

# COMMONWEALTH NURSES AND MIDWIVES FEDERATION



## ANNUAL REPORT 2017-2018





c/- Royal College of Nursing  
20 Cavendish Square  
London W1G 0RN United Kingdom  
+61 438 647 252  
Email: [cnf@commonwealthnurses.org](mailto:cnf@commonwealthnurses.org)  
Website: <http://www.commonwealthnurses.org>

## **1. INTRODUCTION**

The Commonwealth Nurses and Midwives Federation (CNMF) was established in 1973 and accredited to the Commonwealth in 2004. The CNMF is registered in the United Kingdom as a private limited company (Company No: 8781428). The CNMF works with its membership: national nursing and midwifery associations from Commonwealth countries, affiliates, associates and individual members, in order to influence health policy, develop nursing networks, improve nursing standards and competence, and strengthen nursing leadership throughout the Commonwealth.

The CNMF maintains close links with Commonwealth bodies and civil society organisations within the Commonwealth 'family' and liaises with international bodies, such as the International Council of Nurses and the International Confederation of Midwives. These links enable the CNMF to plan strategically on issues of concern to nursing and midwifery in a global context. Additionally, the CNMF is affiliated with other international bodies such as the Global Health Workforce Alliance; the White Ribbon Alliance; C3 Collaborating for Health; and Health Information for All; and liaises with regional bodies such as the Caribbean Nurses Association; the South Pacific Nurses Forum; the East, Central and Southern College of Nursing (ECSACON); and the West African College of Nursing (WACN). The CNMF participates actively in the work of Commonwealth bodies: the Commonwealth Foundation, the Commonwealth Secretariat, and the Commonwealth Health Professions Alliance.

The CNMF's work is supported by the provision of office space within the Royal College of Nursing, United Kingdom (RCN UK). The RCN UK also provide administrative and collegiate support and advice. The CNMF Executive Officers and Board are extremely grateful to the RCN UK and appreciative of the excellent support they provide and their encouragement for the work of the CNMF. The strategic directions for the CNMF focus on seven key areas: governance, projects, communication, liaison, administration, finance and membership. The 2017-2018 audit forms part of this annual report. The CNMF welcomed two new initiatives during the 2017-2018 year: the appointment of a Chief Nursing Officer for the World Health Organisation and the Nursing Now Global Campaign.

## **2. GOVERNANCE**

The CNMF is governed by an elected Board consisting of a President, Deputy President and an elected Board member from each of the six CNMF Regions (Atlantic; Asia; East, Central and Southern Africa; Europe; the Pacific; and West Africa). The major governance instruments of the CNMF are its Constitution and Strategic Plan. The Strategic Plan is supported by an annual work plan which forms the basis for a quarterly report from the Executive Secretary to the CNMF Board.

**Cover photographs:** Representatives from Africa at the CNMF Biennial Meeting; Developing nursing and midwifery practice and education standards in Botswana; Maternal Health Education and Training in Bo, Sierra Leone

## 2.1 CNMF elections

The CNMF President, Deputy President and Board members are elected for a four year term and are eligible for re-election for a second four year term. The President and Deputy President are elected by all CNMF members. Board Members are elected by members from their region. Elections are conducted according to the CNMF Constitution. During the reporting period, elections were held for the positions of President, Deputy President, and Board Member for the Atlantic; Asia; East, Central and Southern Africa; and West Africa regions. The new appointments to the Board are:



The CNMF President, Professor Kathleen McCourt from the United Kingdom, and the CNMF Deputy President, Mrs Rosemarie Josey from the Bahamas, commenced their first four-year terms in 2018.

