

# COMMONWEALTH NURSES FEDERATION



## ANNUAL REPORT 2012-2013





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## 1. INTRODUCTION

The Commonwealth Nurses Federation (CNF) was established in 1973. During this financial year, the CNF celebrated its 40<sup>th</sup> anniversary. 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 seven key areas: governance, projects, communication, liaison, administration, finances and membership. This annual report is structured under those headings. The CNF *Strategic Plan 2012-2014* and the 2012-2013 audit report form part of this annual report.

## 2. GOVERNANCE

The CNF is governed by an elected Board consisting of a President, Vice President and six Board members from each of the six CNF Regions (Atlantic; Asia; East, Central and Southern Africa; Europe; the Pacific; and West Africa). Board members are elected for a four year term and are eligible for re-election for a second four year term. Elections for the CNF Atlantic; West Africa; and East, Central and Southern Africa regions will take place late 2013. Elections for President and Vice President will occur in March 2014 at the 21<sup>st</sup> CNF Biennial Meeting. One of the governance arrangements is a quarterly report to the Board from the Executive Secretary.



Susie Kong  
(Singapore)  
President



Satish Chawla  
(India)  
Vice President

Current CNF Board members are: **Atlantic:** Marion Howard (Barbados); **Asia:** Ramziah Binti 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 where she supports nursing and midwifery projects in partnership with the Zimbabwe Nurses Association.



Jill Iliffe



Angela Neuhaus

### 4. PROJECTS

The CNF focus is 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 also seeks partners from a broader field than traditional Commonwealth sources. There is a focus on supporting national nursing 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 Tanzania CPD Framework

In September 2012, the CNF Executive Secretary had the opportunity to work with the Tanzania nursing and midwifery leadership to provide technical assistance in the development of a national continuing professional development framework for nurses and midwives in Tanzania. The development of the framework and the provision of technical assistance were funded by a grant from the African Regulatory Collaborative. The CNF met with the Tanzania CPD Advisory Group over four days with the draft CPD framework being presented to a larger stakeholder group on the fifth day.



#### 4.2 Botswana CPD Framework



In December 2012, the CNF Executive Secretary provided technical assistance to the Botswana nursing and midwifery leadership to develop a national continuing professional development framework for nurses and midwives in Botswana. The development of the framework and the provision of technical assistance were funded by a grant from the African Regulatory Collaborative. The CNF met with the Botswana CPD Advisory Committee over four days with the draft CPD framework being shared with a larger stakeholder forum on the fifth day.

#### 4.3 Maternal Health Updates Zimbabwe

In February 2013, in conjunction with the Zimbabwe Nurses Association, the CNF conducted maternal health updates in Harare and Bulawayo in Zimbabwe. The three day program covered antenatal, intra-partum and postpartum care as well as obstetric emergencies. Fifty nurses and midwives benefitted from the program which was conducted by Jessica Iliffe and Angela Neuhaus.



#### 4.4 10<sup>th</sup> CNF Europe Region Conference

From 15-16 March 2013 in Larnaca, Cyprus, the CNF Europe Region held the 10<sup>th</sup> CNF Europe Region Conference hosted by the Cyprus Nurses and Midwives Association. The title of the conference was: *Advancing nursing and midwifery through evidence based practices*. The CNF Europe Region consists of the countries of Cyprus, Malta and the United Kingdom. The conference was led by the President of the Cyprus Nurses and Midwives Association, Mr Ioannis Leontiou and attended by the CNF President, Ms Susie Kong, CNF Europe Region Board Member and representative of the Royal College of Nursing United Kingdom, Ms Paula Hancock, and Mr Paul Pace, President of the Malta Union of Midwives and Nurses.



Mr Ioannis Leontiou



Miss Susie Kong



Ms Paula Hancock



Mr Paul Pace

#### 4.5 Swaziland Midwifery Education and Practice Standards



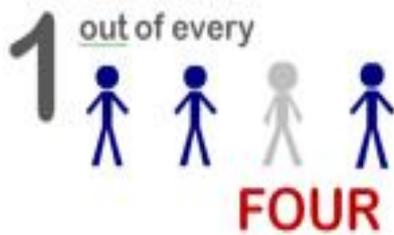
The CNF Executive Secretary was very pleased to be invited by the Swaziland nursing and midwifery leadership to facilitate the development of midwifery education and practice standards to complement the nursing education and practice standards developed some years ago by the Swaziland Nursing Council. The CNF met with a Technical Working Group (TWG) of representatives of the Swaziland Nursing Council and other stakeholders and worked intensively over four days with the TWG to develop a draft document to be sent out for comment.

