COMMONWEALTH NURSES FEDERATION

ANNUAL REPORT
2009-2010

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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 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, in 2010, the CNF became affiliated with the Global Health Workforce Alliance, the White Ribbon Alliance, and Health Information for All by 2015.

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, United Kingdom.

2. GOVERNANCE

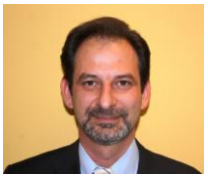
The CNF is governed by an elected Board consisting of a President, Vice President and six Board members from each of the six CNF Regions (Atlantic; South Asia; West Africa; East, Central and Southern Africa; Europe; and the Pacific. Board members are elected for a four year term and are eligible for re-election for a second four year term.

Susie Kong
(Singapore)
President

Satish Chawla
(India)
Vice President

Board members during 2009-2010 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: Ramziah bt Ahmad (Malaysia)



3. OFFICERS

Jill Iliffe has been the 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.

Jill Iliffe

Angela Neuhaus

4. STRATEGIC DIRECTIONS

At the CNF general meeting in 2007 in Kuala Lumpur Malaysia, the CNF Board set directions for the organisation which are outlined in *Strategic Directions 2005-2010*. The directions have a focus on five strategies: projects, communication, liaison, administration and finances. This annual report is structured under those five headings.

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 mass enhancing effect and outcome. The CNF is also seeking partners from a broader field than the traditional Commonwealth sources. 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). CNF activity has seen a significant increase.

4.1.1 Malaysian Governance and Leadership Training

The Malaysian Nurses Association (MNA) formed a partnership with the CNF to conduct governance and leadership training for thirty five young nurse leaders. The training was conducted over three weekends (1-2.08.09; 3-4.10.09; 5-6.12.09) and was funded by a Responsive Grant from the Commonwealth Foundation. Topics covered within the training included: governance; strategic thinking and strategic planning; leadership; advocacy and lobbying; and working with the media. The training will form a model for further CNF leadership training for member associations.

4.1.2 Tanzania Workshop

In a first for both the CNF and the Tanzania Nurses Association (TANNA), the CNF conducted a *4 Safety* workshop in Dar es Salaam, the capital city of Tanzania 15-16 September 2009. Thirty nurses spent two days reflecting on issues around a safe patient, a safe workplace, a safe profession and a safe nurse. The principle underlying the workshop is that patient safety is the number one priority for nurses, however to achieve patient safety it is necessary to have a safe workplace, a safe profession and be a safe nurse. The sessions consist of formal presentations, group activities and individual activities.

4.1.3 Uganda Forum for Senior Nurses

The CNF was invited to participate in a forum for senior nurses and midwives hosted by the Uganda Nurses and Midwives Union (UNMU) on Friday 23 October 2009, in Wakaliga, Kampala, Uganda. The purpose of the forum was to identify issues and discuss strategies for strengthening nursing and midwifery in Uganda. The forum identified excessive workloads; unacceptable nurse to patient ratios; unsafe task shifting; poor clinical experiences for student nurses; poor working conditions; insufficient resources; a lack of teamwork with other health colleagues; and a lack of access to information technology as contributing to nurses generally having low self esteem and feeling powerless and unable to influence change.

4.1.4 Kenya Workshop

The National Nurses Association of Kenya was host to the CNF 26-27 October 2009 and a CNF *4 Safety* workshop was conducted on 27 October 2009 with thirty two nurses in attendance. The workshop was held at the premises of the National Nurses Association of Kenya in Nairobi. While in Kenya, the CNF met with the Chief Nursing Officer, Mr Chris Rakoum and the Nursing Registrar, Ms Elizabeth Oywer and visited a number of health facilities.

