

COMMONWEALTH NURSES AND MIDWIVES FEDERATION



ANNUAL REPORT 2022-2023



**UNIVERSAL HEALTH COVERAGE FOR ORAL HEALTH FOR ALL INDIVIDUALS AND
COMMUNITIES BY 2030**



c/- Royal College of Nursing
20 Cavendish Square
London W1G 0RN United Kingdom
+61 438 647 252
Email: 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 C3 Collaborating for Health; Health Information for All; and the World Continuing Education Alliance, 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 Health Professions and Partners Alliance (CHPA), the Independent Forum of Commonwealth Organisations (IFCO), the Commonwealth Secretariat, and the Commonwealth Foundation.

The CNMF's work is supported by the Royal College of Nursing, United Kingdom (RCN UK), providing a registered address in the UK for the CNMF. The RCN UK also scans and forwards any postage and provides much appreciated 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.

Cover photograph: The CNMF has partnered with C3 Collaborating for Health and the World Continuing Education Alliance in a project to provide oral health education to a variety of target groups funded by Colgate.

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 with an option for a further 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: **Europe:** Mr Demetris Loizou (Cyprus); **Asia:** Ms Evelyn Kannan (India); **East, Central and Southern Africa:** Mr Simon Hlungwani (South Africa); **West Africa:** Mr Abdrafui Adanaji (Nigeria); **Pacific and Atlantic regions:** vacant at present. Board members serve one four year term with no option for a further consecutive term.



Demetris Loizou
(Cyprus)



Evelyn Kannan
(India)



Simon Hlungwani
(South Africa)



Abdrafui Adeniji
(Nigeria)



Ms Jill Iliffe has been the appointed CNMF Executive Secretary since April 2008.

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 25th CNMF Biennial Meeting of Members in 2022. The CNMF Strategic Plan is also reviewed each two years and submitted to members at the Biennial Meeting, The CNMF Strategic Plan 2022-2024 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.

2.3 25th CNMF Biennial Meeting of Members

Due to the continued uncertainty about COVID-19, the current difficulty and cost of international travel, and the health system demands on nurses and midwives in their home country, the 25th CNMF Biennial Meeting of Members was held online on 24 September 2022. Two online sessions were held to accommodate the different time zones across Commonwealth countries. 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.

Sixty two delegates from 18 Commonwealth countries attended the Biennial Meeting. Constitutional changes were endorsed and three policy statements were presented: *The Climate Crisis*; *Gender Equity*; and *The International Recruitment of Nurses and Midwives*. These policies will be endorsed out of session. The CNMF *Strategic Plan 2022-2024* was also endorsed. Three further policy statements were endorsed for development: *Universal health coverage*; *Health equity*; and *Emergency and Disaster Preparedness*. The report of the Biennial Meeting is available for download on the CNMF website.

3. ADMINISTRATION

CNMF administrative processes are constantly evaluated for their efficiency, effectiveness, and timeliness. The majority of administrative processes are able to be conducted online rather than on paper or in person. This significantly reduces costs to the organisation. It also contributes to a timely and efficient response, as well as accurate and secure record keeping.

- 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 real time 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 within an alpha-numerical schedule for ease of access. 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, WhatsApp, and Zoom 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 2022-2023 was received from Family Health International (FHI 360) for a regulatory project in Cambodia and from Colgate for an oral health project in partnership with C3 Collaborating for Health. Accessing ongoing funding is a perennial and time consuming problem. The CNMF seeks funders and partners from a broader field in addition to traditional Commonwealth sources. The activities and impact of the CNMF is limited only by access to funding. Considerable savings are generated by the use digital media 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 2022-2023 audit forms part of this Annual Report.

5. PROJECTS

The CNMF has been involved in two major projects during the 2022-2023 financial year. The first was the last year of a five year project developing standards of practice and a scope of practice for the five regulatory councils for health professionals in Cambodia: midwives, nurses, pharmacists, dentists, and medical practitioners. The second was an oral health project in partnership with C3 Collaborating for Health, funded by Colgate.