New CNMF Board members are: **Atlantic:** Mrs Bettyann Murray-John (Trinidad and Tobago); **Asia:** Ms Evelyn Kannan (India). CNMF Board members re-elected for a second term are: **West Africa:** Ms Hossinatu Mary Kanu (Sierra Leone); **East, Central and Southern Africa:** Mr Paul Magesa Mashauri (Tanzania). Continuing CNMF Board members are: **Europe:** Mr George Saliba (Malta); **Pacific:** Ms Annie Butler (Australia);



George Saliba; Annie Butler; Bettyann Murray-John; Evelyn Kannan; Hossinatu Kanu; and Paul Magesa



Ms Jill Iliffe has been the appointed CNMF Executive Secretary since April 2008. Mr Brian Christopher commenced as CNMF Honorary Treasurer on 1 January 2017.

## 2.2 23<sup>rd</sup> Biennial Meeting of Members

The CNMF Biennial Meeting of Members is the decision making body of the CNMF. All financial full members are entitled to vote on all matters presented to the meeting. The 23<sup>rd</sup> Biennial Meeting of Members was held on Friday 9 March 2018 at the Royal College of Nursing, London, UK. Fifty members from sixteen countries attended the meeting. The meeting received reports from the outgoing President of the CNMF, Ms Ramziah Ahmad, the Executive Secretary, the Treasurer, and the Auditor and considered and voted on constitutional changes, three new policy statements, and elected the new CNMF President and Deputy President.



23<sup>rd</sup> CNMF Biennial Meeting of Members March 2018

#### **4. ADMINISTRATION**

CNMF administrative processes are constantly evaluated for their efficiency and timeliness.

- Contact details for all CNMF member associations, Chief Nursing Officers and Nursing Registrars are updated annually to ensure reliable and consistent communication.
- The CNMF website is regularly updated.
- The CNMF bank accounts allow online access and electronic transfer of funds and constant monitoring of income and expenditure.
- The CNMF has a comprehensive data base which includes regular contacts as well as subscriptions to the monthly e-News and the bi-annual CNMF journal: *The Commonwealth Nurse*.
- The CNMF has eliminated paper files and all files are now stored in an electronic format. Electronic access to files, email, the website, the internet and the CNMF bank account allows seamless and timely administration regardless of geographic location.
- Regular use is made of electronic communication, such as email and Skype, to reduce communication costs.
- The CNMF has established an online digital files archive attached to the CNMF website. The archive has the capacity to store all CNMF files from 1973 in an orderly searchable format. The archive is password protected, however will be accessible to researchers and students. Gradually, existing digital files and digitised paper files are being transferred to the online archive, securing the history of the CNMF for future generations.

## 5. FINANCES

The CNMF is funded through a combination of membership fees, grants from funding bodies, consultancy fees, donations, and gifts. Grant funding during 2017-2018 was received from the Commonwealth Foundation and the Burdett Trust for Nursing. Accessing ongoing funding is a perennial and time consuming problem. The activities and impact of the CNMF 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 telephone and postage; and by uploading documents to the website rather than printing. Savings are also generated by the opportunistic planning of activities to coincide with other events. The CNMF financial records are independently audited. The audit forms part of this report.

## 6. PROJECTS

The CNMF focus is on in-country, rather than regional, project work. In-country project work allows the CNMF to extend its reach, reduce costs, and achieve a greater impact with a critical in-country mass enhancing effect and outcome. The CNMF also seeks partners from a broader field in addition to traditional Commonwealth sources. There is a focus on supporting national nursing and midwifery associations so they can have a greater impact at government level (leadership, governance, capacity building, media, lobbying) and working with national associations to provide them with evidence to support their lobbying (surveys and research).

### 6.1 Mental Health Legislation Reform Project

In 2014, the CNMF was successful in a funding application to the Commonwealth Foundation for a Participatory Governance Grant to work with two Commonwealth countries to assess their mental health legislation against the United Nations Convention on the Rights of Persons with Disability; recommend areas where reform is indicated; and develop amendments to the existing legislation or draft instructions for a new mental health Bill. The drafting of new legislation was endorsed by the NMHAC in both countries and supported by the respective Ministers for Health. This project concluded at the end of 2016 with agreed drafting instructions for new mental health legislation. In 2017, the Commonwealth Foundation supported an extension to the project to translate the drafting instructions into new legislation to be submitted to Parliament. New legislation is before the Parliament in the Seychelles and is in the process of being finalised in Botswana. New national mental health policy is also being developed to ensure consistency with the legislation.



