

COMMONWEALTH NURSES FEDERATION



ANNUAL REPORT 2007-2008



CNF Board



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**ANNUAL REPORT
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1. INTRODUCTION

The Commonwealth Nurses Federation (CNF) was established in 1973. 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 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 and the International Council of Nurses. These links enable the CNF to plan strategically on issues of concern to nursing and midwifery in a global context.

The CNF participates actively in the work of two important Commonwealth bodies: the Commonwealth Steering Committee for Nursing and Midwifery 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, UK.

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; South Asia; West Africa; East, Central and Southern Africa; Europe; and the Pacific. Board members are elected for a four year term and are eligible for re-election for a second four year term.

Board members during 2007-2008 were:

Atlantic: Marion Howard (Barbados)

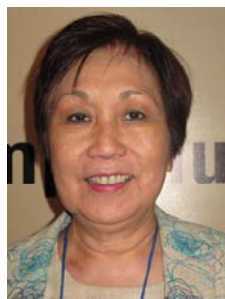
South Asia: Arvind Kulkarni (India)

West Africa: Alice Asare-Allotey (Ghana)

East, Central and Southern Africa: Donal Epaalat (Kenya)

Europe: Ioannis Leontiou (Cyprus)

Pacific: Alumita Bulicokocoko (Fiji)



Susie Kong
(Singapore)
President



Satish Chawla
(India)
Vice President

3. OFFICERS

Michael Stubbings retired as CNF Executive Secretary on 30 April 2008 after eight and a half years of service with the CNF. During his term, Michael worked tirelessly to put the CNF in a strong and highly regarded position within the Commonwealth. The CNF Honorary Treasurer, Douglas Beattie, also retired on 30 April 2008 after thirteen years of service with the CNF. Douglas, with a strong nursing background, has made sure the CNF is in a sound financial position to undertake its work.



Michael Stubbings



Douglas Beattie

Jill Iliffe is the new CNF Executive Secretary. Jill is the former national Secretary of the Australian Nursing Federation. Jill has extensive clinical experience in a wide range of nursing areas including remote areas, intensive care, aged care, community health and women's health and broad experience in management, policy development and political lobbying.



Jill Iliffe



Angela Neuhaus

Angela Neuhaus is the new CNF Treasurer. Angela is a nurse with a strong background in rural and remote health and nursing management.

4. STRATEGIC DIRECTIONS

At the CNF general meeting in 2007 in Kuala Lumpur Malaysia, the CNF Board set some new directions for the organisation outlined in *Strategic Directions 2005-2010*. The directions had a focus on four strategies: projects, communication, administration and finances.



4.1 Projects

The CNF is focussing more on in country project work to extend its reach, reduce costs, and achieve a greater impact with a critical in-country effect and outcome. The CNF is also seeking partners from a broader field than the traditional Commonwealth sources (eg private sector). There is a focus on building up national 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).

4.1.1 Commonwealth Peoples' Forum

The CNF, in conjunction with the Commonwealth Medical, Dental and Pharmaceutical Associations and Basic Needs Trust held a successful workshop at the Commonwealth Peoples Forum in Uganda in September 2007. The two day workshop covered five topics: human resources; lifestyle diseases; maternal and child health; mental health and safe health practices. The workshop made a number of recommendations some of which were included in the final communiqué for the Commonwealth Peoples' Forum. The activity was funded by the Commonwealth Foundation.



4.1.2 CSCNM and CNF Workshop Ghana

The Commonwealth Steering Committee for Nursing and Midwifery supported administratively by the CNF held a workshop in Accra, Ghana February 2008. Over 90 nurses and midwives from the two CNF African regions attended. The workshop covered proposal writing, strategies for human resources development and HIV and AIDS issues for the health workforce. CNF Board members for the African regions, Alice Asare-Allotey and Donald Epaalat participated in the workshop. The workshops were jointly funded by the Commonwealth Foundation and the Commonwealth Secretariat.

4.1.3 CNF European Conference

The CNF European Region held its 7th Biennial Conference in Malta in April 2008. The theme of the Conference was: *Unity through the Commonwealth: present challenges for nursing*. The Conference was a great success attended by nearly 300 nurses from Malta, Cyprus and the United Kingdom.



4.1.4 ICN Meetings

The CNF was represented at the ICN meetings of national nursing associations held in Geneva 14-18 May prior to the Commonwealth Health Minister's Meeting and the World Health Assembly. Many Commonwealth countries, who are also members of ICN, were represented.



Fiji

Malaysia

4.1.5 Commonwealth Health Ministers meeting

Susie Kong and Jill Iliffe, on behalf of the CNF, attended the Commonwealth Health Ministers (CHMM) meeting in Geneva on Saturday 18 May. The theme for the 2008 CHMM was *eHealth*. Jill made a presentation to the Health Ministers on behalf of the Commonwealth health professional associations (nursing, medicine, dentistry and pharmacy). The CNF also attended the World Health Assembly. Many Commonwealth nursing association members formed part of their country's delegations.

