

# COMMONWEALTH NURSES FEDERATION



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1 June 2008

To: National Nursing Associations  
CNF South Asia Region

Dear Colleagues

## **Commonwealth Steering Committee for Nursing and Midwifery workshops 16-17 February 2009 New Delhi India**

I am writing to advise you of the workshops which the Commonwealth Steering Committee for Nursing and Midwifery are arranging for nurses and midwives from Commonwealth countries in South Asia, to be held in New Delhi, India on 16-17 February 2009. **Applications need to be received by 15 November 2008.** Delegations unable to meet their own costs in attending the workshops are invited to apply for financial help by the same date (for details see below).

The workshops will take place at the Crowne Plaza Hotel, New Delhi, India. Registration will commence at 11.00 am on Monday 16 February (when tea/coffee will be provided) with the opening session commencing at 12 noon. The workshops will continue that afternoon and during the morning and afternoon of Tuesday 17 February ending around 4.30pm that day.

The workshops will provide the opportunity for delegates to learn about presentation, proposal writing and influencing skills for senior nurses and midwives and to look at human resources issues as they affect nurses and midwives, including improving working lives.

The Commonwealth Steering Committee for Nursing and Midwifery are in the process of confirming the speakers who are often from key international organisations. However I am sure that as with previous workshops, the quality of their input will ensure that the workshops are of great benefit to all who attend. They also provide a valuable opportunity to meet and work with colleagues from other Commonwealth countries in the region and to gain from their insights. I do very much hope that you will be able to come to the workshops in India.

Delegates for the workshops must register in advance. There is a maximum number of 10 participants from the national nursing organisations of each country. I attach a form for completion and return to the Commonwealth Nursing Federation office by 15 November 2008 to ensure that places can be reserved for you. Any places not reserved by that date will be released to other countries that request more than their initial allocation and to India as the host country on this occasion.

The workshop sessions themselves are provided at no cost to those attending. However participants will need to make their own arrangements and meet their own costs for travel and accommodation and their own expenses. The only exceptions to this are the refreshments provided while the workshop sessions are in progress, ie tea and coffee and a buffet lunch on both days. A small contribution to funding may be available to help delegates with the costs of attending the workshops if they are unable to meet the full costs themselves. Please do not hesitate to apply if you are in this situation. Any applications for such help must also be received by 15 November 2008. See the attached information sheet for fuller details, including the information you should send when requesting such help.

The workshops are being held at:

Crowne Plaza Hotel, New Friends Colony, New Delhi 110 025, India

Tel: 91 11 26835070 Fax: 91 11 26837758

Web-site: <http://www.ichotelsgroup.com/h/d/cop>

Room rates are: INR 18,000 plus 12.5% taxes per room per night (single occupancy inclusive of room, breakfast and one way transfer.) If you make a booking at the Crowne Plaza mention your attendance at the Commonwealth workshops to obtain these rates. Delegates may wish to stay at alternative hotels in the area offering lower rates. Please note that those asking for help with their expenses in attending the workshops cannot be funded to stay at the Crowne Plaza.

**Please make sure that you also read carefully the attached further information about the workshops and copy it to all delegates from your country.** This has been provided to help clarify key points and to try to avoid the sort of difficulties which have sometimes occurred in the past when some participants have arrived at the workshops under some misunderstanding about the arrangements, or have failed to make the necessary arrangements sufficiently far in advance of the workshops.

I am looking forward to seeing you in India in February 2009.

Yours sincerely



**Jill ILIFFE**

Executive Secretary

Commonwealth Nurses Federation

## **COMMONWEALTH STEERING COMMITTEE WORKSHOPS, NEW DELHI, INDIA, 16-17 FEBRUARY 2009**

### **Bookings for delegates**

- Replies should be sent to the Commonwealth Nurses Federation only on the forms provided below and should include all those attending as part of the national nursing association.
- If information about the workshops is distributed outside the national office, arrangements should be made for replies to be sent back to the headquarters office for co-ordination and sending to the Commonwealth Nurses Federation.
- Places are limited to 10 from each member country of the CNF. A further 10 places per country has been allocated through each country's CNO (that is 20 places per country in total).
- If you would like additional places should they become available, please show this on the form when you make your initial booking. You will be contacted as soon as possible after 15 November if further places are able to be offered.
- If any cancellations prove necessary after bookings have been made, please let us know so that we can if possible release the spare places to others who may wish to attend.

