

# COMMONWEALTH NURSES AND MIDWIVES FEDERATION



## ANNUAL REPORT 2016-2017



The Burdett Trust for Nursing maternal and child health education Malawi and Tanzania



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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 registered 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, affiliates, associates and individual members, in order to influence health policy, develop nursing networks, improve nursing standards and competence, and strengthen nursing leadership throughout the Commonwealth.

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; and liaises with 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 provide administrative and 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 2016-2017 audit report forms part of this annual report.

## **2. GOVERNANCE**

The CNMF is governed by an elected Board consisting of a President, Deputy 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. The strategic plan is supported by an annual work plan which forms the basis for a quarterly report from the Executive Secretary to the CNMF Board.

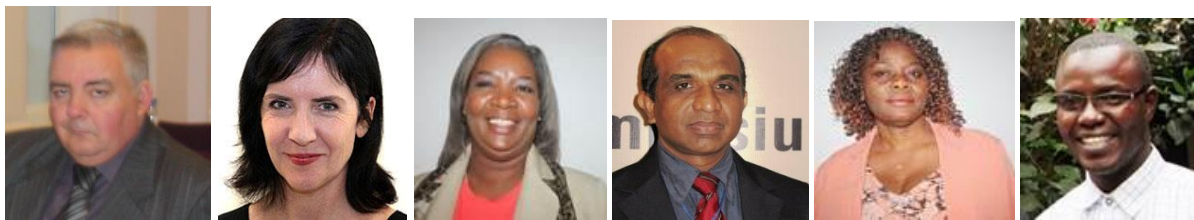
The CNMF President, Deputy President and Board members are elected for a four year term and are eligible for re-election for a second four year term. The President and Deputy President are elected by all CNMF members. Board Members are elected by members from their region. There were no elections necessary or scheduled during the 2016-2017 year. Elections are conducted according to the CNMF constitution.

### 3. ELECTED AND APPOINTED OFFICERS



The CNMF President, Ms Ramziah Binti Ahmad from Malaysia, and CNMF Deputy 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. Mr Brian Christopher commenced as CNMF Honorary Treasurer on 1 January 2017. The CNMF express their sincere appreciation to Mrs Angela Neuhaus who held the position of CNMF Honorary Treasurer from 1 April 2008 to 31 December 2016. Mrs Neuhaus has maintained her links with the CNMF as their first Individual Member.

### 4. ADMINISTRATION

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

- Contact details for all CNMF member associations, Chief Nursing Officer and Nursing Registrar 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, such as email and Skype, to reduce communication costs.

A significant achievement during the 2016-2017 financial year was the development of an online digital file archive attached to the CNMF website. The archive has the capacity to store all CNMF files from 1973 in an orderly searchable format. The archive is password protected, however will be accessible to researchers and students. Gradually, existing digital files and digitised paper files will be transferred to the online archive, securing the history of the CNMF for future generations.

## 5. FINANCES

The CNMF is funded through a combination of membership fees, grants from funding bodies, consultation fees, donations, and gifts. Grant funding during 2016-2017 was received from the Commonwealth Foundation and the Burdett Trust for Nursing. Consultancy income was through the ARC initiative; and projects funded by the International Training and Education Centre for Health (I-TECH), University of Washington. 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 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 The 12<sup>th</sup> CNMF Europe Region Conference

Traditionally, the three countries which comprise the CNMF Europe Region: the United Kingdom, Malta, and Cyprus host a conference of nurses and midwives in the region each two years. The Europe Region Conference is held on the alternate year to the CNMF Conference and alternates between Malta and Cyprus. The United Kingdom, represented by the Royal College of Nursing UK, supports the CNMF Conference and hosts the CNMF Board Meeting and Biennial Meeting. The 12<sup>th</sup> CNMF Europe Region Conference was held in Limassol, Cyprus 10-11 March 2017 hosted by the Cyprus Nurses and Midwives Association. The conference was extremely enjoyable, well attended, and the papers of an excellent quality.

