The ARC conceptual framework is adapted from the Institute for Healthcare Improvement (IHI) model for breakthrough organisational change. The Institute for Healthcare Improvement Breakthrough Series© model is a short-term (6 to 15 month) learning system in which organisations learn from each other, as well as from recognised experts, about an area needing improvement. The structure of the IHI model is a series of alternating learning sessions and action periods. The CNMF participated in the following ARC activities.

6.3.1 Year 3 Summative Congress

The ARC Year 4 Summative Congress was held in Windhoek Namibia February 2015. Eighteen countries attended the Summative: Botswana, Ethiopia, Kenya, Lesotho, Malawi, Mauritius, Mozambique, Namibia, Rwanda, Seychelles, South Africa, South Sudan, Swaziland, Tanzania, Uganda, Zambia and Zimbabwe. The purpose of the Summative Congress was to showcase the regulatory improvements made by the ARC Year 3 grant recipients; facilitate dialogue on key issues facing nursing and midwifery in the region; and announce the Year 4 grant guidelines.



6.3.2 Year 3 and 4 ARC Technical Assistance

The CNMF, as a member of the ARC faculty, provides technical assistance to ARC countries with their projects. The countries the CNMF provided technical assistance to during the financial year are:



UGANDA: Technical assistance was provided to Uganda to develop a scope of practice for nurses and midwives. The final technical assistance meeting with the Project Advisory Committee was held September 2014.



ZAMBIA: Technical assistance was provided to Zambia in November 2014 to develop a national continuous professional development framework for nurses and midwives.



SEYCHELLES: Technical assistance was provided to Seychelles in September and November 2014 to develop a scope of practice for both generalist and specialist nurses and midwives working in HIV.



NAMIBIA: Technical assistance was provided to Namibia in November 2014 to analyse data from a survey of nurses and midwives about their access to and experiences of continuous professional development particularly in the area of HIV.



BOTSWANA: Technical assistance was provided to Botswana to develop a scope of practice for nurses and midwives. Meetings of the Project Advisory Committee were held in February and May 2015.

6.4 Botswana Task Sharing Policy

The CNMF was invited by the Public Health Informatics Institute to provide consultancy services to Botswana to develop a Task Sharing Policy for Nurses and Midwives. This project commenced in February 2015 with the first meeting of a Project Advisory Committee being held in May 2015. The project is due to conclude in June 2016.

6.5 Seychelles Capacity Building

The CNMF was invited by the Seychelles Ministry of Health to provide capacity building for middle level nurse managers as well as selected education and training programs for the Nurses Association of the Republic of the Seychelles.



SEYCHELLES CAPACITY BUILDING

November 2014

Documentation, legal and ethical issues



SEYCHELLES CAPACITY BUILDING

April 2015

Leadership



SEYCHELLES CAPACITY BUILDING

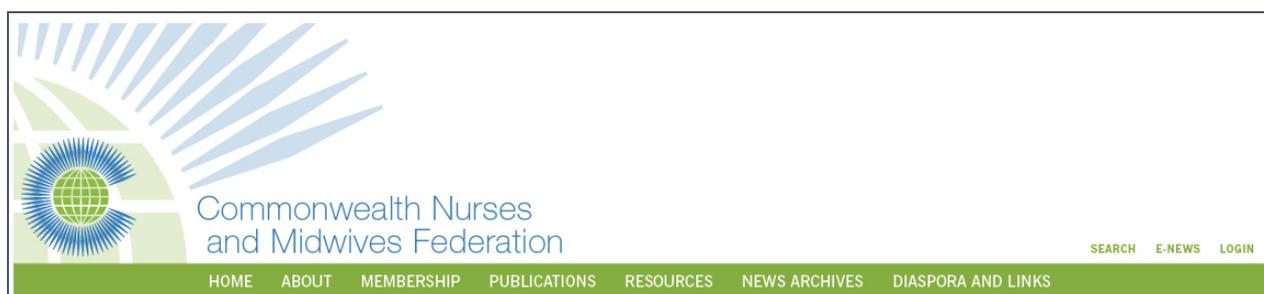
April 2015

Women's health

7. COMMUNICATION

7.1 Website

The CNMF website provides an interactive environment in which to publicise and report on CNMF activities. The website is an essential and integral component of the CNMF communication strategy. The website is managed in-house to reduce operating costs. Website statistics are collected monthly. The website contains a secure site for the CNMF Board and Appointed Officers.