4.1.5 Bahamas Workshop

The Commonwealth Nurses Federation in partnership with the Nurses Association of the Commonwealth of the Bahamas conducted a two day workshop for sixty five nurses in Nassau Bahamas 18-19 November 2009 on patient and nurse safety. The workshop was opened by Mrs Rosemarie Josey, President of the Nurses Association of the Commonwealth of the Bahamas and attended by Mrs Paulette Drakes President of the Barbados Nurses Association. Marion Francis Howard, CNF Board Member for the Atlantic Region co-facilitated and presented at the workshop.

4.1.6 8th CNF European Region Conference

The Cyprus Nurses and Midwives Association hosted the 8th CNF Europe Region Conference: *Advancing health through nursing,* 12-13 March 2010 in Paphos, Cyprus. Over 200 nurses attended from countries both within and outside the CNF Europe Region. The CNF Europe Region is made up of Cyprus, Malta and the United Kingdom.

4.1.7 West Africa Workshop, Sierra Leone

Sixty five nurses attended a two day CNF *4 Safety* Workshop in Freetown Sierra Leone 21-22 April 2010, a first for CNF and the Sierra Leone Nurses Association. The SLNA made a number of recommendations to government as a result of the workshop. The workshop was funded by the Commonwealth Foundation.

4.1.8 West Africa Workshop, Ghana

Forty five nurses from across Ghana attended the two day CNF *4 Safety* workshop in Accra Ghana 26-27 April 2010. Participants committed to replicating the workshop in their workplaces to improve patient and nurse safety. The Ghana workshop was also funded by the Commonwealth Foundation.

4.2 COMMUNICATION

4.2.2 CNF e-News

Since May 2008, the CNF has produced a monthly e-News bulletin to keep members and other relevant organisations informed of CNF activities. The e-News has a wide circulation with 662 email addresses on its data base and is extremely popular. A subscription form was added to the CNF website at the beginning of 2009 and to date has generated 81 subscriptions (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. During 2009-2010, the CNF obtained sponsorship for the e-News from the RCN Publishing Company.

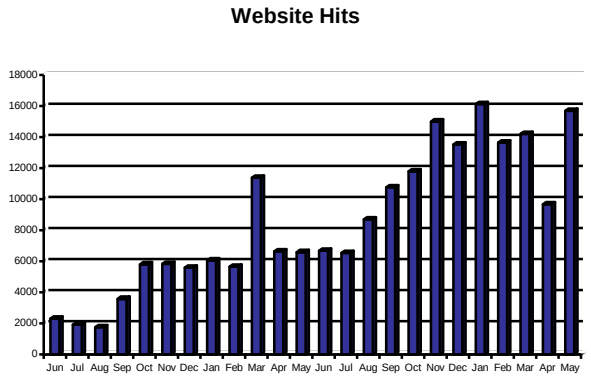
4.2.3 CNF Journal: *The Commonwealth Nurse*

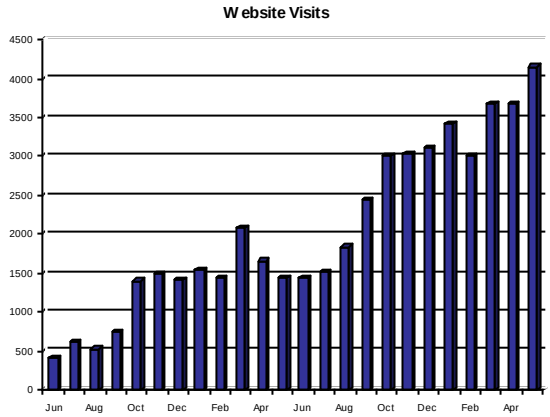
The CNF produces a journal, *The Commonwealth Nurse,* twice yearly which is provided free to members. The journal is produced in-house and printed and posted in Singapore to reduce costs. The journal is published with the support of the Singapore Nurses Association. In 2009-2010, the CNF has attracted sponsorship funding to offset some of the printing and postage costs for the journal. Early in 2010, a subscription form was added to the CNF website which to date has attracted thirty subscriptions from both Commonwealth and non-Commonwealth countries. *The Commonwealth Nurse* has a print run of 600 copies and is distributed to 250 subscribers (subscription is free). Apart from providing an overview of CNF activities, *The Commonwealth Nurse* provides information and also publishes articles submitted by members.

