



CNMF 25th Biennial Meeting 2022

23-24 September 2022

DRAFT MINUTES

The 2022 CNMF Biennial Meeting was held online using Zoom technology. Holding the meeting online is a consequence of the ongoing difficulties being experienced by CNMF members and friends with responding to the COVID-19 pandemic in their country; access to vaccination; and the uncertainty and cost of international travel. The online meeting was repeated on two occasions over two time zones to facilitate access for all CNMF members and friends.

CNMF member countries represented at the Biennial:

- Canada
- United Kingdom
- The Bahamas
- Trinidad and Tobago
- Barbados
- Cameroon
- Ghana
- Jamaica
- Australia
- Nigeria
- India
- Sri Lanka
- Malaysia
- South Africa
- Malawi
- Sierra Leone
- Malta
- Cyprus
- St Lucia
- St Vincent and the Grenadines

A list of names can be found at the end of the minutes. The list is not complete however. In some instances, nurses and midwives shared a single link and all their names were not captured.

Apologies: Seychelles, Tanzania, Zambia

1. Opening and welcome

Professor Kathleen McCourt, President of CNMF welcomed members and friends of CNMF to the online meeting commenting that, although it was good to be able to have an online meeting, she misses the excitement and camaraderie of meeting face to face and catching up with friends and colleagues. Professor McCourt acknowledged how tough the last two years have been for nurses and midwives across the Commonwealth and thanked those associations present for the support they have provided to the nurses and midwives of their country.

2. Introductions

Jill Iliffe, CNMF Executive Secretary, acknowledged members of the CNMF Board present across the two meetings: Kathleen McCourt, Rosemarie Josey, Annie Butler, Demetris Loizou, Abdrafu Alani, Evelyn Kannan, Simon Hlungwani and Bettyann Murray-John. Ms Iliffe welcomed Simon Hlungwani to the Biennial as the newly elected CNMF Board member for the East, Central and Southern Africa region. Ms Iliffe shared a slide which showed the countries registered for Session 1 and those countries registered for Session 2. Ms Iliffe also reminded participants that all the papers for the meeting are on the home page of the CNMF website (<https://www.commonwealthnurses.org>) and asked them to make sure their microphones were on mute throughout the meeting.

3. CNMF President's Report

Professor Kathleen McCourt presented her report as President of the CNMF over the reporting period. The report can be found at Attachment 1.

4. CNMF Executive Secretary's Report

Ms Jill Iliffe presented her report as Executive Secretary of the CNMF over the reporting period. The report can be found at Attachment 2.

5. CNMF Treasurer's Report

Ms Jill Iliffe presented the Treasurers report. The report can be found at Attachment 3.

6. CNMF Board Member Report

CNMF Board Members provided a brief verbal report of activities and issues from their regions.

Questions to the reports

The CNMF was asked whether steps were being taken to establish a more formal role with the International Council of Midwives. Ms Iliffe responded that, in the past, there had been a very close relationship and it was lobbying by the President of the ICM which resulted in the CNMF changing its name to include midwives and changing membership categories to include national midwifery associations. The relationship is not as close at present however the CNMF should make an effort to re-establish the relationship, particularly as much of the work of the CNMF over the past five years has been directed toward midwives. Ms Joy Kemp from the Royal College of Midwives UK offered to work with the CNMF to re-establish the relationship.

The CNMF was asked if they were aware of the difficulties the Grenada Nurses Association (GNA) was having in relation to nursing education. Ms Iliffe said she was aware and had been in touch with the GNA, however would follow up to see if there is anything else the CNMF can do to assist.

Ms Rebecca Johnson commented that during the pandemic it was very helpful to be part of an association where you could receive advice, encouragement and support.

7. Constitutional changes

Ms Jill Iliffe presented the recommended changes to the CNMF Constitution (clauses 1.2; 2.1; 4.1 and 4.2). The changes are relatively minor in nature and the changes are designed to make the clauses more accurate. The Constitutional changes can be found at Attachment 5.