<http://www.commonwealthnurses.org>

8.3 Commonwealth Civil Society Forum

UNIVERSAL HEALTH COVERAGE



The CNMF, as a member of the Commonwealth Health Professions Alliance (CHPA), and in partnership with the Commonwealth Foundation and McKinsey and Company hosted the 2015 Commonwealth Civil Society Forum (CCSF) held in conjunction with the annual Commonwealth Health Ministers' meeting. The title of the CCSF was: *Investing in health - an economic imperative for sustainable development*. The CCSF concluded that the Commonwealth has some unique strengths and one of these is highlighted by some very successful "mixed public-private models of UHC" which could be studied, shared and promoted amongst Commonwealth countries and also more widely within the global community. A report of the CCSF was presented to Commonwealth Health Ministers' at their meeting the following day. The CCS Forum report is available on the CHPA website:

8.4 TTRNA 85th Anniversary and 7th Quadrennial Conference

The CNMF attended and provided the key note address at the Trinidad and Tobago Registered Nurses Association 85th Anniversary and 7th Quadrennial Conference. The CNMF also met with members of the TTRNA to discuss their progress in being recognised by government as a union as well as a professional association and be given bargaining rights for nurses and midwives.

8.5 ECSACON Conference

The CNMF attended the ECSACON Conference in Harare Zimbabwe in September 2014 which provides an opportunity to network with nurses and midwives in the east, central and southern Africa region. At the conference, the CNMF was invited to participate in a workshop in relation to continuous professional development.



8.6 International Liaison

The CNMF has a positive relationship with the International Council of Nurses (ICN) and the International Confederation of Midwives. The CNMF participates in celebrations for International Midwives Day 7 May and International Nurses Day 12 May. The CNMF is a member of the Global Health Workforce Alliance; Health for All; and the White Ribbon Alliance for Safe Motherhood.



9. MEMBERSHIP

The CNMF actively pursues membership. During 2014-2015 the CNMF welcomed the Rwanda Nurses and Midwives Union into membership. The CNMF membership fees are small and are published on the CNMF website: <http://www.commonwealthnurses.org>. More than two thirds of CNMF members pay the lowest membership rate, currently £100.00 per annum. Transaction costs for these small amounts are quite high. Contact with members has increased considerably, largely as a result of interest generated by the monthly CNMF e-News. At the 21st CNMF Biennial Meeting, members passed significant constitutional changes in relation to membership, opening up membership to affiliates, associates, and individuals together with an appropriate voting and subscription structure. The new membership structure maintains the integrity of the existing structure while opening up the organisation to other members. The new membership structure began on 1 January 2015. A number of membership applications have been received in the new categories.

10. FORWARD PLANS

As the CNMF has only one full time staff member, the involvement of Board members, who give freely of their time and energy to govern the CNMF, is critical to CNMF being able to effectively meet the needs and requests of members. CNMF Board members are committed to identifying opportunities in their region to promote and represent the CNMF and to conducting one CNMF activity in their region each two years.

During 2014-2015 the focus for the CNMF will be on successfully completing the Maternal and Child Health Project for the Burdett Trust for Nursing and the Mental Health Legislation Project for the Commonwealth Foundation. During 2014-2015, the CNMF will also continue its partnership with the African Regulatory Collaborative (ARC): as an active member of the ARC faculty; writing reports; providing administrative and technical assistance; and managing the website. Discussions are in progress regarding the establishment of a West Africa ARC and if this eventuates, the CNMF will be seeking to be a partner in the initiative.