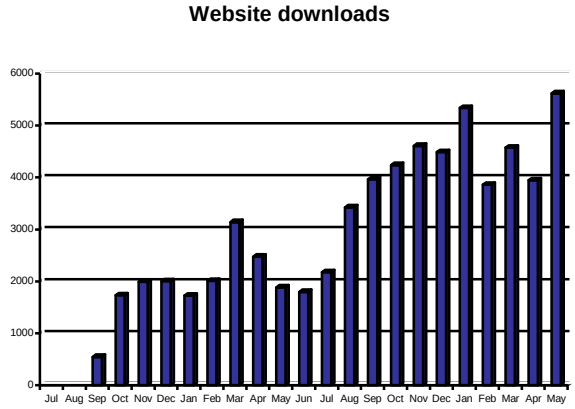
Commonwealth Nurses Federation

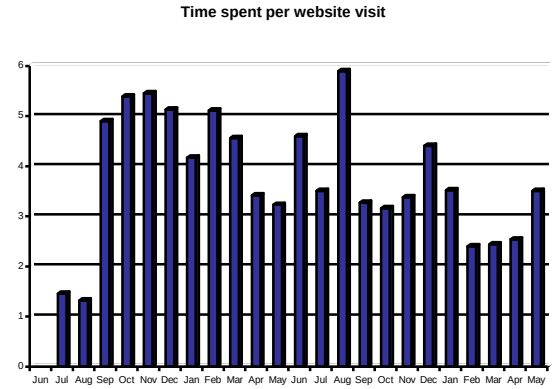
4.2.1 Website http://www.commonwealthnurses.org

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. During 2009-2010 an archive section and a search function was added to be website. The website has a secure site for Board members in order to provide more reliable communication. The website is managed in-house to reduce operating costs. Website statistics are collected monthly and form part of the quarterly Executive Secretary report to CNF Board members.









4.3 LIAISON

4.3.1 Commonwealth Steering Committee for Nursing and Midwifery (CSCNM)

The CSCNM held a regional workshop in Grenada 15-16 February 2010. Around eighty nurses from Caribbean countries attended. The theme of the workshop was: *Influencing policies and people to enhance patient care.* The workshop was hosted by Miss Nestor Edwards (Chief Nursing Officer Grenada) and Mrs Hermilin Ashton (President, Grenada Nurses Association). The CSCNM is supported administratively by the CNF.

4.3.2 The International Council of Nurses (ICN)

The CNF has a close relationship with the ICN and attends ICN meetings of national nursing associations as an observer. The CNF participates in celebrations for International Midwives Day 7 May and International Nurses Day 12 May. The CNF President, Miss Susie Kong, is a member of the ICN Global Nursing Leadership Institute and the WHO Global Advisory Group on Nursing and Midwifery.

4.3.3 Commonwealth Day 2010

The CNF participated in the UK based Commonwealth Day celebrations including attending a ceremony to welcome Rwanda into the Commonwealth as the 54th member state, a commemorative service in Westminster Abbey, and a reception in Marlborough House. Rwanda has since become a member of the CNF.

4.3.4 International Women's Day

Commonwealth Day 2010 coincided with the 100th anniversary of International Women's Day. The CNF joined other nurses in supporting the White Ribbon Alliance call for people to wear the colour white on the day to highlight the need for more action to reduce maternal deaths and improve infant health.

4.3.5 The Commonwealth Health Professions Alliance (CHPA)

The CHPA is an alliance of Commonwealth health professional associations. Members of the CHPA consider that by working together they 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 acts as secretariat to the CHPA. The CHPA is in the process of establishing a formal governance structure and applying for accreditation to the Commonwealth.

