



# EXECUTIVE SECRETARY REPORT 21<sup>st</sup> CNF BIENNIAL MEETING

Jill ILIFFE

Ms Iliffe briefly highlighted with a power point presentation the key activities of the CNF over the past two years under the headings: governance, administration, finances, communication, liaison, membership and programs.

**Governance:** Ms Iliffe advised that elections had been held for President and Vice President and as there was only one nomination for each position, both nominees were declared elected. Elections had also been held for Board Member for the CNF Atlantic Region, CNF East, Central and Southern Africa Region, and CNF West Africa Region. The Board Member position for the CNF Asia Region is now vacant as the incumbent is now the CNF President. The CNF Board will appoint someone to fill the position for the remainder of the term. Ms Iliffe referred to the constitutional changes in relation to change of name and expansion of membership categories to be voted on at this Biennial Meeting and said both were essential for a sustainable future for the CNF.

**Administration:** Ms Iliffe said that all administrative processes for the CNF were running smoothly. All CNF files are now kept digitally so they were readily accessible and the CNF had a comprehensive, searchable data base. Ms Iliffe said she hoped to be able to digitise all paper based CNF files over the coming year.

**Finances:** Ms Iliffe reported that the CNF was in a stable financial position. Revenue was derived from membership fees, grants, and consultancy work. Revenue from the consultancy work for the African Regulatory Collaborative was an important source of revenue for the CNF allowing accumulation of reserves which has not been possible in the past. Ms Iliffe also reported that in November 2013, the CNF was registered as a limited private company with Companies House in the UK. Registration was essential for the CNF to be able to apply for grants.

**Communication:** Ms Iliffe reported that the three main mediums for communication were the CNF website, the monthly e-News, and the bi-annual journal, The Commonwealth Nurse. The e-News was sponsored by the RCN Publishing Company and had a distribution of 1,600. The Commonwealth Nurse now has its own website and is produced digitally. This generates considerable printing and postage charges.



<http://www.commonwealthnurses.org>

**Liaison:** The CNF keeps in regular contact with the Commonwealth Secretariat and the Commonwealth Foundation; the Commonwealth Health Professions Alliance; the Royal Commonwealth Society; C3 Collaborating for Health; the Burdett Trust; ICN and ICM; Health Information for All; and other international organisations.

**Membership:** Ms Iliffe reported that membership is stable however there are some Commonwealth countries who are still not members of the CNF and that renewals of membership are slow and require continual follow-up. Ms Iliffe said she hoped the new membership categories for the CNF would be endorsed, as the aim of the Board is for membership fees to be sufficient to pay the salary of the Executive Secretary.

**Programs:** Ms Iliffe outlined some of the programs the CNF had been able to provide over the past two years including six leadership programs; six programs on nurse and patient safety; two programs on NCDs; six programs on regulation and standards; and seven maternal health updates. Ms Iliffe said she was pleased to report that the CNF had been successful in a grant application to the Commonwealth Foundation to work with two Commonwealth countries to review and reform their mental health legislation.

In concluding her report, Ms Iliffe paid tribute to the leadership and support of Ms Susie Kong as outgoing President and commented that the growth of the CNF would not have been possible without her.



Patient and Nurse Safety Sri Lanka



Leadership Bahamas



Regulation and Standards Botswana



Maternal Health Update Sierra Leone



Regulation and Standards Swaziland



Maternal Health Update Sierra Leone



Maternal Health Update Zimbabwe



Maternal Health Update Zimbabwe



## **THE COMMONWEALTH NURSES FEDERATION STRATEGIC PLAN 2014-2016**

**The purpose of the CNF 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 CNF 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 CNF will be determined in consultation with members and the CNF Board.
3. Board members will be actively involved in delivering CNF programs.
4. All programs will be evaluated and a report made publicly available on the CNF website.
5. Programs will be provided across all regions of the CNF.

### **MEMBERSHIP**

**The CNF 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 CNF 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 CNF Biennial Meeting in 2014.

### **COMMUNICATION**

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

1. The CNF 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 CNF website will be updated regularly.
5. Opportunities will be sought to have CNF activities publicised in other communication media and published in other relevant journals.

## **LIAISON**

**The CNF 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 CNF.
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 CNF 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 CNF 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 CNF 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 CNF website.

## **ADMINISTRATION**

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

1. All files of the CNF 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 CNF.

## **FINANCES**

**The CNF 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 CNF will be subject to an annual audit which will be publicly available to members, be uploaded to the CNF website, and form part of the CNF Annual Report.