#### 4.6 Bahamas Leadership and Safety Workshops

During May 2013, in conjunction with the Nurses Association of the Commonwealth of the Bahamas (NACB), the CNF Executive Secretary conducted a two-day leadership workshop was held on Grand Bahama Island for 35 senior Bahamian nurses, including the Chief Nurse and the Principal Nursing Officer. The workshop covered the areas of: leadership models and theories; advocacy and lobbying; working in teams; and working with the media; and was a mix of formal presentations, group work and self-reflection. The workshop was evaluated highly with nurses commenting that: *The workshop dared to be different. Sessions were very informative, lively and provocative; extremely well put together and coordinated. The workshop was the most impressive ever.* Following the leadership workshop, a workshop on patient safety was held on Eleuthera Island for 15 nurses working on the island. The workshop covered a safe patient; a safe workplace; a safe profession; and a safe nurse. Holding the workshops on the 'family' islands is a commitment of the NACB to take education and training to where their members work and live.



## 4.7 Mental Health Nursing Forum



The Commonwealth Nurses Federation, in partnership with the Australian Nursing Federation and the Australian College of Mental Health Nurses, facilitated a Mental Health Nursing Forum in Melbourne Australia on Wednesday 15 May. Support for the Forum was also provided by Ontario Shores Centre for Mental Health Services Canada and the Commonwealth Foundation.

The purpose of the forum was for nurses to prepare and submit recommendations to go to the Commonwealth Health Ministers prior to the Ministers' consideration of the Global Mental Health Action Plan 2013-2020 at the 66<sup>th</sup> World Health Assembly 20-25 May 2013. The Forum was held in conjunction with the International Council of Nurses 25<sup>th</sup> Quadrennial Congress which provided a unique opportunity for nurses to discuss the provision of mental health care, the role of nurses in mental health, mental health nurse education and training requirements, and to provide the outcome of those deliberations to Commonwealth Health Ministers to inform their consideration of the WHA Mental Health Action Plan 2013-2020.

Fifty five nurses from across the Commonwealth attended the Forum. An additional forty nurses sent their apologies and asked to be forwarded the recommendations of the Forum. Recommendations from the Forum covered the areas of: policy; legislation; standards; funding; education and training; workforce and career paths; and reducing stigma and discrimination. The recommendations were forwarded to Commonwealth Health Ministers and CNF members encouraged to engage with their government to have the recommendations incorporated into the national mental health action plans which countries will now be developing following endorsement of the WHO Global Mental Health Action Plan at the 66<sup>th</sup> World Health Assembly in May 2013.

## 4.8 Website Development Program



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. In an age where increasingly, electronic communication is the medium of choice, organisations and individuals experience considerable disadvantage without access to email and the internet and without an internet presence, 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 project includes purchase of a discrete domain name for each organisation, web space 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.

During 2012-2013, a website was developed for the Zimbabwe Nurses Association and website development training was provided to the Lesotho Nurses Association and the Nurses Association of the Commonwealth of the Bahamas (NACB) and software provided to the associations so they could manage their own websites. In an exciting development, support was provided to the NACB in the development of an online continuing professional development program for their members. The template developed for the NACB can be used in the future to support other national nursing associations in providing online continuing professional development for their members. The Commonwealth Foundation provided financial assistance for the CNF Website Development Program.

## 4.9 Commonwealth Fellowships

The CNF was delighted to be awarded two Commonwealth Professional Fellowships in 2013 as part of the Commonwealth Scholarship Commission scheme (<http://cscuk.dfid.gov.uk/>). The Fellowships are the second in a proposed regular program to develop young nurse leaders in developing countries.



The two successful Fellows are Mrs Alice Mvu Mashizha and Mr Chido Irvine Katsambe from the Chitungwiza Central Hospital in Zimbabwe who will spend three months in London increasing their clinical, leadership, and organisational skills to enhance their contribution to nursing and midwifery in their own country. Alice and Chido will commence their Fellowship in July 2013.

## 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. The website is managed in-house to reduce operating costs. Website statistics are collected monthly.