Resolution: *That the changes to the CNMF constitution are endorsed.*

Moved: Rosemarie Josey Seconded: Annie Butler

CARRIED

8. Announcement of elections

Ms Iliffe announced the unopposed re-election of Professor Kathleen McCourt for a further four-year term as CNMF President. Ms Iliffe also welcomed Mr Simon Hlungwani, President of the Democratic Nursing Organisation of South Africa to the position of Regional Board Member for the East, Central and Southern Africa Region.

9. Discussion of draft policy statements

- The Policy Statement on Gender Equity was presented by Ms Rebecca Johnson (Bahamas). The Policy Statement will be circulated to members and endorsed out of session.
- The Policy Statement on Climate Change and Health was presented by Annie Butler (Australia). The Policy Statement will be circulated to members and endorsed out of session.

- The Policy statement on The International Recruitment of Nurses and Midwives was presented by Rosemarie Josey (Bahamas). The Policy Statement will be circulated to members and endorsed out of session.

The meeting requested the development of new policies on:

- Universal Health Coverage
- Health Equity
- Emergency and Disaster Preparedness and Response

10. Notified general business

There was no notified general business.

11. Closing comments from member countries

Professor McCourt invited participants to make a contribution to the meeting. Comments were provided by Bettyann-Murray-John; Annie Butler; Tim Guest; Ernestina Donkor; Rebecca Johnson; Abdrafu Alani; Camille Williams; Yuko Leong; Vishnu Renjith; Willamae Stuart; Prescola Rolle; and Valarie Francis-Miller.

12. Close

There being no other business, Professor Kathleen McCourt thanked participants for their attendance and their commitment to the CNMF and wished them well with their endeavours in their own countries.

LIST OF INDIVIDUALS ATTENDING SESSIONS 1 and 2

Please note: this list is not complete as many nurses joined a colleague who was linked in to the meeting.

SESSION 1

- Kathleen McCourt, CNMF President
- Rosemarie Josey, CNMF Deputy President
- Jill Iliffe, CNMF Executive Secretary
- Annie Butler CNMF Pacific Region Board Member
- Abdrafiu Alani CNMF West Africa Region Board Member
- Bettyann Murray-John CNMF Atlantic Region Board Member

- Tim Guest, Canada
- Joy Kemp, Royal College of Midwives, UK
- Rebecca Johnson, Bahamas
- Willamae Stuart, Bahamas
- Cornell Johnson, Bahamas
- Tamica Gibson, Bahamas
- Prescola Rolle, Bahamas
- Pamela Smith, Bahamas
- Peggy Cooper, Bahamas
- Janice Charles Davidson, Trinidad and Tobago

- Valarie Francis-Miller, Barbados
- Ernestina Donkor, Ghana
- Camille Williams, Jamaica
- Vishnu Renjith, India
- Calvin Ncha Oyongakom, Cameroon
- Ephraim Senkyire, Ghana
- Rose Futrih Njini, Cameroon
- David Tenkorang-Twum, Ghana
- Perpetual Ofori-Ampofo, Ghana
- Cartia Murphy (country unknown)
- Yuko Leong, USA

SESSION 2

- Kathleen McCourt, CNMF President
- Rosemarie Josey, CNMF Deputy President
- Jill Iliffe, CNMF Executive Secretary
- Evelyn Kannan, CNMF Board Member Asia Region
- Demetris Loizou, CNMF Board Member Europe Region
- Betty-Anne Murray John, Trinidad and Tobago
- Simon Hlungwani, CNMF Board Member for Africa Region