4.2 Communication

4.2.1 Website <http://www.commonwealthnurses.org>

The CNF website was launched in October 2002. It has recently been redesigned to provide a more interactive environment with a secure site for Board members to provide more reliable communication. The website is managed in house to reduce operating costs.



4.2.2 eNews

Since May 2008, the CNF has produced a monthly eNews bulletin to keep members and other relevant organisations informed of CNF activities. eNews has a wide circulation and has become extremely popular. Copies of eNews are uploaded to the CNF website.

4.2.3 Newsletter

The CNF produces a journal twice yearly in January and July. The journal is printed in Singapore to reduce costs and published with the support of the Singapore Nurses Association.



4.2.4 Resources

The Report of the workshop held in Apia, Samoa 30 August to 2 September 2006 *Strengthening the nursing and midwifery contribution in the management of HIV and AIDS in the South Pacific* was published in August 2007. The workshop was organised by the CNF in partnership with the South Pacific Nurses Forum. In October 2007 the Commonwealth Steering Committee for Nursing and Midwifery and the CNF produced a further resource in its series titled: *Patient matters: a resource on patient centred care for Commonwealth nurses and midwives*.

4.2.5 Liaison

The CNF works closely with other Commonwealth health professional associations, particularly medicine, pharmacy and dentistry. The CNF is a member of the Commonwealth HIV and AIDS Action Group and a member of the Commonwealth Steering Committee for Nursing and Midwifery. The CNF has a close relationship with the International Council of Nurses. The CNF attends the Commonwealth Foundation Civil Society consultations.

4.3 Administration

During the 2007-2008 year, all CNF membership records have been digitalised and a new filing system implemented to provide more ready access to a growing number of records. All member association addresses have been updated, particularly email addresses to ensure reliable and consistent communication. The CNF developed the capacity to provide member associations with a reliable email address through the CNF website if required. The CNF bank account has been changed to allow online access and electronic transfer of funds.

4.4 Finances

The CNF is funded through a combination of membership fees and grants from the Commonwealth Foundation and the Commonwealth Secretariat. An active plan is in place to increase the number of financial members and to diversify the CNF funding base. The CNF financial records are independently audited. The auditor's report forms part of this report.

**COMMONWEALTH NURSES FEDERATION
RECEIPTS AND PAYMENTS ACCOUNT**

Year ended 30 June 2008

	2008	2007
	£	£
Receipts:		
Commonwealth Foundation grant - core/activities	14,000	19,000
Commonwealth Secretariat grant – workshops	6,000	11,000
Refund from workshops	292	-
Sponsorship - Edwina Mountbatten Trust	-	1,000
Nurses association's subscriptions	7,797	11,815
Biennial meeting fees	-	2,693
Interest on deposit accounts	782	640
Sale of publications	7	21
	<u>28,878</u>	<u>46,169</u>
Payments:		
Salaries including employers' on-costs	14,187	13,060
Meetings – members' travel/accommodation*	-	13,907
Meetings and workshops – officers' travel / accommodation	2,497	1,071
Malta symposium	-	174
Biennial meeting expenses	-	9,851
Field activities**	12,533	4,558
Publications (including eNews and Newsletter)	-	1,119
Office services - printing, postage, telephone, advertising	1,495	756
Bank fees	496	-
Auditor's fee	400	400
Website	79	84
	<u>31,687</u>	<u>44,980</u>
(Deficit) Surplus for the year	(2,809)	1,189
Surplus b/fwd at 1 July 2007	22,353	21,163
Surplus c/fwd at 30 June 2008	<u>19,543</u>	<u>22,352</u>
Surplus represented by:		
Bank balances at 30 June 2008	18,702	34,312
Add debtors and prepayments	1,026	979
	<u>19,728</u>	<u>35,291</u>
Less creditors and unrepresented cheques	(185)	(12,939)
	<u>19,543</u>	<u>22,352</u>

* This line now relates to members' attendance at meetings on behalf of or at the request of the CNF.

** This line refers to the total cost of field activities, such as workshops and conferences conducted by the CNF; or to workshops conducted by the Commonwealth Steering Committee for Nursing and Midwifery (CSCNM) with CNF support. The line includes funded members' travel and accommodation to attend the workshops, but does not include officers' travel / accommodation.

(Signed) Angela Neuhaus

Honorary Treasurer

(Signed) Jill Iliffe

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 the 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 the CNF for the year ended 30 June 2008.

(Signed) Peter Westley

Auditor

Peter Westley BA, FCCA
Chartered Certified Accountant
25 November 2008