### 6.2 Maternal and Child Health Education

The CNMF was funded by the Burdett Trust to provide maternal and child health education and training to midwives in Lesotho, Malawi, and Tanzania. During the 2016-2017 year, training programs were conducted in Tanzania (Dar es Salaam, October 2016 and Musoma, December 2016) and Malawi (Lilongwe, December 2016). Fifty two nurses and midwives attended the training.



Lilongwe Malawi



Dar es Salaam Tanzania



Musoma Tanzania

### 6.3 Nurses' Health in the South Pacific

The CNMF has received funding from The Burdett Trust for Nursing, to conduct a nurses' health survey in five countries in the South Pacific: Samoa, Tonga, Cook Islands, Kiribati, and Fiji. The study will explore the perception of nurses of their health, with a focus on risk factors for non-communicable disease, and whether that perception affects the public health messages they give their clients. A literature review has been conducted and survey instruments prepared. Agreements are currently being negotiated with the five countries involved.



## 6.4 Mental Health Legislation Reform Project

In 2014, 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 amendments to the existing legislation or draft instructions for a new mental health Bill.

The two countries participating are Botswana and the Seychelles. National Mental Health Advisory Committees (NMHAC) to oversee the project in-country were established in each country. The assessment of the legislation in both countries by the research partner from the Indian Centre for Mental Health Law and Policy was that the existing legislation could not be amended and new legislation would need to be drafted. The drafting of new legislation was endorsed by the NMHAC in both countries and supported by the respective Ministers for Health. During the second half of 2016, instructions for the drafting of new legislation were drawn up, submitted for broader stakeholder consultation, and final instructions endorsed by the NMHAC. Final reports of the project were submitted in December 2016 and are available on the CNMF website: <http://www.commonwealthnurses.org>.



Botswana NMHAC August 2016



Meeting with Seychelles Minister for Health December 2016

An extension of funding from the Commonwealth Foundation has been agreed for the coming financial year, which will facilitate the drafting instructions for new legislation being converted into a new Mental Health Bill and being submitted to Parliament in both countries. New national mental health policy is also being developed to ensure consistency with the legislation.

## 6.5 African Regulatory Collaborative (ARC)

The African Health Professions Regulatory Collaborative (ARC), is an initiative designed to build 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 nursing and midwifery standards and practice in the region using local solutions and peer-based learning. In addition to attending ARC meetings as a member of the ARC faculty, the CNMF writes the reports of the meetings and maintains the ARC website. This generates consultancy income for the CNMF.

### 6.5.1 ARC East, Central and Southern Africa

In east, central and southern Africa, the ARC initiative works with Botswana, Ethiopia, Kenya, Lesotho, Malawi, Mauritius, Mozambique, Namibia, Rwanda, Seychelles, South Africa, South Sudan, Swaziland, Tanzania, Uganda, Zambia and Zimbabwe. ARC learning sessions were held in Entebbe, Uganda in November 2016 and in Kigali, Rwanda in March 2017.



ARC Learning Session Kigali Rwanda March 2017

### 6.5.2 ARC West and Central Africa

In 2015 a new ARC initiative was commenced in West Africa, working with three countries: Cameroon, Cote d'Ivoire, and the Democratic Republic of the Congo. The initiative provided small grants for nurses and midwives in those countries to undertake quality improvement projects in health facilities that had a high HIV volume, with a particular focus on women and children. The second West Africa ARC Summative was held in Abidjan Cote d'Ivoire July 2016.



ARC West Second Summative July 2016 Abidjan Cote d'Ivoire

### 6.5.3 LARC

Another ARC initiative in 2015 was a project to link nurses and midwives with laboratory personnel and improve communication and working relationships between the two groups. The initiative was given the acronym LARC (Laboratory African Regional Collaborative). The focus of the initiative is on improving the uptake of viral load testing for HIV, specifically in five areas: demand creating for testing; specimen collection and processing; laboratory testing; results reporting and clinician interpretations; and patient management. LARC meetings were held in Tanzania in August 2016, Uganda in November 2016, and Swaziland May 2017.