- Heather Sam, DENOSA
- Daniel Manamela, DENOSA
- Denise Chaffer, RCN UK
- Brian Boag, UK
- Lara Carmona RCN UK
- Julie Attenborough UK
- George Saliba, Malta
- Colin Galea, Malta
- Paul Pace, Malta
- Alexander Manche, Malta
- Maria Loizou, Cyprus
- Roy George, India
- Jyoti Sangwan, India
- Nirmani Yasara, Sri Lanka
- Miriam Josiah, Sri Lanka
- Aisyahaton Suhaimi, Malaysia
- Hanimah Samsudin, Malaysia
- Maria Smith, Bahamas
- Paulette Cash, Bahamas
- Alicia Baptiste, St Lucia
- Melissa Stowe, St Vincent and the Grenadines

- Brigid Amechi, Nigeria
- George Che, Cameroon
- Nelson Ngang Nche, Cameroon
- Senesie Margao, Sierra Leone
- Hossinatu Kanu, Sierra Leone
- Musah Conteh, Sierra Leone
- Ramateu Elizabeth Ngauja, Sierra Leone
- Fatmata Dabo, Sierra Leone
- Ada Nagura, Sierra Leone
- Fatmata Lansana, Sierra Leone
- Josephine Saidu, Sierra Leone
- Fredrica Hanson, Ghana
- Peter Mvuma, Malawi
- Tomilayo Akinsikeu, UK
- Doris Sedia Sandy
- Cheryl Noel
- Monica Greene
- Margaret Mamah
- Ella Marshall
- A. Phillips

**Commonwealth Nurses and Midwives Federation
25th Biennial Meeting - 23 - 24 September 2022**

PRESIDENT'S REPORT

As nurses and midwives across the Commonwealth gather virtually for the 25th Biennial Meeting - how can I put into words the extent of the challenges that we have all faced, personally and professionally?

Our 24th Biennial meeting in 2020 concluded just days before the COVID 19 pandemic began restricting our movement and increasing the demands on health care professionals worldwide. Across the Commonwealth, nurses and midwives have been at the forefront during the pandemic as teams rose to the challenge of this unprecedented situation. Commonwealth countries and regions mobilised health care staff and resources to an extent never before seen. We faced the rapid growth in those affected and the significant number of patients suffering severely from this virus across the Commonwealth. The human cost has been felt across our professions and CNMF send our sincere sympathy to family and friends who have been affected by loss and our best wishes to colleagues experiencing long term issues.

Our Commonwealth members have gone the extra mile throughout; working long hours, introducing new innovative practice, planning crisis management and addressing workforce shortages. Many Nursing and Midwifery Associations have deployed extra training to ensure staff are able to continue to deliver care and maintain safety.

On behalf of the CNMF I have worked with other Commonwealth healthcare professional groups in utilising and sharing the Commonwealth COVID 19 Dashboard to offer crucial data and analysis to governments and health workers during the pandemic. The pandemic has led to the valuable contribution of healthcare professionals being recognised more than ever before. As we continue to confront inequalities across the Commonwealth, we are also seeing newly emerging problems and increasingly excessive demands on the availability of health services. Our National Nurses Associations have undertaken significant activity in supporting members in all regions throughout this time. My deepest thanks to the NNA leaders across our membership who have diligently and unwaveringly supported our colleagues through a variety of endeavours.

The 25th Biennial Meeting brings a number of our valued colleagues' terms of office to an end and on behalf of CNMF I offer my sincere thanks to our outgoing Board Members:

Annie Butler – Pacific Region; Paul Magesa - ECSA Region; Bettyann Murray John – Atlantic Region. Our replacement Board Members are presently being sought - I would urge those contemplating applications to consider how important these roles are in leading the voice of your region within the Commonwealth family.

Over these last few years, I am sure, like me, your digital skills have been developed and honed as technology has enabled us to work together remotely. Whether using Zoom, Teams, Skype or podcasts, I have spoken with colleagues throughout this time, often directly with those in key leadership positions or by addressing national conferences.