The CNMF will also maintain the same level of activity in relation to the CNMF website, *The Commonwealth Nurse*, and the monthly CNMF e-News.

The purpose of the CNMF is to support members with capacity building, education and training, networking, and developing leadership. There is great need among CNMF members and the capacity to respond to those needs is limited only by access to funding. The time spent in making funding applications is onerous for small organisations however the CNMF has demonstrated that a great deal can be achieved with a relatively small amount of funding. The search for a diversified funding base will continue during 2015-2016 in order to expand activities on behalf of members. The President, Vice President, Board members, Executive Secretary, and Honorary Treasurer would like to formally thank all CNMF members who are so diligent in providing input and direction to the work of the CNMF and all the many friends of CNMF for their contribution toward making the CNMF a successful and dynamic organisation.



JILL ILIFFE
Executive Secretary
Commonwealth Nurses and Midwives Federation





THE COMMONWEALTH NURSES AND MIDWIVES FEDERATION STRATEGIC PLAN 2014-2016

The purpose of the CNMF is to contribute to the improved health of citizens of the Commonwealth by fostering access to nursing education, influencing health policy, developing nursing networks and strengthening nursing leadership.

PROGRAMS

The CNMF will provide a wide range of programs and activities in consultation with and in partnership with members.

1. Programs will be developed in response to identified needs and emerging issues.
2. Programs conducted by the CNMF will be determined in consultation with members and the CNMF Board.
3. Board members will be actively involved in delivering CNMF programs.
4. All programs will be evaluated and a report made publicly available on the CNMF website.
5. Programs will be provided across all regions of the CNMF.

MEMBERSHIP

The CNMF will provide a high quality service to members providing information, regular communication, and supporting capacity building and leadership development.

1. Current membership will be actively maintained and new membership sought.
2. Members will be provided with regular communication on issues of interest to them.
3. Input from members will be sought when preparing CNMF responses to issues of interest or concern.
4. The membership data base will be kept current.
5. A proposal for expanding membership categories will be developed and submitted to the CNMF Biennial Meeting in 2014.

COMMUNICATION

The CNMF will have a dynamic communication strategy which will effectively and attractively promote its purpose and activities to members and other stakeholders.

1. The CNMF e-News will be published monthly and sponsorship maintained.
2. The *Commonwealth Nurse* will be published bi-annually; member contributions actively sought; and advertisements and sponsorship sought to offset costs.
3. The *Commonwealth Nurse* will be published online from its own website to increase access and reduce paper, printing and postage costs.
4. The CNMF website will be updated regularly.
5. Opportunities will be sought to have CNMF activities publicised in other communication media and published in other relevant journals.

LIAISON

The CNMF will maintain active links with relevant stakeholders within the Commonwealth and the wider international community in order to fulfil its purpose.

1. Close links with the Commonwealth Foundation and the Commonwealth Secretariat will be maintained and opportunities pursued to partner with these organisations particularly in relation to Commonwealth Ministers' meetings.
2. Active participation in the Commonwealth Health Professions Alliance will be maintained in order to influence policy at Commonwealth level.
3. Opportunities will be actively sought to partner with other organisations in activities which support the objectives of the CNMF.
4. Close links will be maintained with the International Council of Nurses and the International Confederation of Midwives.
5. Formal links will be established and maintained with other relevant organisations.

GOVERNANCE

The CNMF will be a well governed, responsive, responsible and transparent organisation.

1. The President, Vice President and Board members will be actively engaged with all aspects of the organisation.
2. Democratic elections will be held in a timely manner and in accordance with the CNMF Constitution.
3. Reports will be provided quarterly by the Executive Secretary to the President, Vice President and Board members covering all key strategic areas.
4. The Constitution of the organisation will be reviewed in consultation with members prior to each CNMF Biennial Meeting.
5. The Annual Report including annual financial audit of the organisation will be circulated to members and other stakeholders and made available on the CNMF website.

