

COMMONWEALTH NURSES AND MIDWIVES FEDERATION



ANNUAL REPORT 2018-2019





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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 Organisation; the South Pacific Nurses Forum; the East, Central and Southern African 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, administration, finance, projects, communication, liaison, and membership. This Annual Report is structured under these headings.

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.

2.1 CNMF Board

The CNMF 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. The Term of Office is four years.



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

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



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



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

2.2 Other Governance Structures

The CNMF Constitution, which is publicly available on the CNMF website, <https://www.commonwealthnurses.org>, is reviewed each two years prior to the CNMF Biennial Meeting of Members. The Constitution was most recently reviewed at the 23rd CNMF Biennial Meeting of Members in 2018. The CNMF Strategic Plan is also reviewed each two years and submitted to members at the Biennial Meeting, The CNMF Strategic Plan 2018-2020 is also available on the CNMF website. The CNMF Executive Secretary provides a quarterly report to the CNMF Board addressing the seven CNMF strategic areas. Additionally all the requirements of being a registered company with UK Companies House are met as well as taxation obligations to Her Majesty's Revenue and Customs as a company registered in the UK.

3. 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 file 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 is accessible to researchers and students on request. Gradually, existing digital files and digitised paper files are being transferred to the online archive, securing the history of the CNMF for future generations.

4. FINANCES

The CNMF is funded through a combination of membership fees, grants from funding bodies, consultancy fees, donations, and gifts. Grant funding during 2018-2019 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 2018-2019 audit forms part of this Annual Report.

5. 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).

5.1 13th CNMF Europe Region Conference

A very successful 13th CNMF Europe Region Conference was held in Malta March 2019 hosted by the Malta Union of Midwives and Nurses (MUMN) and attended by the CNMF President, Professor Kathleen McCourt; the CNMF Deputy President, Mrs Rosemarie Josey; and the CNMF Executive Secretary, Ms Jill Iliffe. Representatives from the Botswana Nurses Union, the Royal College of Nursing UK, and the Cyprus Nurses and Midwives Association also attended the conference. The presentations were of a very high standard and the organisation by and hospitality of MUMN was excellent.



5.2 Mental Health Legislation Reform Project

The CNMF is continuing to work with selected Commonwealth countries to reform their mental health legislation. New mental health legislation is before the Parliament in the Seychelles and new legislation has also been presented by the Attorney General's Chambers in Botswana for public comment. The CNMF, supported by the Commonwealth Secretariat, is currently working with a National Mental Health Advisory Committee established by the Government of the Bahamas to write new mental health legislation for the Bahamas. The CNMF attended a preliminary workshop to develop an outline for the new legislation in June 2019. The workshop was opened by the Bahamas Minister for Health, the Hon Dr Duane Sands. It is anticipated that the work on supporting the reform mental health legislation will continue with other countries in the Commonwealth.



Mental Health Legislation Workshop Bahamas June 2019

5.3 Bahamas Strategic Planning Consultative Forum

In October 2018, the Nurses Association of the Commonwealth of the Bahamas (NACB) held the first in a series of consultative workshops with nurses and midwives across the Bahamas. The purpose of the consultative workshop was to provide an opportunity for nurses and midwives to have input into the review of the Bahamas National Nursing Strategy. Six priority areas of concern had previously been identified: advocacy; workforce sustainability; education; governance; research and information technology; and clinical practice. Forty six nurses and midwives attended the day long workshop facilitated by the CNMF. The morning was spent developing a five to ten year vision for each priority area and the afternoon in developing strategies to achieve that vision.



5.4 West African College of Nursing Conference (WACN)



The West African College of Nursing (WACN) held its 15th Biennial General Meeting, 24th Scientific Session, and 38th Council meeting in Freetown Sierra Leone 18-20 March 2019. The Sierra Leone Chapter of WACN hosted the conference. The CNMF President, Professor Kathleen McCourt attended the conference together with 300 West African nurses and midwives. The theme for the conference was *Health service partnerships: the role of nurses and midwives in building global health security*. The President of Sierra Leone, the Hon Julius Maada Bio officially opened the conference. The West African College of Nursing was officially inaugurated on 14 April 1981. Countries currently comprising membership are Nigeria, Liberia, Sierra Leone, Ghana, Benin and The Gambia.

Photograph: CNMF President, Professor Kathleen McCourt with Sierra Leone Nurses Association President, Mr Senesie Margao

5.5 Nurses' Health in the South Pacific

The CNMF received funding from The Burdett Trust for Nursing, to conduct a study of nurses' health 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 and it is anticipated the project will be completed by the close of 2019.

6. COMMUNICATION

6.1 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 is available to researchers and students on request.



<http://www.commonwealthnurses.org>

6.2 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 relevant global issues and events.. 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.



6.3 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.

6.4 Social Media

The CNMF has a presence on Twitter, Facebook, and Instagram and regularly posts to those media.



7. LIAISON

7.1 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.

7.2 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 2019 Commonwealth Civil Society Forum (CCSPF) in May 2019, held in conjunction with the annual Commonwealth Health Ministers' meeting. The title of the Forum was *Universal Health Coverage: leaving no-one behind*. Presentations were focused on universal health coverage and people with disabilities; women and girls; young people; and how development assistance for health can be adjusted for those hardest to reach. A report of the CCSPF, including key actions for Commonwealth Health Ministers 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>.



The CNMF was also represented at the 31st Commonwealth Health Ministers' meeting held in Geneva in May 2019.