LARC Learning Session Entebbe, Uganda November 2016



## 6.6 Tanzania Generic CPD Framework

The CNMF was invited by the International Training and Education Centre for Health (I-TECH), University of Washington to provide consultancy services to the Tanzania Ministry of Health to develop a generic CPD framework covering all health workers in Tanzania, both registered and non-registered. The first meeting of the technical working group to develop the draft of the framework was held in May 2016. A subsequent meeting was held in July 2016 and then the framework was submitted for stakeholder consultation, finalised and endorsed by the Government. A further meeting of the TWG was held in February 2017 to develop an implementation plan for the framework.



## 6.7 Botswana National Nursing and Midwifery Strategy

The CNMF was invited by the Nursing Directorate of the Botswana Ministry of Health to support the development of their first National Nursing and Midwifery Strategy working with a Project Advisory Group. An initial five day meeting was held in April 2016 to develop a draft strategy and this was finalised at a further meeting in August 2016 and a detailed implementation plan developed.



## 6.8 Nursing and Midwifery Council of Botswana Practice and Education Standards

The Nursing and Midwifery Council of Botswana (NMCB) in collaboration with the Botswana Nurses Union and the Botswana Ministry of Health Nursing Directorate invited the CNMF to facilitate the finalisation of their nursing and midwifery practice and education standards. Meetings with the Standards Development Project Advisory Committee were held in April and June 2017. The standards will be finalised and submitted for stakeholder review in August and September 2017 prior to finalisation and submission to the NMCB for endorsement.



## 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. The website contains a secure site for the CNMF Board and Appointed Officers. A searchable digital archive has been attached to the CNMF website to provide permanent and secure storage for all CNMF files. Old paper files will gradually be scanned, digitised, and added to the archive to secure the CNMF history for the future. The archive is password protected however will be available to researchers and students on request.



<http://www.commonwealthnurses.org>

### 7.2 CNMF e-News

Since May 2008, the CNMF has produced a monthly e-News bulletin to keep members and other relevant organisations and interested stakeholders informed of CNMF activities. The e-News has a wide circulation and is extremely popular with over 1800 email addresses on its data base. A subscription form is available on the CNMF website (subscriptions are free). Copies of the e-News are uploaded to the CNMF website where previous copies are also available. CNMF members and friends are encouraged to distribute the e-News within their own networks. The e-News allows the CNMF to keep in touch with members and to let them know not only what activities the CNMF is undertaking, but also bring to them up to date information about other things that are happening throughout the Commonwealth.



### 7.3 CNMF Journal: *The Commonwealth Nurse*

The CNMF journal, *The Commonwealth Nurse*, is produced twice yearly and provided free to members. The journal is produced in-house to reduce costs. Apart from providing an overview of CNMF activities, *The Commonwealth Nurse* provides information and also publishes articles submitted by members. *The Commonwealth Nurse* is an open access journal, freely available from its own website: <http://www.thecommonwealthnurse.com>. The journal can be downloaded in its entirety or by individual article. The journal is no longer produced in print form.



## 8. LIAISON

### 8.1 The Commonwealth Health Professions Alliance (CHPA)



The CHPA is an alliance of Commonwealth accredited 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.

### 8.2 Commonwealth Civil Society Forum

The CNMF, as an elected executive member of the Commonwealth Health Professions Alliance (CHPA), and in partnership with the Commonwealth Foundation and other civil society organisations hosted the 2017 Commonwealth Civil Society Forum (CCSPF) May 2017, held in conjunction with the annual Commonwealth Health Ministers' meeting. Presentations addressed the financing of universal health coverage; the politics of wellbeing; and the effects of structural violence on women's health. Three policy briefs were prepared with input from an online survey. A report of the CCSF was presented to Commonwealth Health Ministers' at their meeting the following day. The CCS Policy Forum report is available on the CHPA website: <http://www.chpa.co>.