### 5.2 CNF e-News

Since May 2008, the CNF has produced a monthly e-News bulletin to keep members and other relevant organisations and interested stakeholders informed of CNF activities. The e-News has a wide circulation and is extremely popular with over 1600 email addresses on its data base. A subscription form is available on the CNF website (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 journal, *The Commonwealth Nurse*, is produced twice yearly and provided free to members. The journal is produced in-house to reduce costs. *The Commonwealth Nurse* has a print run of 800 copies and is distributed to 450 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 is the elected secretary for the CHPA.

### 6.2 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 each March. The CNF also represented the CHPA on the Commonwealth Advisory Committee for Health. During 2012-2013, major changes affecting the CNF took place in both the Commonwealth Foundation and the Commonwealth Secretariat. The Commonwealth Foundation announced they would no longer have a dedicated funding stream for Commonwealth accredited associations (CAs). In past years, the CNF has relied on the annual grant from the Commonwealth Foundation for both core and activity funding. Also during the year, the Commonwealth Secretariat developed a new strategic plan which removed health and education as future areas of priority for the Commonwealth Secretariat. After intensive lobbying by the health and education CAs, there is now a reference to health and education in the Commonwealth Secretariat Strategic Plan however it is still not clear what personnel or resources will be available. The new environment has presented significant challenges for the CNF Board.

### 6.3 The Commonwealth Health Ministers' meeting 2013

The annual Commonwealth Health Ministers' (CHMM) meeting was held in Geneva on Sunday 19 May 2013. The theme for the 2013 CHMM was: *Mental Health*. The Commonwealth Health Professions Alliance in preparation for the CHMM commissioned research on mental health legislation across the Commonwealth. The research was conducted by Dr Soumitra Pathare from the Centre for Mental Health Law and Policy, Indian Law Society and funded by the Commonwealth Foundation. Mental health legislation across the Commonwealth was assessed against the United Nations Convention on the Rights of Persons with Disability and an excellent report with key findings, conclusions and recommendations generated. A copy of the report is available on the CHPA website: <http://www.chpa.co>. The Commonwealth Health Ministers' meeting was followed by the 65th World Health Assembly where a resolution on the development of a Comprehensive Mental Health Action Plan (WHA 66.8) was endorsed by the members.

## 6.4 2013 Commonwealth Partners' Forum

The CHPA in partnership with McKinsey and Company and the Commonwealth Foundation hosted a Commonwealth Partner's Forum in conjunction with the annual Commonwealth Health Ministers' meeting (CHMM). The Forum was titled: *Mental health: a legislative framework to empower, protect and care*. The results of the research on mental health legislation across the Commonwealth were released by Dr Soumitra Pathare who was joined by Dr Michelle Funk, Coordinator, Mental Health Policy, Department of Mental Health Policy and Substance Abuse, World Health Organisation. Dr Funk shared with delegates the range of resources available through the WHO. The forum was moderated by Dr Nicolaus Henke from McKinsey and Company. Copies of the presentations at the forum and a report of the forum are available on the CHPA website: <http://www.chpa.co>.



## 6.5 International Liaison

The CNF has a close relationship with the International Council of Nurses (ICN) and attended the ICN Committee of National Representatives meeting held May 2013 in Melbourne Australia as an observer. At the ICN Congress, a Canadian, Judith Shamian, was elected President of the ICN for the next four years and three CNF members were elected to the ICN Board: Mr Paul Pace from Malta; Mr Ioannis Leontiou from Cyprus; and Mr Bagooaduth Kallooa from Mauritius. The CNF participates in celebrations for International Midwives Day 7 May and International Nurses Day 12 May. The CNF is a member of the Global Health Workforce Alliance; Health for All by 2015 (HIFA 2015); and the White Ribbon Alliance for Safe Motherhood. The CNF is currently negotiating a partnership with African Impact, the largest on-the-ground facilitator of responsible volunteer projects throughout Africa, to deliver CNF programs.



## 6.6 ECSACON Conference

A very successful ECSACON 10<sup>th</sup> Scientific Conference was held in Port Louis, Mauritius 5-7 September 2012 attended by over 200 nurses and midwives. The Conference was hosted by the Mauritius Nursing Association (MNA). Highlights of the conference were the excellent presentations from nurses and midwives from the ECSA region and the unique opportunity for nurses and midwives across the region to network and share experiences. The CNF attended and presented at the Conference and took the opportunity to network with CNF members in the East, Central and Southern CNF Region.