7.3 Commonwealth Liaison

In 2019 the modern Commonwealth celebrated its 70th year with the theme *A Connected Commonwealth*. The modern Commonwealth was established in 1949. Currently, fifty three countries are members of the Commonwealth. The Commonwealth is home to 30% of the world's population: that is one in three people on the planet. Over 60% of the 2.4 billion people who live in Commonwealth countries are under the age of 30 years. Her Majesty, Queen Elizabeth II is the Head of the Commonwealth. The Commonwealth is governed by a Charter, agreed by Commonwealth Heads of Government on 14 December 2012. The Commonwealth Secretariat, based in London, was established in 1965 to coordinate the Commonwealth priority areas of work. The Rt Hon Patricia Scotland QC, Baroness of Asthal, is the sixth Commonwealth Secretary General, appointed in April 2016, and the first woman to hold the post. Commonwealth Day is celebrated the second Monday of March each year.

<http://thecommonwealth.org/sites/default/files/page/documents/CharteroftheCommonwealth.pdf>.

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.

7.4 Regional Liaison

All 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.

7.5 International Liaison

The CNMF has a positive relationship with the International Council of Nurses 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.



8. MEMBERSHIP

The CNMF actively pursues membership. During 2018-2019 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.

9. FORWARD PLANS

9.1 The International Year of the Nurse and the Midwife

In May 2019 the World Health Assembly confirmed that 2020 would be the International Year of the Nurse and the Midwife in honour of the 200th birthday of Florence Nightingale and in recognition of the significant contribution nursing and midwifery make to global health. The first State of the World's Nursing Report is also expected to be released in 2020. The International Year of the Nurse and the Midwife provides an opportunity for nurses and midwives to showcase the incredible work they have done, are doing, and intend to do in the future. The CNMF will be celebrating the International Year of the Nurse and the Midwife at the 5th Commonwealth Nurses and Midwives Conference to be held in London March 2020.



9.2 24th CNMF Biennial Meeting of Members

The 24th CNMF Biennial Meeting of Members will be held in London Thursday 5 March 2020 hosted by the Royal College of Nursing UK. The CNMF Biennial Meeting of Members is the decision making body of the CNMF. At the Biennial Meeting, members receive reports from the President, Executive Secretary, Honorary Treasurer, and Regional Board Members; consider constitutional changes and policy statements, and set directions for the CNMF for the coming two years. All CNMF members and friends are welcome to attend.

Celebrating ...
nurses and midwives: breaking down barriers, leaving no-one behind
2020: a year of celebration for nursing and midwifery

9.3 5th Commonwealth Nurses and Midwives Conference

The 5th Commonwealth Nurses and Midwives Conference will be held in London Friday 6th and Saturday 7th March 2020. The theme for the conference is *Celebrating ... nurses and midwives: breaking down barriers leaving no-one behind*. At the conference we will be celebrating the past achievements, present endeavours, and future contributions of nurses and midwives to global health and wellbeing across the lifespan and in all settings within the themes of clinical practice; leadership and management; education and training; policy and projects; and research and innovation. A "Call for Abstracts" was released in December 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, Council, Chief Executive, and staff of the Royal College of Nursing United Kingdom 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.



Jill ILIFFE
Executive Secretary
Commonwealth Nurses and Midwives Federation

COMMONWEALTH NURSES AND MIDWIVES FEDERATION

RECEIPTS AND PAYMENTS ACCOUNT YEAR ENDED 30 JUNE 2019

	2019	2018
Receipts		
Consultancy income	0	19,216
Other travel and accommodation reimbursement	1,394	1,740
Corporation Tax reimbursement	0	57
Miscellaneous reimbursement	134	19
Commonwealth Civil Society Policy Forum	12,163	13,591
Member subscriptions	17,991	22,011
Member activities reimbursement	53	163
Commonwealth Nurses and Midwives Conference	0	63,195
Commonwealth Foundation Grant	0	20,000
Burdett Trust Grant	75,000	20,000
African Regulatory Collaborative	0	715
	106,735	160,707
Payments		
Consultancy Fee	24,905	44,460
Office services - stationery, printing, postage, telephone etc	901	613
Office attendance (travel, accommodation)	2,065	1,252
Officer travel and accommodation	1,505	1,740
Treasurer's Honorarium	1,500	1,464
Capital equipment and Infrastructure	0	591
Publications	326	1,229
Website	592	606
Products	0	1,658
Auditor's fee	1,000	1,300
Bank fees	472	1,522
Corporation Tax	57	240
Net Adjustment/Currency exchange (gain)/loss on AU\$	1,677	10,203
Miscellaneous	982	1,242
Meetings - Board travel and accommodation	0	1,313
Company Registration	58	546
Biennial Meeting expenses	0	918
CHPA	335	940
Subscriptions	147	100
Commonwealth Civil Society Forum	10,133	5,946
Member travel and accommodation	0	7,063
Member activities (for or by members)	10,709	2,512
Commonwealth Nurses and Midwives Conference	22,194	42,893
Commonwealth Foundation Grant	8,506	18,645
Burdett Trust Grant	18,807	21,339
African Regulatory Collaborative	130	2,154
	107,001	172,489
Surplus/(Deficit) for the year	(266)	(11,782)
Surplus b/fwd at 01 July 2018	15,232	27,014
Surplus c/fwd at 30 June 2019	14,966	15,232
Surplus represented by:		
Bank balance	14,966	6,876
Cash in hand	0	0
Add debtors and prepayments	0	8,356
	14,966	15,232
Less creditors and accrued liabilities	0	0
	14,966	15,232



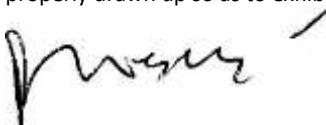
Honorary Treasurer



Executive Secretary

AUDITOR'S REPORT

I have audited the Receipts and Payments Account of the Commonwealth Nurses and Midwives Federation (CNMF) with the books and vouchers of the 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 the CNMF for the year ended 30 June 2019.



Peter Westley BA, FCCA Chartered Certified Accountant 16 November 2019