### 8.3 Commonwealth Liaison

The CNMF maintains close relationships with the Commonwealth Foundation and the Commonwealth Secretariat. The CNMF is a Commonwealth accredited civil society organisation. The Commonwealth Secretariat has developed a process of annual reporting for Commonwealth accredited civil society organisations. The CNMF meets all annual reporting requirements. The CNMF endeavours to be represented at all relevant meetings of the Commonwealth Secretariat and acknowledges the CNMF Deputy President, Professor Kathleen McCourt who undertakes this function. The CNMF has regular contact with the Commonwealth Foundation through involvement with the annual Commonwealth Civil Society Forum and the mental health legislation reform project which is funded by the Commonwealth Foundation.

### 8.4 Regional Liaison

All the CNMF Board Members are active in their region on behalf of the CNMF. Mr George Saliba, Board Member for the CNMF Europe region participated in the preparations for the 12<sup>th</sup> CNMF Europe Region Conference in Cyprus March 2017. Ms Rosemarie Josey, Board Member for the CNMF Atlantic region represented the CNMF at the Caribbean Nurses Organisation 30<sup>th</sup> Conference October 2016. Mr Keerthi Wanasekara, Board Member for the CNMF Asia region represented the CNMF at the Commonwealth Medical Association 24<sup>th</sup> Triennial Conference in Sri Lanka in October 2016. Mr Paul Magesa, Board Member for the CNMF East, Central and Southern Africa region represented the CNMF at the East, Central and Southern Africa College of Nursing (ECSACON) 12<sup>th</sup> Scientific Conference in September 2016. Ms Hossinatu Kanu, Board Member for the West Africa region, represented the CNMF at the 23<sup>rd</sup> Scientific Meeting of the West Africa College of Nursing in Nigeria June 2016 and Ms Annie Butler, Board Member for the CNMF Pacific region represented the CNMF at the 18<sup>th</sup> South Pacific Nurses Forum held in the Solomon Islands October 2016.

### 8.5 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 2016 - 2017 the CNMF welcomed several new full, affiliate, associate and individual members. The CNMF membership fees are published on the CNMF website: <http://www.commonwealthnurses.org>. Two thirds of CNMF members pay the lowest membership rate, currently £100.00 per annum. Transaction costs for these small amounts are quite high. At the 21<sup>st</sup> CNMF Biennial Meeting of Members in 2014, 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.

## 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. CNMF work will continue in 2017-2018 to meet CNMF objectives and grow membership to provide a stable core income on which project work can be built. The African Regulatory Collaborative initiative will cease in the coming financial year which will have a negative impact on CNMF income. Two new projects have been funded by the Burdett Trust for Nursing: three further maternal health programs in Sierra Leone and a nurses' health project based in the South Pacific. 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 23<sup>rd</sup> CNMF Biennial Meeting and the 4<sup>th</sup> Commonwealth Nurses and Midwives Conference will be held in London during 2017-2018 financial year. Elections will also be held at the end of 2017 for the positions of President, Deputy President, and Regional Board Members for the Asia Region; Atlantic Region; West Africa Region; and East, Central and Southern Africa Region. The constitution of the CNMF is reviewed by the CNMF Board prior to each Biennial Meeting of Members.

The CNMF is greatly indebted to the President, Board, Chief Executive, and staff of the International, Policy and Public Affairs Section of the Royal College of Nursing United Kingdom (RCN UK) for the ongoing support provided to the CNMF. The CNMF registered office and mailing address is care of the RCN UK. The RCN UK host the CNMF Biennial Board meetings and Meetings of Members; provide event support and liaison for the CNMF nursing and midwifery conferences; and staff generously share collegiate information, friendship, and support.