## 6.7 South Pacific Nurses Forum

Over 400 nurses and midwives from across the South Pacific attended the 16<sup>th</sup> South Pacific Nurses Forum (SPNF) which was held from 19-22<sup>nd</sup> November 2012 in Melbourne Australia. The highly successful SPNF was hosted by the Australian Nursing Federation. The National Secretary of the Australian Nursing Federation is the Board member for the CNF Pacific Region. A highlight for delegates was being introduced to the unique animals of Australia. The CNF attended and presented at the Forum and took the opportunity to network with members from the CNF Pacific Region.



## 6.8 The African Health Profession Regulatory Collaborative

The CNF is a partner with the CDC Centre, Atlanta; Emory University; the East, Central and Southern Health Community; and the Commonwealth Secretariat in the African Health Profession Regulatory Collaborative which aims to work with countries in the region to enhance nursing and midwifery standards and regulation through small targeted funding grants. The CNF provides administrative support, technical assistance and writes the reports of the three meetings held each year. This provides additional income to the CNF as well as raising our profile, keeping us in close contact with members in the region, and making a valuable contribution to improving nursing and midwifery regulations and standards. Meetings throughout the year were held in Pretoria, South Africa (September 2012) and Gaborone, Botswana (February 2013). Additionally, the CNF provided technical support to Tanzania and Botswana in the development of a national continuing professional development framework for nurses and midwives and to Uganda in the development of scopes of practice.



## 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 and constant monitoring of income and expenditure.
- \* The CNF has a comprehensive data base which includes regular contacts as well as subscriptions to the monthly e-News and the bi-annual CNF journal: *The Commonwealth Nurse*.
- \* From 1 July 2012 the CNF eliminated paper files and all files are now stored in an electronic format. Electronic access to files, email, the website, the internet and the CNF 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.

## 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. The loss of access to an annual grant from the Commonwealth Foundation is a challenge for the CNF and replacing that funding will be difficult. The Commonwealth Foundation made some transition funding available for Commonwealth accredited CAs and the CNF was fortunate in being awarded a transition grant. This grant will enable the CNF to develop a transition plan and for the CNF Board to undertake some fund raising training. An active plan is in place to increase the number of financial members and to diversify the CNF funding base. 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 and postage. Savings are also generated by the opportunistic planning of activities to coincide with other events. The CNF financial records are independently audited. The auditor's report forms part of this report.

## 9. MEMBERSHIP

The CNF actively pursues membership. In 2012-2013 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. During 2012-2013, the CNF was extremely pleased to welcome Canada back into membership. 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 £80.00 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 CNF e-News. At the CNF 21<sup>st</sup> Biennial Meeting in London March 2014, the CNF Board will be recommending to members a change of name for the CNF to the Commonwealth Nurses and Midwives Federation in recognition that, in some countries, midwifery is seen as a separate, although closely linked, profession to nursing. The CNF operates on a model of inclusiveness and the CNF Board considers it important that the work the CNF does in relation to midwifery is clearly reflected in our title. The CNF Board is also discussing increasing CNF membership categories which will include affiliate, associate and individual membership together with an appropriate voting and subscription structure. The CNF has always operated on a consensus model and the CNF Board is convinced that the integrity of the existing CNF structure can be maintained while opening up the organisation to other members.

## 10. FORWARD PLANS

The 21<sup>st</sup> CNF Biennial Meeting will be held on 7 March 2014 in London, UK in conjunction with the 2<sup>nd</sup> Commonwealth Nurses Conference 8-9 March 2014 also in London, UK. The Biennial Meeting will be an important one with significant constitutional amendments to be debated and an election to be held for President, Vice President and new Board members for the Atlantic; West Africa; and east, Central and Southern Africa Regions.

During 2013-2014, the CNF will continue its partnership with the African Regulatory Collaborative, the final year of the initiative; writing reports and providing administrative and technical assistance. The CNF will also maintain the same level of activity in relation to the monthly CNF e-News. During 2013-2014, the CNF journal, *The Commonwealth Nurse*, will become freely available online with its own website. It is anticipated that the journal will go from bi-annual to quarterly over time. A new look for the CNF website is planned in line with the CNF Board's vision for a dynamic and interesting website.