Meeting with Botswana Minister for Health June 2018



Meeting with Seychelles Minister for Health October 2017

## 6.2 Maternal and Child Health Education

The CNMF was funded by the Burdett Trust to provide three maternal and child health education and training to midwives in Sierra Leone. These were conducted in the capital Freetown and the two rural areas of Makeni and Bo. One hundred and fifteen midwives participated in the education programs in Sierra Leone: 34 in Freetown (July 2017); 40 in Makeni; and 41 in Bo (June 2018). In addition, five local educators participated and four support persons from the Sierra Leone Nurses Association. The maternal health education programs were provided in partnership with the Sierra Leone Ministry for Health and Sanitation and the Sierra Leone Nurses Association. The programs are offered over five days of intensive training and cover global maternal health policies and statistics, including the Sustainable Development Goals; antenatal care; intrapartum care; obstetric complications; postnatal care; care of the neonate; women with special needs; communication, respecting diversity, and team work. Multiple teaching modes are used: pre and post- tests; didactic lectures; videos; group work; group exercises; individual self-reflection; and practical 'hands-on' training. Local educators co-facilitate the training and all training resources are left in-country to enable further programs to be conducted by local educators. All participants receive a USB drive containing all training materials, links to videos, and additional resources.



## 6.3 Nurses' Health in the South Pacific

The CNMF has received funding from The Burdett Trust for Nursing, to conduct education on nurses' health including a nurses' health survey in five countries in the South Pacific: Samoa, Tonga, Cook Islands, Kiribati, and Fiji. The aim of the study is to explore the perception of nurses of their health, with a focus on non-communicable disease, and whether that perception affects the public health messages they give their clients. A literature review has been conducted and survey instruments prepared and piloted. Agreements are currently being negotiated with the five countries involved.

## 6.4 African Regulatory Collaborative (ARC)

The African Health Professions Regulatory Collaborative (ARC), is an initiative designed to build the capacity of Africa's health professional leadership for nursing and midwifery. The partners are the United States Centers for Disease Control and Prevention (CDC); Emory University's Lillian Carter Center for Global Health and Social Responsibility; the East, Central and Southern Africa Health Community (ECSA-HC), and the Commonwealth Nurses and Midwives Federation. The initiative is funded by the United States *President's Emergency Plan for AIDS Relief (PEPFAR)*.

The aim of the collaborative is to improve nursing and midwifery standards and practice in the region using local solutions and peer-based learning. In addition to attending ARC meetings as a member of the ARC faculty, the CNMF writes the reports of the meetings and maintains the ARC website. This generates consultancy income for the CNMF. Unfortunately the ARC initiative came to an end in August 2017.

#### **6.4.1 ARC East, Central and Southern Africa**

In east, central and southern Africa, the ARC initiative works with Botswana, Ethiopia, Kenya, Lesotho, Malawi, Mauritius, Mozambique, Namibia, Rwanda, Seychelles, South Africa, South Sudan, Swaziland, Tanzania, Uganda, Zambia and Zimbabwe. The final ARC ECSA meeting was held in Zambia in July 2017.



ARC Learning Session Lusaka Zambia July 2017

#### **6.4.2 ARC West and Central Africa**

In 2015 a new ARC initiative was commenced in West Africa, working with three countries: Cameroon, Cote d'Ivoire, and the Democratic Republic of the Congo. The initiative provided small grants for nurses and midwives in those countries to undertake quality improvement projects in health facilities that had a high HIV volume, with a particular focus on women and children. The final ARC WCA meeting was held in Yaoundé Cameroon July 2017.