An essential element of CNMF's activity over this period has been the unstinting contribution of our Executive Secretary, Jill Iliffe. Jill's tireless work has kept CNMF at the forefront of Commonwealth health activity. Jill and I have attended numerous virtual meetings ensuring that CNMF continues to function as a Commonwealth accredited organisation which can actively access, participate and contribute to Commonwealth Ministers' meetings, heads of government sessions and the Commonwealth Foundation. Sincere thanks are also due to the generous support we receive from Baroness Scotland, Commonwealth Secretary-General.

My particular thanks go to the Trained Nurses' Association of India who have faced many issues over this period. Their Board representative and leadership team have been exemplary, working tirelessly on behalf of the profession. I would also like to acknowledge the incredible support provided to both Jill and I by my Deputy President, Rosemarie Josey who is always there to lend a hand whenever it is needed.

At our 24th Biennial Meeting Jill announced her intention to retire, but as the pandemic surged it became clear that it was not the right time to change the CNMF leadership and Jill agreed to stay and support us through this period. Our sincere thanks to Jill for remaining in post. As the world recovers from the pandemic, the Board will now progress this issue.

It is with great sadness that we learned of the passing of Queen Elizabeth II, Head of the Commonwealth on 8 September 2022. The Commonwealth family have expressed our deep sympathy and sincere condolences have been sent to King Charles III and the Royal Family on behalf of CNMF.

During her reign the late Queen met many Commonwealth nurses and midwives. It was our great honour when, as a special act on International Nurses Day in 2020, HRH personally telephoned me to express her gratitude and thanks to CNMF members during these challenging days. The Queen has a special place in our memory and I believe King Charles III will continue this relationship.

My Presidency has perhaps not followed the previous models of presidency but I have explored and undertaken many activities through various media on behalf of the CNMF and in collaboration with other Commonwealth organisations. I want to thank my Board members, Rosemarie Josey, CNMF Deputy President, and Jill for their advice, support and contribution throughout.

As we move forward, we must work to influence the many agendas that affect nursing and midwifery within the Commonwealth and on the global stage. We can all mobilise our energies in influencing key health policies; workforce, recruitment and retention and improving our working conditions. Our society and our planet need nurses and midwives to be involved in addressing climate change, economic uncertainty and equality issues. We are front and centre in ensuring your voices are heard. Please support our work in doing so across the Commonwealth.

To each and every one of you - our members - a huge thank you for everything you have done. Please stay positive and enthusiastic for the benefit of our patients, colleagues and communities worldwide. Thank you.

Professor Kathleen McCourt CBE FRCN

President CNMF

24 September 2022

EXECUTIVE SECRETARY REPORT
25th CNMF BIENNIAL MEETING OF MEMBERS
24 September 2022

INTRODUCTION

I did not expect to be addressing you at this 25th CNMF Biennial Meeting of Members. Those of you who were present at the 24th CNMF Biennial Meeting of Members in London on 5th March 2020 will recall I announced my retirement from the position of CNMF Executive Secretary and enjoyed a very pleasant and special farewell.

The CNMF was so lucky to have been able to hold the 24th Biennial Meeting and the 5th Commonwealth Nurses and Midwives Conference which followed. Even as the Conference closed, countries were starting to close their borders and impose mandatory quarantine for returning travelers. A two-week quarantine was announced by my own country when I was on the plane returning home. Fortunately, kind neighbours dropped off provisions to see me through the quarantine period. The much anticipated 'Year of the nurse and the midwife' was a year like no other with very little to celebrate.

The COVID-19 pandemic really caught the world unawares and unprepared. Looking back two years' later, I don't think there is one country which handled the pandemic well. Neglected health systems struggled to cope, and decades of poor investment in the health workforce left all countries with insufficient staff and relying on health workers to plug the gaps by working overtime, double time and forgoing leave entitlements, increasing their own risk of ill health.

I don't have to tell you what nurses, midwives, and other health workers went through the past two years. You know it only too well yourselves. But we can all be proud of the way in which nurses and midwives heroically responded and willingly shouldered additional burdens to care for their populations. Governments were quick with their praise of nurses and midwives, but now the urgency has gone out of the response to the pandemic, we are yet to see that gratefulness translate into tangible action to strengthen health systems and the health workforce.