5.1 Scopes of Practice and Standards of Practice for Midwives, Nurses, Pharmacists, Dentists and Medical Practitioners in Cambodia

In 2019, the CNMF was invited to work with the regulatory council for midwives in Cambodia to develop standards of practice and a scope of practice. While Cambodia is not a Commonwealth country, the CNMF Board agreed to this project as the CNMF had worked closely and successfully with the funder on other similar projects in Africa. In 2020, work with the Cambodia Midwives Council led to a request for a similar project with the Cambodia Council of Nurses. In 2021 and 2022, the Pharmacy Council of Cambodia and the Dental Council of Cambodia also requested the CNMF to undertake the same work with pharmacists and dentists. Toward the end of 2022, the Medical Council of Cambodia engaged the CNMF to develop standards of practice and a scope of practice for medical practitioners. All this work was successfully completed by June 2023. The Standards of Practice and Scope of Practice for Nurses was endorsed by the Ministry of Health and a dissemination workshop held in October 2022. The Standards of Practice and Scope of Practice for Midwives was endorsed by the Ministry of Health and a dissemination workshop held in December 2022.



5.2 Oral Health Project

Late 2022, the CNMF was invited by C3 Collaborating for Health to work with them on an oral health project funded by Colgate. The initial request was to develop a proposal for funding oral health education for nurses. The proposal submitted to Colgate had a number of suggested activities

1. A survey of nurses and midwives on oral health.
2. A survey of nursing and midwifery educators on oral health.
3. The development of an online CPD module on oral health for nurses and midwives.
4. Development of an academic paper resulting from the above three activities.

The two surveys were conducted which confirmed the assumption that nurses' and midwives' knowledge about current oral health practice and global oral health initiatives needed improvement and that while nursing and midwifery educators felt confident about providing education about oral health, 80% were unaware of current global initiatives and neither had they undertaken any updates on oral health to ensure their own knowledge was current.

An online CPD course with five modules was subsequently developed and hosted on the online platform of the World Continuing Education Alliance. Colgate initially funded 300 completions of the course and this number was quickly reached. The course had a 96% success rate with a 15.27% knowledge improvement between pre- and post-tests. The course received a 98% evaluation score over eight criteria. The success of the course led to Colgate requesting a proposal to fund further course completions as well as to develop oral health educational material for parents, teachers, and community health workers.

5.3 Mental Health Legislation Reform Project

The CNMF project to work with the Government of the Bahamas to reform their mental health legislation in line with the UN Convention on the Rights of Persons with Disabilities concluded with a draft Bill which is now going through internal government and parliamentary processes prior to being put to the vote for enactment. This project received financial support from the Commonwealth Secretariat.

6. COMMUNICATION

6.1 Website

The CNMF website (<https://www.commonwealthnurses.org>) 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.



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 (subscription is 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 and published online 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 Facebook, Instagram, LinkedIn. The CNMF closed its Twitter ('X') account due to Board concerns about the platform's lack of policies to minimise or remove inflammatory, offensive, inaccurate, or deliberately false posts.



7. LIAISON

7.1 Commonwealth Liaison

The CNMF maintains close relationships with the Commonwealth Secretariat and the Commonwealth Foundation. 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.

7.2 Commonwealth Year of Youth

Commonwealth Heads of Government at their meeting in Rwanda in 2022, designated 2023 as the Commonwealth Year of Youth, celebrating 50 years of the Commonwealth Secretariat's Youth Program. The CHPA decided to focus on issues for young people across the Commonwealth at their annual policy forum.

7.3 The Commonwealth Health Professions and Partners Alliance (CHPA)



The CHPA is an alliance of Commonwealth accredited health and wellbeing 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.

7.4 Commonwealth Civil Society Policy Forum

The CNMF, as an executive member of the Commonwealth Health Professions and Partners Alliance (CHPA), and in partnership with other civil society member organisations of the CHPA, facilitated the 2023 Commonwealth Civil Society Forum (CCSPF) in April 2023.

The title of the Forum was: *Supporting young people for a safe, secure, happy and health future.* The program focused on a range of issues relevant to young people:

- Young people's concerns regarding climate change.
- Leveraging technology and research to improve the health of young people.
- Innovation in tackling youth violence and exploitation.
- The role of music in developing resilience for young people.
- The challenges for young carers.
- Responding to the mental wellbeing of young people after the pandemic.
- The impact of the Commercial Determinants of Health on young people's nutrition.
- The impact on young people of substandard and falsified medicinal products.