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 2017-2018 in order to expand activities on behalf of members. The President, Deputy 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 2017-2018

**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 within the expanded membership categories will be 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. Members will have access to capacity building and leadership support within the CNMF resources.

### 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.
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.
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, Deputy 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 CNMF Board 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.**

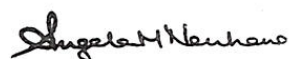
1. Membership subscriptions will be invoiced annually and payment of membership subscriptions will be actively pursued by the Executive Secretary and by Board members on request.
2. Opportunities will be actively sought to apply for grants, consultancies and sponsorships; and where feasible, work provided on behalf of other organisations will be on a cost recovery basis.
3. End of year financial statements will be prepared which include a comprehensive breakdown of income and expenditure.
4. 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.
5. All legal requirements of the CNMF as a registered private limited company in the United Kingdom will be met.



# COMMONWEALTH NURSES AND MIDWIVES FEDERATION

## RECEIPTS AND PAYMENTS ACCOUNT Year ended 30 June 2017

<b>Receipts</b>	<b>2017 £</b>	<b>2016 £</b>
Grant Income - Commonwealth Foundation	3,000	33,026
Grant Income – Burdett Trust	93,500	10,000
2016 Commonwealth Civil Society Forum	15,000	24,000
Consultancy	22,921	37,619
Member subscriptions	8,456	9,046
African Regulatory Collaborative	0	100,304
3 <sup>rd</sup> Commonwealth Nurses Conference	783	57,465
Reimbursement	69	9,162
Miscellaneous	2,709	140
	<b>146,438</b>	<b>278,762</b>
<b>Payments</b>		
Consultancy fees	47,687	39,308
Meetings - Members' travel / accommodation	0	8,992
Meetings - Board travel / accommodation	4,045	3,802
Meetings - Officers' travel / accommodation	4,528	2,975
Burdett Trust Maternal Health Workshops 2014-2016	28,070	10,608
Burdett Trust Nurses' Health South Pacific	6,309	0
PHI Task Sharing Project	0	6,369
Mental Health Legislation Reform Project	10,475	6,820
Botswana National N&M Strategy and N&M Education and Practice Standards	6,188	0
Website Development Program	365	1,107
2015 Commonwealth Civil Society Forum	0	569
2016 Commonwealth Civil Society Forum	0	26,032
2017 Commonwealth Civil Society Forum	17,547	0
I-TECH Gates CPD Landscape Project	8,721	1,377
African Regulatory Collaborative	6,781	100,611
3 <sup>rd</sup> Commonwealth Nurses and Midwives Conference	0	58,713
4 <sup>th</sup> Commonwealth Nurses and Midwives Conference	1,074	
Capital equipment and infrastructure	0	808
Publications	0	64
Office attendance (travel/accommodation)	288	273
Office services - stationery, printing, postage, telephone etc	466	761
Website	1,163	1,678
Bank fees - CNMF	439	3,405
Currency exchange (gain) loss on AU\$	(990)	1,722
Auditor's fee	900	900
Companies House	13	0
Corporation Tax	427	1,134
CHPA	163	37
Subscriptions	250	100
Miscellaneous adjustment	1,240	207
	<b>146,149</b>	<b>279,422</b>
<b>Surplus for the year</b>	289	1,340
Surplus brought forward at 1 July 2015	26,725	25,385
Surplus carried forward at 30 June 2016	<b>27,014</b>	<b>26,725</b>
<b>Surplus represented by:</b>		
Cash in hand	0	140
Bank balance	41,101	111,638
Add debtors and prepayments	10,017	31,447
	<b>50,118</b>	<b>143,225</b>
Less creditors and un-presented cheques	(23,104)	(116,500)
	<b>27,014</b>	<b>26,725</b>



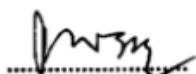
**Honorary Treasurer**



**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 CNMF 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 2017.



**Peter Westley BA, FCCA**, Chartered Certified Accountant  
31 December 2016