ARC West Second Summative July 2016 Abidjan Cote d'Ivoire

### **6.5 India Leadership Workshop**

In October 2017, the CNMF President presented a three day leadership workshop in partnership with the Trained Nurses Association of India. The workshop was a mixture of formal presentations; group work and discussion; group exercises; and self-reflection. Forty participants from across different states of India attended the workshop which provided theoretical information about theories and models of leadership and explored the concepts of ethical, professional and personal leadership as well as developing skills in leading teams and advocacy.



India Leadership Workshop

## 6.6 Botswana Nursing and Midwifery Practice and Education Standards

The CNMF was asked by the Nursing and Midwifery Council of Botswana to facilitate the finalisation of practice and education standards for nurses and midwives. A technical working group produced a final draft of the standards which were then exposed to broader stakeholder consultation before being submitted to the NMCB for endorsement.



Botswana Standards Stakeholder Consultation

## 6.7 4<sup>th</sup> Commonwealth Nurses and Midwives Conference

A very successful 4<sup>th</sup> Commonwealth Nurses and Midwives Conference, was held in London 10-11 March 2018. Two hundred and fifteen participants from 24 different countries attended the conference. The conference was opened by the Commonwealth Secretary General, the Rt Hon Patricia Scotland QC who gave the keynote address.

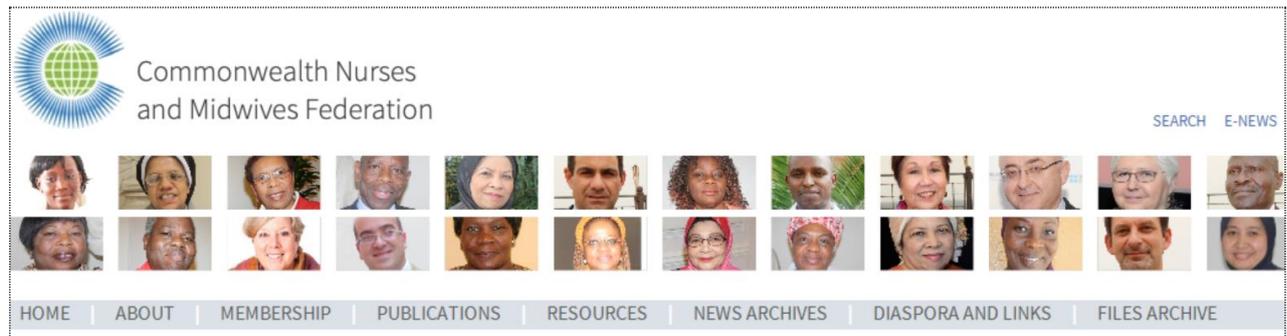


The conference was a wonderful opportunity for nurses and midwives across the Commonwealth and beyond to share their experience with and learn from each other; to make new friends; and to establish international networks. The evaluations from the conference demonstrated that 100% of participants learned something new at the conference and 100% were able to make new friends or new networks.

# 7. COMMUNICATION

## 7.1 Website

The CNMF website provides an interactive environment in which to publicise and report on CNMF activities. The website is an essential and integral component of the CNMF communication strategy. The website is managed in-house to reduce operating costs. The website contains a secure site for the CNMF Board and Appointed Officers. A searchable digital archive has been attached to the CNMF website to provide permanent and secure storage for all CNMF files. Old paper files are gradually being scanned, digitised, and added to the archive to secure the CNMF history for the future. The archive is password protected however will be available to researchers and students on request.



<http://www.commonwealthnurses.org>

## 7.2 CNMF e-News

The CNMF produces a monthly e-News bulletin to keep members and other relevant organisations and interested stakeholders informed of CNMF activities, and bring to them up to date information about other things that are happening throughout the Commonwealth. The e-News has a wide circulation and is extremely popular. A subscription form is available on the CNMF website (subscriptions are free). CNMF members and friends are encouraged to distribute the e-News within their own networks.