The focus on achieving the Sustainable Development Goals and universal health coverage; reducing the impact on health systems of communicable and non-communicable diseases; and mitigating the effects of climate change on health and wellbeing was put aside during the pandemic and as a consequence we now have less healthy populations, more inequity, and a more fragile planet. The need for nurses and midwives to lead the way to restore health systems and refocus health service delivery has never been greater.

GOVERNANCE

Following the 24th Biennial Meeting in 2020 and in consultation with the President and Board, it was decided to postpone advertisement for a new Executive Secretary for a few months. That few months turned into a few years. It became very clear that in-country projects would not be possible, significantly affecting CNMF revenue. Again, in consultation with the President, I reduced my hours of work from 36 hours each week to 21 hours each week starting from April 2020. This continued until December 2021. In January 2022, my hours were increased to 26 hours each week in order to start applying for project grants and preparing for the advertisement and handover to a new Executive Secretary.

All essential governance processes were continued throughout the pandemic: accreditation to the Commonwealth; reporting responsibilities as a UK Private Limited Company; and submission of company taxation returns. Board meetings were held online which proved challenging because of the time differences across the Commonwealth. Elections for President were held this year and I am pleased to announce that Professor Kathleen McCourt was elected unopposed for a further four-year term. Elections are still underway for Board members for the Atlantic; Pacific; and East, Central and Southern Africa Regions. I would like to express my thanks to outgoing Board members: Annie Butler, Paul Magesa, and Bettyann Murray-John.

ADMINISTRATION

Administrative processes run smoothly as most are digitised. I want to thank the Royal College of Nursing UK for their continuing support for the CNMF. The CNMF registered office is care of the RCN and the RCN scans and forwards any post to the CNMF. This has been particularly valuable during COVID when visits to the UK have not been possible. The friendship and collegiality from the RCN International Team have continued however, with monthly online calls which have been a great support. In the past, the RCN has also hosted the CNMF Board Meeting and Biennial Meeting of Members, and provided the services of their Events Team to support the CNMF Conferences but, as you are of course aware, the Biennial Meeting is being held online this year and the 6th Commonwealth Nurses and Midwives Conference was postponed until 2024.

MEMBERSHIP

Membership of the CNMF is stable. The Board have not recommended any change to the CNMF membership fees however a comprehensive review of CNMF membership is planned for this financial year which may see an increase in membership fees in 2024. Membership fees are structured according to the number of 'fee paying' members of an organisation. Membership fees are quite low and I am quite confident member countries can afford the annual membership fee or are able to fund raise to cover it. It is very time consuming chasing up members who have not paid invoices. Some of the late payment reflects an administration system within the majority of Commonwealth national nursing and midwifery associations that relies on volunteers who are busy people. However, having an efficient administrative system which pays invoices promptly is a feature of good governance.

Two new countries were admitted to the Commonwealth at the recent Commonwealth Heads of Government meeting, Togo and Gabon: Togo is in West Africa and shares a border with Cameroon. Gabon is in East Africa and shares a border with Ghana. Both Togo and Gabon are French speaking countries and gained their independence from France in the 1960's. So far, we have not been able to identify either a nurses or a midwives association in either country.

FINANCES

Finances are a mix of membership fees, project grants, project management fees, and consultancies. It is always a struggle for a small organisation to be competitive for grant funding and the work that we are capable of doing is limited by a lack of funding. CNMF income has been significantly affected by being unable to attract project funding because of the pandemic. Members have also been very slow in paying membership fees. It is hoped this situation will improve this financial year. The CNMF finances are audited annually and the CNMF is registered for taxation purposes in the UK.