The 2020 CCSPF continued the tradition of a virtual forum which allowed many more participants from civil society than can usually attend a face to face forum in Geneva. Two hundred and thirty-six participants from 31 Commonwealth countries and 8 other countries joined the forum online. A report of the CCSPF, including key actions for Commonwealth Health Ministers is available on the CHPA website: <http://www.chpa.co>.

7.5 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.

7.6 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 Health for All and is in partnership with C3 Collaborating for Health and the World Continuing Education Alliance.



8. MEMBERSHIP

The CNMF actively pursues membership. During 2022-2023 the CNMF welcomed several new full, affiliate, associate and individual members. 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.

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. Many CNMF member associations experienced considerable disruption between 2020-2022 due to COVID-19 and the priorities of members to meet population needs for nurses and midwives. In many instances, associations waived membership fees as individuals struggled in the economic environment of COVID-19.

9. CHALLENGES AND FORWARD PLANS

9.1 Building CNMF Capacity

Currently the CNMF has only one full-time staff members to manage governance, administration, finances, membership, communication, liaison, and projects. One full-time staff member does not provide the CNMF with the capacity to grow and it invests all corporate knowledge in one individual. While several of the strategic areas of the CNMF such as membership, communication, liaison and projects could be outsourced to volunteers, the full-time staff member would still be responsible to monitor and support the volunteer. Building capacity for the CNMF is a major challenge, a challenge which many Commonwealth accredited civil society organisations face. The CNMF Board has not yet been able to find and answer to this challenge.

9.2 Membership

More than two thirds of the CNMF membership comes from small organisations in small states which reflects the composition of the Commonwealth. Even though the CNMF membership fee is very low by any measure, the time and effort in pursuing membership fees and the transaction costs means the exercise is not cost effective. This is another challenge for the CNMF Board. Increasing membership costs for small associations who also have a small membership themselves would, in the Board's view, only result in a loss of members. A range of other options are currently being discussed by the CNMF Board.

9.3 Forward plans

The CNMF has a number of priorities for the coming financial year 2023-2024. Project work will focus on continuing and expanding the oral health project and engaging another Commonwealth country in the work on reforming mental health legislation in Commonwealth countries. 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 2023

<u>Receipts</u>	2023	2022
Member subscriptions	12,872	2,595
Consultancy income	51,825	30,749
P.6 Cambodia regulation project (£13,878)		
P.7 Oral Health project (£37,947)		
	64,697	33,346
<u>Payments</u>		
Consultancy Fee	38,905	31,278
Office services - stationery, printing, postage, telephone etc	409	217
Office attendance (travel, accommodation)	0	0
Officer travel and accommodation	0	0
Treasurer's Honorarium	0	0
Capital equipment and Infrastructure	0	0
Publications	0	283
Website	794	1,134
Auditor's fee	1,017	1,017
Bank fees	368	249
Corporation Tax	740	0
Net Adjustment/Currency exchange (gain)/loss on AU\$	750	73
Meetings - Board travel and accommodation	0	124
Member activities and support	1,006	0
Company Registration	14	13
CHPA	0	113
Affiliations	250	267
Commonwealth Civil Society Forum	285	182
Cambodian consultancy	0	3,250
Oral Health project	4,800	0
Commonwealth Nurses and Midwives Conference	0	0
African Regulatory Collaborative	0	190
	49,338	38,390
Surplus/(Deficit) for the year	15,359	(5,044)
Surplus b/fwd at 01 July 2018	3,396	8,440
Surplus c/fwd at 30 June 2019	18,755	3,396
<u>Surplus represented by:</u>		
Bank balance	18,775	1,977
Cash in hand	0	0
Add debtors and prepayments	0	1,419
	18,755	3,396
Less creditors and accrued liabilities	0	0
	18,755	3,396



Executive Secretary
12 December 2023



President
12 December 2023

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 2023.



Peter Westley, BA, FCCA Chartered Certified Accountant
12 December 2023



Commonwealth Nurses
and Midwives Federation

www.commonwealthnurses.org