## 7.3 CNMF Journal: The Commonwealth Nurse

The CNMF journal, *The Commonwealth Nurse*, is produced twice yearly and provided free to members. The journal is produced in-house to reduce costs. Apart from providing an overview of CNMF activities, *The Commonwealth Nurse* provides information and also publishes articles submitted by members. *The Commonwealth Nurse* is an open access journal, freely available from its own website: <http://www.thecommonwealthnurse.com>. The journal is no longer produced in print form. The journal can be downloaded in its entirety or by individual article.

## 8. LIAISON

### 8.1 The Commonwealth Health Professions Alliance (CHPA)



The CHPA is an alliance of Commonwealth accredited 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.

### 8.2 Commonwealth Civil Society Policy Forum

The CNMF, as an elected executive member of the Commonwealth Health Professions Alliance (CHPA), and in partnership with the Commonwealth Foundation and other civil society organisations hosted the 2018 Commonwealth Civil Society Forum (CCSPF) in May 2018, held in conjunction with the annual Commonwealth Health Ministers' meeting. Presentations were focused on universal health coverage and sustainable financing, a sufficient health workforce, and equitable access to quality medicines. Three policy briefs were prepared with input from an online survey. A report of the CCSPF was presented to Commonwealth Health Ministers' at their meeting the following day. The CCS Policy Forum report is available on the CHPA website: <http://www.chpa.co>.



### 8.3 Commonwealth Liaison

The CNMF maintains close relationships with the Commonwealth Foundation and the Commonwealth Secretariat. The CNMF is a Commonwealth accredited civil society organisation. The Commonwealth Secretariat has developed a process of annual reporting for Commonwealth accredited civil society organisations. The CNMF meets all annual reporting requirements. The CNMF endeavours to be represented at all relevant meetings of the Commonwealth Secretariat.

The CNMF currently sits on the Commonwealth Secretariat Advisory Committee for Health (CACH) and attended a meeting of the CACH in Kiribati in November 2017. The CNMF was also represented at the opening of the Commonwealth Heads of Government meeting (CHOGM) in April 2018 and at the Commonwealth Foreign Ministers' meeting.

As a member of the Commonwealth Health Professions Alliance (CHPA), the CNMF participated in a session hosted by the CHPA at the Commonwealth People's Forum (CPF), on Universal Health Coverage. The CPF, which runs alongside CHOGM, is organised by the Commonwealth Foundation.

## 8.4 Regional Liaison

All the CNMF Board Members participate in regional activities on behalf of the CNMF. The CNMF Europe Region holds a biennial nursing and midwifery conference; the Caribbean Nurses Organisation also holds a biennial conference in the CNMF Atlantic Region; the East, Central and Southern Africa College of Nursing (ECSACON) holds a triennial scientific conference in the CNMF ECSA Region; the West Africa College of Nursing (WACN) holds a biennial conference in the CNMF West Africa Region; and the South Pacific Nurses Forum holds a biennial conference in the CNMF Pacific Region. These regional activities provide an opportunity for CNMF Regional Board Members to interact with members in the region and share CNMF activities.

## 8.5 International Liaison

The CNMF has a positive relationship with the International Council of Nurses (ICN) and the International Confederation of Midwives. The CNMF participates in celebrations for International Day of the Midwife 7 May and International Nurses Day 12 May. The CNMF is a member of the Global Health Workforce Alliance; Health for All; and the White Ribbon Alliance for Safe Motherhood.



## 9. MEMBERSHIP

The CNMF actively pursues membership. During 2017-2018 the CNMF welcomed several new full, affiliate, associate and individual members. The CNMF membership fees are published on the CNMF website: <http://www.commonwealthnurses.org>. Two thirds of CNMF members pay the lowest membership rate, currently £100.00 per annum. Transaction costs for these small amounts are quite high. The purpose of the CNMF is to support members with capacity building, education and training, networking, and developing leadership. There is great need among CNMF members, and the 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 CNMF has demonstrated that a great deal can be achieved with a relatively small amount of funding.