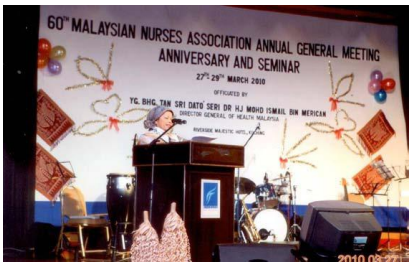
4.3.6 The Commonwealth Health Ministers' meeting 2010

Susie Kong and Jill Iliffe, on behalf of the CNF, attended the Commonwealth Health Ministers' (CHMM) meeting in Geneva on Sunday 16 May. The theme for the 2009 CHMM was *The Commonwealth and the health MDGs by 2015.* In preparation for the Commonwealth Health Ministers' meeting the Commonwealth Health Professions Alliance (CHPA) emailed their members a short survey designed to explore their knowledge of the health MDGs; their perception of whether or not their government was actively involved in actions to achieve the health MDGs; and whether or not their own association was actively involved with their government in actions to help achieve the health MDGs. Seventy five civil society organisations representing health professionals (community health workers, dentists, doctors, nurses and pharmacists) from thirty five Commonwealth countries responded to the survey. The survey results formed the basis of a CHPA paper which was published in the *2010 Health Ministers' Update*.

4.3.7 CHPA pre-CHMM inaugural debate

The CHPA hosted a pre-CHMM debate titled: *The health MDGs by 2015: possible or impossible for Commonwealth countries.* The 'possible' team was led by Dr Mark Collins, Director of the Commonwealth Foundation and included Ms Ramziah Binti Ahmad, President of the Malaysian Nurses Association; and Dr Sundaram Arulrhaj, President of the Commonwealth Medical Association. Dr Danny Sriskandarajah, Director of the Royal Commonwealth Society led the 'impossible' team which included Dr Bhupinder Sandhu, President of the Commonwealth Association for Paediatric Gastroenterology and Nutrition; and Ms Janet Davies, Director of Nursing and Health Services, Royal College of Nursing United Kingdom.

4.3.8 Malaysian Nurses Association 60th AGM



The CNF joined the Malaysian Nurses Association at the end of March 2010 in celebrating their 60th anniversary. Over 1,000 nurses attending the celebrations in Kuching. A highlight of the Anniversary Dinner was the launching of a book on the history of the MNA. The book, encased in ice, was launched by the Director General of Health, Tan Sri Dato' Seri Dr H J Mohd Ismail Bin Merican.

4.3.9 Ghana Registered Nurses Association 50th Jubilee

On 16 April 2010 in Koforidua, Ghana, the CNF joined the Ghana Registered Nurses Association (GRNA) to celebrate 50 years of looking after the people and the nurses of Ghana. The Vice President of Ghana, His Excellency John Dramani Mahama, was the guest of honour at the 50th Golden Jubilee celebrations where a second GRNA hostel and conference centre was officially opened.

4.4 ADMINISTRATION

CNF administrative processes are constantly evaluated for their efficiency and timeliness. During 2009-2010, all CNF member association addresses were updated to ensure reliable and consistent communication. The addresses of Chief Nursing Officers and Nursing Registrars were also updated. The CNF website has been regularly updated. The CNF has the capacity to provide member associations with a reliable email address through the CNF website if required and a number of members have benefitted from this capacity when they experienced difficulties with their email provider. The CNF bank account allows online access and electronic transfer of funds. All CNF files have now been transferred into the new numbered filing schedule. Next year the CNF archives will also be transferred into the new filing schedule enhancing access for staff, members and researchers. The CNF is aiming to eliminate paper files by 2012. Electronic access to files, email, the website, the internet and the CNF bank account allows seamless and timely administration regardless of geographic location.