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 funding. The time spent in making funding applications is onerous for small organisations however the CNF has demonstrated that a great deal can be achieved with relatively small grants. The search for a diversified funding base will continue during 2013-2014 in order to expand our activities on behalf of members.



## THE COMMONWEALTH NURSES FEDERATION STRATEGIC PLAN 2012-2014

**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.**

### 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.
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 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 from 1 July 2012 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 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 to celebrate its 40<sup>th</sup> anniversary in 2013 and launched at Biennial in March 2014.

### 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.

### 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 CNF website will be updated regularly.
4. Opportunities will be sought to have CNF activities publicised in other communication media.
5. Opportunities will be sought to publish CNF activities 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.

### 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.

### PROGRAMS

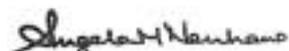
**The CNF will provide a wide range of programs and activities in consultation with and in partnership with members.**

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.

# COMMONWEALTH NURSES FEDERATION RECEIPTS AND PAYMENTS ACCOUNT

Year ended 30 June 2013

|  | <b>2013 £</b>  | <b>2012 £</b>  |
|--|----------------|----------------|
| <b>Receipts</b>  |                |                |
| Grant Income - Commonwealth Foundation                         | 22,500         | 18,000         |
| Grant Income - Other   | 8,179          | 43,525         |
| Reimbursement  | 5,291          | 16,006         |
| Sponsorship  | 6,776          | 600            |
| Consultancy  | 25,445         | 13,736         |
| Member subscriptions   | 11,950         | 10,050         |
| African Regulatory Collaborative                               | 56,606         | 50,910         |
| Biennial Meeting   | 0              | 3,036          |
|  | <b>136,747</b> | <b>155,863</b> |
| <b>Payments</b>  |                |                |
| Executive Secretary - consultancy fee                          | 19,120         | 17,053         |
| Meetings - members' travel / accommodation                     | 0              | 9,088          |
| Meetings - officers' travel / accommodation                    | 8,206          | 13,325         |
| Biennial Meeting expenses                                      | 0              | 0              |
| Field activities   | 24,168         | 33,730         |
| Publications (including Newsletter)                            | 7,508          | 1,557          |
| Office attendance  | 718            | 2,900          |
| Office services - stationery, printing, postage, telephone etc | 3,159          | 3,550          |
| Bank fees - CNF  | 550            | 735            |
| Currency exchange loss on AU\$                                 | 455            | 0              |
| Auditor's fee  | 500            | 400            |
| Website  | 1,144          | 863            |
| Capital equipment  | 732            | 560            |
| CHPA   | 252            | 967            |
| African Regulatory Collaborative                               | 6,308          | 57,989         |
| CHMM Mental Health Legislation Research                        | ,582           | 0              |
| Ramphal Commission on Migration and Development                | 0              | 7,448          |
| Subscriptions  | 50             | 50             |
| Reimbursement  | 0              | 923            |
| Commonwealth Fellowships                                       | 0              | 2,396          |
| CNF Registration   | 823            | 0              |
|  | <b>131,275</b> | <b>153,534</b> |
| <b>Surplus for the year</b>                                    | 5,472          | 2,329          |
| Surplus brought forward at 1 July 2012                         | 14,614         | 12,285         |
| Surplus carried forward at 30 June 2013                        | <b>20,086</b>  | <b>14,614</b>  |
| <b>Surplus represented by:</b>                                 |                |                |
| Bank balance   | 13,567         | 8,246          |
| Add debtors and prepayments                                    | 50,519         | 6,375          |
|  | 64,086         | 14,621         |
| Less creditors and un-presented cheques                        | (44,000)       | (7)            |
|  | <b>20,086</b>  | <b>14,614</b>  |



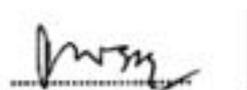
**Honorary Treasurer**



**Executive Secretary**

## **AUDITOR'S REPORT**

I have audited the Receipts and Payments Account of the Commonwealth Nurses Federation (CNF) with the books and vouchers of CNF and have obtained all the necessary information and explanations. In my opinion the receipts and payments are properly drawn up so as to exhibit a true and fair view of the affairs of CNF for the year ended 30 June 2013.



**Peter Westley BA, FCCA**

Chartered Certified Accountant

08 October 2013