## 10. FORWARD PLANS

In 2018-2019, the CNMF will continue to meet CNMF objectives and grow membership to provide a stable core income on which project work can be built. The CNMF is greatly indebted to the President, Board, Chief Executive, and staff of the Royal College of Nursing United Kingdom (RCN UK) for the ongoing support provided to the CNMF. The President, Deputy President, Board members, Executive Secretary, and Honorary Treasurer would like to formally thank all CNMF members who are so diligent in providing input and direction to the work of the CNMF and all the many friends of CNMF for their contribution toward making the CNMF a successful and dynamic organisation.

A handwritten signature in black ink, appearing to read 'Jill Iliffe'.

Jill ILIFFE  
Executive Secretary  
Commonwealth Nurses and Midwives Federation

# COMMONWEALTH NURSES AND MIDWIVES FEDERATION

RECEIPTS AND PAYMENTS ACCOUNT Year ended 30 June 2018

Receipts	£ 2018	£ 2017
Consultancy income	19,216	22,921
Officer travel and accommodation reimbursement	1,740	2,709
Corporation Tax reimbursement	57	0
Miscellaneous reimbursement	19	69
Commonwealth Civil Society Policy Forum	13,591	15,000
Member subscriptions	22,011	8,456
Member activities reimbursement	163	0
Commonwealth Nurses and Midwives Conference	63,195	783
Commonwealth Foundation Grant	20,000	3,000
Burdett Trust Grant	20,000	93,500
African Regulatory Collaborative	715	0
<b>TOTALS</b>	<b>160,707</b>	<b>146,438</b>
Payments	£ 2018	£ 2017
Consultant fees	44,460	47,687
Office services - stationery, printing, postage, telephone	613	466
Office attendance (travel, accommodation)	1,252	288
Officer travel and accommodation	1,740	4,528
Treasurer honorarium	1,464	0
Capital equipment and repairs	591	0
Publications	1,229	0
Website	606	1,163
Products	1,658	0
Audit	1,300	900
Bank fees	1,522	439
Corporation Tax	240	427
Currency exchange (gain) loss on AU	10,203	(990)
Miscellaneous adjustment	1,242	1,240
Board travel and accommodation	1,313	4,045
Companies House (Company Registration)	546	13
Biennial Meeting expenses	918	0
CHPA	940	163
Subscriptions	100	250
Commonwealth Civil Society Policy Forum	5,946	17,547
Member travel and accommodation	7,063	0
Member activities	2,512	6,553
Commonwealth Nurses and Midwives Conference	42,893	1,074
Commonwealth Foundation Grant	18,645	10,475
Burdett Trust Grant	21,339	34,379
African Regulatory Collaborative	2,154	6,781
I-TECH Gates Project (Tanzania)	0	8,721
<b>TOTALS</b>	<b>172,489</b>	<b>146,149</b>
Surplus (Deficit) for the year	(11,782)	289
Surplus brought forward at 1 July 2017	27,014	26,725
<b>Surplus carried forward at 30 June 2018</b>	<b>15,232</b>	<b>27,014</b>
Surplus represented by:		
Bank balance	6,876	41,101
Cash in hand	0	0
Add debtors and prepayments	8,356	10,017
	15,232	50,118
Less creditors and unrepresented cheques	0	(23,104)
	<b>15,232</b>	<b>27,014</b>

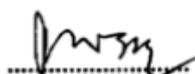


Brian CHRISTOPHER, Honorary Treasurer



Jill ILIFFE, Executive Secretary

I have audited the Receipts and Payments Account of the Commonwealth Nurses and Midwives Federation (CNMF) with the books and vouchers of CNMF 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 CNMF for the year ended 30 June 2018.



**Peter Westley BA, FCCA**  
Chartered Certified Accountant  
3 January 2019