ADMINISTRATION

The CNMF will maintain effective and efficient administrative processes with specific consideration to reducing costs and environmental impact.

1. All files of the CNMF will be held in a secure electronic format.
2. A permanent archival site will be sought to securely archive old paper format files.
3. A single comprehensive, current, and secure data base will service communication with members and other stakeholders.
4. All complaints received will be responded to in a timely manner and a report provided to the Board.
5. A project will be developed and funding sought to develop a history of the CNMF.

FINANCES

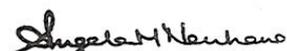
The CNMF will have a financial growth strategy, a diversified financial base and operate within open and transparent financial systems.

1. An annual budget will be approved by the Board.
2. Membership subscriptions will be invoiced annually and payment of membership subscriptions will be actively pursued by the Executive Secretary and by Board members on request.
3. Opportunities will be actively sought to apply for grants, consultancies and sponsorships; and where feasible, work provided on behalf of other organisations will be on a cost recovery basis.
4. End of year financial statements will be prepared which include a comprehensive breakdown of income and expenditure.
5. The financial accounts of the CNMF will be subject to an annual audit which will be publicly available to members, be uploaded to the CNMF website, and form part of the CNMF Annual Report.

COMMONWEALTH NURSES AND MIDWIVES FEDERATION

RECEIPTS AND PAYMENTS ACCOUNT Year ended 30 June 2015

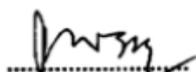
Receipts	2015 £	2014 £
Grant Income - Commonwealth Foundation	11,380	15,000
Grant Income - Other	10,000	29,584
Reimbursement	2,908	9,886
Sponsorship	0	1,700
Consultancy	21,355	21,231
Member subscriptions	12,760	2,375
African Regulatory Collaborative	61,808	111,554
Commonwealth Nurses Conference	0	40,425
Biennial Meeting	0	1,000
Commonwealth Civil Society Forum	19,888	0
PHII Task Sharing Project	2,702	0
	142,801	232,755
Payments		
Executive Secretary - consultancy fee	33,243	25,336
Meetings - members' travel / accommodation	1,284	510
Meetings - officers' travel / accommodation	5,607	2,152
Biennial Meeting expenses	0	1,370
Field activities	10,812	53,394
PHII Task Sharing Project	2,523	0
Mental Health Legislation Reform Project	5,706	0
African Regulatory Collaborative	52,836	130,681
Commonwealth Nurses and Midwives Conference	813	0
Publications	35	514
Office attendance	1,184	1,165
Office services - stationery, printing, postage, telephone etc	3,690	1,143
Bank fees - CNMF	368	585
Currency exchange (gain) loss on AU\$	4,370	(1,477)
Auditor's fee	500	500
Website	1,387	66
CHPA	145	0
Commonwealth Civil Society Forum	16,937	0
Subscriptions	100	153
Commonwealth Fellowships	0	11,838
CNF Registration	224	0
Miscellaneous adjustment	299	274
	142,053	228,204
Surplus for the year	748	4,551
Surplus brought forward at 1 July 2012	24,637	20,086
Surplus carried forward at 30 June 2013	25,385	24,637
Surplus represented by:		
Bank balance	53,013	112,330
Add debtors and prepayments	49,134	858
	101,147	113,188
Less creditors and un-presented cheques	(76,762)	(88,551)
	25,385	24,637

 **Honorary Treasurer**

 **Executive Secretary**

AUDITOR'S REPORT

I have audited the Receipts and Payments Account of the Commonwealth Nurses and Midwives Federation (CNMF) 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 CNMF for the year ended 30 June 2015.



Peter Westley BA, FCCA, Chartered Certified Accountant
4 December 2015