COMMUNICATION

The CNMF has maintained communication with members throughout the pandemic through the monthly e-News. Board members were asked to organise a two-hour online conference within their region although so far only the Europe Region conference has been held. Conferences are in the planning stage for the Atlantic Region and the Asia Region and it is hoped that the other regions will be organised early next year. There has been periodic disruption to communication from time to time for a range of reasons however communication has been maintained to the extent it was possible. One of the difficulties with communication is when the executive officers of associations change and the CNMF is not advised of the new contact details. While a contact update form is sent to each member at the beginning of each year, very few are returned which affects communication.

LIAISON

The CNMF has maintained liaison with the Commonwealth Secretariat, and the Commonwealth Foundation, and continues to act as Secretariat for the Commonwealth Health Professions and Partners Alliance (CHPA). The CHPA hosted Commonwealth Civil Society Policy Forum was held in April 2022 prior to the Commonwealth Health Ministers' meeting. The topic was 'Commercial Determinants of Health'. As a bloc, the Commonwealth has been, and is, quite influential and there are Commonwealth forums where the voices of nurses and midwives would be silent if not for the Commonwealth Nurses and Midwives Federation. The CNMF has also maintained a close relationship with the International Council of Nurses and at present is exploring a more formal relationship between the two organisations.

PROGRAMS

Two CNMF programs were able to be progressed during the pandemic. The writing of new mental health legislation for The Bahamas has progressed to the tabling of the new Bill in Parliament. Meetings with the Bahamas National Mental Health Advisory Committee were held online, usually for me at a very late hour at night because of the time difference between The Bahamas and Australia. The project was supported with funding from the Commonwealth Secretariat.

The other program was supporting the Cambodian Council of Nurses (CCN) to write a scope of practice and standards of practice for nurses in Cambodia. This was stage 2 of a previous project. Stage 1 was working with the Cambodian Midwives Council (CMC) to undertake the same work. While Cambodia is not a Commonwealth country, the CNMF had worked closely and successfully on several projects in Africa with the funder, who was keen for the CNMF to undertake the project. The Board approved the work in Cambodia. All the consultations with the CCN Technical Working Group were able to be accomplished online. The success of the work with the CMC and the CCN led to a stage 3, working with the Pharmacy Council of Cambodia (PCC) and the Dental Council of Cambodia (DCC). This work has now been successfully completed, all online, and the funder is pushing for stage 4, to work with the Medical Council of Cambodia. It has been a very enjoyable project and the online work with the PCC and DCC Technical Working Groups and the interpreter has gone very smoothly. One of the outcomes of this project has been greater communication, cooperation and harmony between all five regulatory bodies in Cambodia.

NEXT STEPS

Preparing the organisation to advertise for and hand over to a new Executive Secretary will be a priority. The Commonwealth Secretariat has indicated their interest in funding further work on mental health legislation.

A two-year project on oral health has been negotiated with C3, Colgate and the CNMF in Tanzania, Kenya and South Africa will commence later this year. And stage 4 of the Cambodia scope and standards of project will also commence later this year. Consultations with the ICN will also continue to explore a closer relationship between the two organisations.

The pandemic has taught us the value of online communication but also the limitations. The CNMF Board will be working toward a face to face 26th Biennial Meeting of Members and 6th Commonwealth Nurses and Midwives Conference in 2024.