### **Workshop programmes**

- Unless we notify delegates otherwise before the date of the workshops, the start time will remain as stated in the attached covering letter.
- The detailed programme for the workshops will not be sent out in advance, but will be provided to delegates at the start of the workshops.

### **What a booking covers**

- Booking with the CNF for the workshops means that the accepted delegates will be included among those registered for the workshops. This covers attendance at and participation in sessions led by speakers, group discussions etc, and copies of any supporting materials, which are issued. Delegates will also be provided, without charge, with teas/coffees etc and a buffet lunch on both days.
- The booking does not however cover anything else. For example it does not cover
  - hotel or other accommodation (delegates need to book this themselves and meet their own costs),
  - other meals, eg breakfasts, evening or other meals not mentioned above,
  - any transport (again delegates need to make their own arrangements, and meet the costs).

### **Funds**

- All delegates must ensure that they have adequate funds with them to cover the costs of their accommodation, travel, meals etc (except those being provided during workshops sessions, as detailed above).
- Workshop organisers and speakers cannot be expected to assist delegates who have failed to make adequate provision for their attendance.
- Those unable to meet their own costs can apply in advance for assistance - by 15 November 2008 - see final sheet attached for details.

### **Visas etc**

- It is delegates' own responsibility to secure any visa or other documents they may need in order to attend the workshops. It is wise to make early application for these.

### **Language of workshops**

- The workshops will be conducted in English. There is probably little to be gained from the attendance of delegates who are not fluent in English. (Interpretation, even by a colleague from the same delegation, is unlikely to be practicable as it could slow down discussion etc and potentially detract from the benefits of the workshops to the person interpreting, and possibly also other delegates.)

**COMMONWEALTH STEERING COMMITTEE WORKSHOPS**

**South Asia Region 16-17 February 2009 New Delhi India**

Country making booking:

Our delegates to the workshops in India on 16-17 February 2009, will be:

**PLEASE COMPLETE IN BLOCK CAPITALS**

	<b>Delegates' name</b>	<b>Position</b>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Number of additional places at the workshops we would like if possible (we understand that you will contact us about these should more places become available):

Details of person making booking for above delegates (who should also be included in the list above if they are one of the delegates), in case we need to contact them:

Name .....
Title/position .....
Fax number .....Phone no .....
E mail address .....

### **Assistance with costs of attendance – applications by 15 November 2008**

1. Some funding is likely to be available to assist delegates with the cost of attending the workshops if they:
  - are unable to meet their costs fully by other means ,
  - will be able to obtain any necessary passports/visas to enable them to attend,
  - use the most cost-effective means of travel and reasonably priced accommodation available (on this occasion a lower price alternative will need to be found to the conference hotel).
2. Also, any funding given should be used, where possible, to assist a number of delegates from a country, not just one delegate.
3. Please do not hesitate to apply if believe you meet these criteria, although we cannot guarantee in advance what assistance we will be able to provide - which will need to be decided in the light of all the applications received.
4. Bodies providing grant funding to assist with workshop costs are understandably looking for confirmation that the money provided has supported worthwhile outcomes. So delegations seeking assistance with funding are now being asked to confirm that at least one of their number will complete and return a short evaluation questionnaire about the workshops, which will be sent to them a few weeks after the event. Please name your nominee for completing this report when you apply for funding (see below). It would be easiest if the person nominated has an email address.
5. If you wish to apply for partial funding of your delegates a written request should be sent along with your nomination form for the workshops by 15 November 2008. This should include:
  - (a) the amount of funding requested,
  - (b) details of the people who the funding will assist,
  - (c) the reasons for the application,
  - (d) the name and email address of your nominee to complete the workshop evaluation questionnaire (see 4. above).A faxed or e mail request will be acceptable.
6. After 15 November, decisions will be made about how best to apportion the available funding. You will be notified as soon as possible after that date of what funding can be made available to your delegation, and of the information you will need to provide for payment to be made. Once that information is to hand, payments will be made by the Commonwealth Nurses Federation on behalf of the Commonwealth Steering Committee for Nursing and Midwifery.