4.5 FINANCES

The CNF is funded through a combination of membership fees and grants from the Commonwealth Foundation and the Commonwealth Secretariat and other funding bodies. An active plan is in place to increase the number of financial members and to diversify the CNF funding base. In 2009-2010 the CNF had forty-one financial member associations; an increase of 10% from 2008-2009. The CNF financial records are independently audited. The auditor's report forms part of this report. Variance in grant income between 2008-2009 and 2009-2010 is the result of the CNF conducting a project in the 2008-2009 financial year for the Commonwealth Foundation on behalf of the Commonwealth Health Professions Alliance: *The Commonwealth Migration Symposium* which was held in Gaborone Botswana 16-18 June 2008 back to back with the CNF Biennial Conference which was also held in Gaborone Botswana 24-25 June 2008. Accessing additional funding is a perennial and time consuming problem. The activities and impact of the CNF is limited only by access to funding.

4.6 MEMBERSHIP

The CNF actively pursues membership. The CNF membership has increased from 20 in 2007-2008 to 41 in 2009-2010. Not all Commonwealth countries have national nursing associations. Some of the small island states are too small to support a national nursing association. The CNF estimates that within the Commonwealth there are approximately 49 national nursing associations. The CNF membership fees are small and are published on the CNF website: http://www.commonwealthnurses.org. More than two thirds of the CNF members pay the lowest membership rate, currently £75.00 per annum. During 2009-2010 the CNF welcomed Namibia and Rwanda to membership.

5. FORWARD PLANS

During 2010-2011 CNF visits and workshops are planned for Samoa, Tonga, Fiji and Papua New Guinea in the CNF Pacific Region; India and Sri Lanka in the CNF South Asia Region; Tanzania, Uganda and Kenya in the CNF Eastern, Central and Southern Africa Region; UK and Malta in the CNF Europe Region; and Canada, the Bahamas and Jamaica in the CNF Atlantic Region. Additionally, four CNF small member associations will benefit from the CNF website development program which will enable those members to have an internet presence. Other activities will depend on the success of funding applications. The CNF Biennial Conference will be held in Malta 29-30 April 2010 back to back with the International Council of Nurses Congress. Additionally in 2010-2011, Phase 1 of the Commonwealth Foundation funded South Pacific Migration Research will be completed and Phase 2 and 2 commenced.

COMMONWEALTH NURSES FEDERATION RECEIPTS AND PAYMENTS ACCOUNT

Year ended 30 June 2010	2010	2009
Receipts	**£**	**£**
Grant Income – CNF	20,000	20,000
Grant Income - Other	3,000	30,000
Grant Income - CSCNM	7,000	7,000
Reimbursement	4,416	1,034
Sponsorship	600	1,000
Member subscriptions	10,343	9,951
Interest on deposit accounts	5	60
	45,364	**69,045**
Payments		
Executive Secretary - consultancy fee	12,900	12,400
CF African migration symposium	2,006	25,685
Meetings - members' travel / accommodation	0	450
Meetings - officers' travel / accommodation	3,655	4,669
CSCNM workshops	10,485	10,511
Biennial Meeting expenses	0	5,922
Field activities	10,895	11,420
Publications (including Newsletter)	0	1,236
Office attendance	898	0
Office services - stationery, printing, postage, telephone etc	1,392	2,960
Bank fees – CNF	381	672
Bank fees – Other	123	245
Auditor's fee	400	400
Website	641	1,173
Capital equipment	941	0
CHPA	1,045	0
	45,762	**77,743**
(Deficit) for the year	(398)	(8,698)
Surplus b/fwd at 1 July 2009	10,845	19,543
Surplus c/fwd at 30 June 20010	**10,447**	**10,845**
Surplus represented by:		
Bank balance at 30 June 2010	3,095	1,049
Add debtors and prepayments	8,479	14,976
	11,574	16,025
Less creditors and un-presented cheques	(1,127)	(5,180)
	10,447	**10,845**

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 the CNF for the year ended 30 June 2010.

Peter Westley BA, FCCA Chartered Certified Accountant 22 November 2010