Jill ILIFFE

Executive Secretary

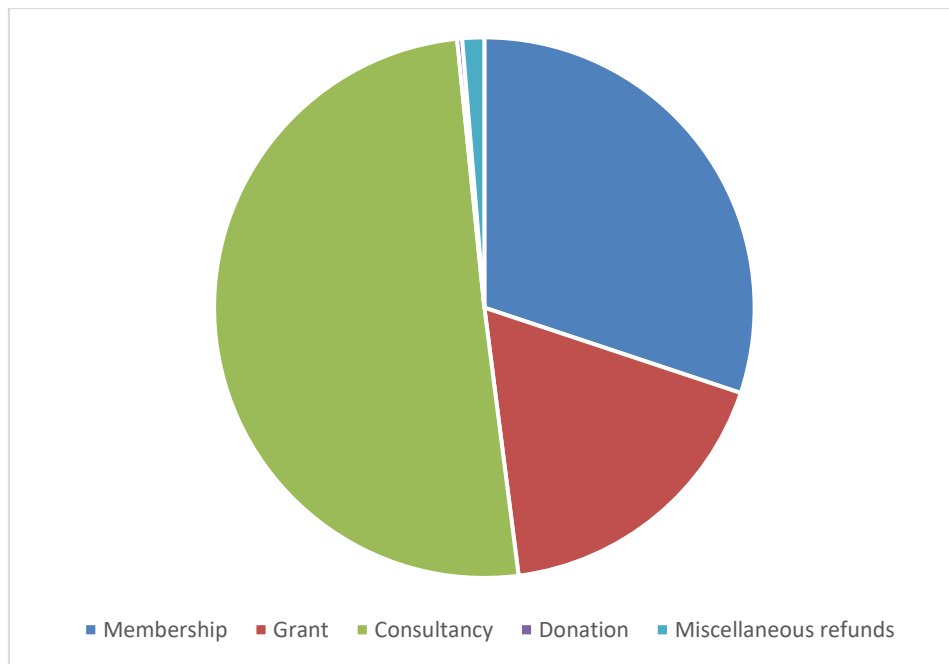
Commonwealth Nurses and Midwives Federation

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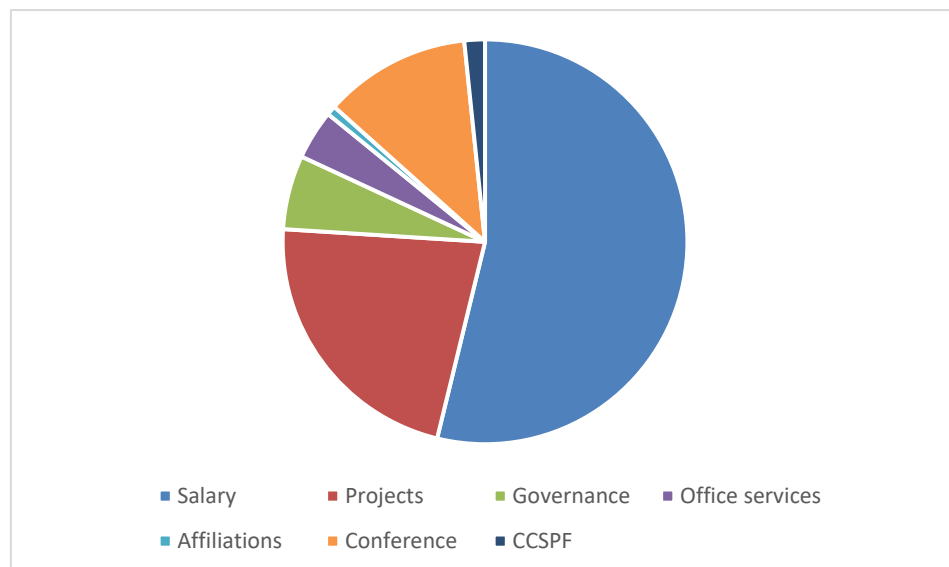
**TREASURER REPORT
25th CNMF BIENNIAL MEETING OF MEMBERS
24 September 2022**

The Treasurer’s report covers the financial years 2020-2021 and 2021-2022. Income and expenditure over these two financial years have been significantly affected by restrictions on in-country activities and travel as a result of the COVID-19 pandemic. The CNMF Board made decisions to hold the 25th CNMF Biennial Meeting of Members as an online meeting and postpone the 6th Commonwealth Nurses and Midwives Conference until 2024.

INCOME 2020-2022



EXPENDITURE 2020-2022



NOTES TO 2020-2022 ACCOUNTS

INCOME

The CNMF income is generated from membership fees, project grants, consultancies, donations, and fundraising activities.

(a) GRANTS

During the reporting period, the CNMF had one grant for the mental health legislation project funded by the Commonwealth Secretariat which was able to be conducted online. For the two years under review grants constituted £14,980 (or 18%) of total income.

(b) MEMBERSHIP

Membership fees constituted £25,256 (or 30%) of total income. Membership fees for national nursing and midwifery organisations are structured according to the number of financial members belonging to that organisation. The CNMF membership year runs from 1 January to 31 December. The CNMF Board has not increased membership fees since 2014. Despite the small fees, very few countries pay their invoices on time and it is very time-consuming sending reminders and chasing subscriptions. There is no recommendation to increase membership fees for 2023-2024 however it is likely fees will be restructured at the 26th CNMF Biennial in 2024.

(c) CONSULTANCY

This is income generated by consultancy services to funding bodies or technical assistance to countries. The CNMF was engaged by the University of Washington, with whom it had worked before in Africa, to support the Cambodian Council of Nurses (CCN) to develop a scope of practice and standards of practice. The work with the CCN was able to be conducted online. Funding for the project was taken over by FHI360 and the CNMF was further engaged to provide technical assistance to the Pharmacy Council of Cambodia and the Dental Council of Cambodia to conduct similar projects with them. In the next financial year, FHI360 has engaged the CNMF to work similarly with the Medical Council of Cambodia. Income from consultancy services over the two-year reporting period was £42,283 provided 50% of total income.

(d) MISCELLANEOUS

This line generally relates to miscellaneous reimbursements and represented 1% of total income. There was a £978 refund by HSBC for overcharged bank fees.

(e) DONATION

This was a one-off donation of £250 to the CNMF on the occasion of the Westminster Abbey Commonwealth Day service (0.3% of income).

EXPENDITURE

The CNMF expenditure reflects the costs associated with the day to day running of the organisation, effective governance, maintaining communication, responding to member requests, liaising with relevant national, regional and international bodies, and conducting projects and consultancies to generate income.

(a) GOVERNANCE

Governance costs include company registration, audit costs, bank fees and currency gains or losses. Total cost was £5,050 which is 6% of total expenditure

(b) OFFICE SERVICES

This line includes communication costs such as internet, wifi, Zoom; website hosting and domain name; publications and some postage. Overall cost over the two-year period was £3,367 or 4% of total expenditure.

(c) CONSULTANT FEES (Salary)

The expenditure in this line is the consultant fee for the Executive Secretary. During the COVID-19 pandemic with the inability to progress in-country work and travel, the Executive Secretary's hours were reduced by mutual agreement with the President. From 1 July 2020 to 31 December 2021 hours were reduced from 36 per week to 21 per week. From 1 January 2022 hours were increased to 26 per week. Consultant fee (salary) accounts for 54% of total expenditure.

(d) PROJECTS

These items represent costs incurred in managing and delivering both grant and consultancy projects. Overall project costs were £18,924 over the two-year period, which is 22% of total expenditure.

(e) CONFERENCES

Conference costs relate to the 5th Commonwealth Nurses and Midwives Conference in March 2020 and represent an invoice which was late being presented. Conference costs of £10,000 account for 12% of total expenditure.

(f) COMMONWEALTH CIVIL SOCIETY FORUMS

This relates to expenditure associated with the 2021 and 2022 Commonwealth Civil Society Policy Forums. Both Forums were online due to the COVID-19 pandemic so costs were reduced. This line accounts for 2% of total expenditure

SUMMARY

The end of year results in 2021 was a surplus of £3,642 and a loss of £5,044 in 2022 resulting in an overall loss of £1,402. I would like to record the thanks of the CNMF to our auditor, Mr Peter Westley, who is always been exceedingly generous with his time and helpful with his advice. The CNMF achieves a great deal with very little funding and is held in high regard for the quality, scope and cost-effectiveness of the activities it provides. A future focus on applying for larger grants, perhaps in partnership with other organisations, and increasing membership through the different membership categories, could see a great deal more achieved.