



# SOUTH PACIFIC NURSES FORUM

**Minutes of the South Pacific Nurse Forum's 18<sup>th</sup> Annual General Meeting held in  
Honiara, Solomon Islands on Friday 4 November 2016**

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## **Present**

Presidents of the following National Nurse Association and countries:

Australia  
Cook Islands  
Fiji  
Solomon Islands  
Tonga  
Papua New Guinea  
New Zealand  
Vanuatu

## **Apologies**

Kiribati  
Samoa

## **Minutes taken by:**

Jointly by Annie Butler, Assistant Federal Secretary, Australian Nursing and Midwifery Federation (ANMF) and Memo Musa, Chief Executive, New Zealand Nurses Organisation (NZNO)

## **1. Welcome**

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The 18<sup>th</sup> South Pacific Nurses Forum (SPNF) Annual General Meeting (BGM) was opened with a prayer by Mr Macnald Tau, President of the Solomon Islands Nursing Association. Presidents of National Nursing Associations (NNAs) including delegates and SPNF attendees were welcomed to the 18<sup>th</sup> BGM of the SPNF.

The role of Chair of the BGM was taken jointly by Macnald Tau and Annie Butler.

Annie Butler briefly outlined the agenda for the BGM and invited NNA Presidents and delegates and attendee's to refer to page 10 of the SPNF programme and book of abstracts.

### **1.1 Apologies**

Apologies for absence were noted from Kiribati and Samoa who had departed before the commencement of the BGM due to early departure of their flights. Apologies were noted from Kerri Nuku, Kaiwhakahaere, NZNO, for early departure from the BGM.

## 1.2 Minutes from the SPNF's 17<sup>th</sup> BGM held in Nuku'alofa, Tonga in 2014

The minutes of the BGM held in Nuku'alofa, Tonga on Friday 8 November 2014 had previously been distributed (August 2015) to the Presidents of NNA's who are members of SPNF. The minutes were taken as read.

There were no questions raised or corrections to the minutes.

The minutes were confirmed and declared a true and correct record of the BGM

Moved:	Cook Islands
Seconded:	Tonga
<b>CARRIED</b>	

## 1.3 Matters arising and resolutions from the SPNF's 17<sup>th</sup> BGM held in Nuku'alofa, Tonga in 2014

Annie Butler confirmed that the agenda for the BGM had been structured to accommodate the actions from the last BGM. She also confirmed that a meeting with the South Pacific Chief Nurses and Midwifery Officers Alliance (SPCNMOA) would be taking place after the BGM.

It was confirmed that the communique` from the 17<sup>th</sup> BGM and SPNF held in 2014 had been circulated to all NNA's and placed on the SPNF website.

It was confirmed an interim Steering Committee had been established to progress the resolutions from the last BGM. The Steering Committee met through teleconference on a three monthly cycle when possible. It was noted that it had not always been possible to have participation by all NNA members of the committee. However terms of reference had been agreed. The SPNF constitution review had been progressed and was on the agenda for the 18<sup>th</sup> BGM.

The broad topics on Strategy (Nursing and Health), Policy, Regulation, Education, including Investment and Funding had been discussed by the Steering Committee. A template had been prepared to gather information from NNAs about nursing education undergraduate programmes. This work will progress.

## 1.4 Host NNA and Country for the 19<sup>th</sup> SPNF in 2018

At the last BGM it was agreed that the SPNF and BGM for the year 2018 would be held in the Cook Islands (subject to consultation in the Cook Islands).

The President of the Cook Islands Nursing Association advised that consultation had taken place in regard to hosting the 19<sup>th</sup> SPNF in the Cook Islands. She confirmed that the Cook Islands Nursing Association will host the 19<sup>th</sup> SPNF in 2018 in the Cook Islands

### Motion

It was moved that the 19<sup>th</sup> SPNF be hosted by the Cook Islands Nursing Association and will be held in the Cook Islands in 2018.

Moved:	Solomon Islands
Seconded:	Tonga
<b>CARRIED</b>	

## 1.5 Nominations to host NNA and Country for the 20<sup>th</sup> SPNF in 2020

Nominations for the next host country were opened. It was confirmed that NNA's in the Pacific should be given every chance possible to host future SPNF conferences and meetings as these provide valuable learning and development opportunities.

The Cook Islands Nursing Association nominated Vanuatu Nurses Association to be the next host NNA in Port Villa, Vanuatu in 2020.

The President of the Vanuatu Nurses Association was invited to respond. She advised that the Vanuatu Nurses Association was prepared to host the 20<sup>th</sup> SPNF and BGM in Port Villa, Vanuatu in 2020.

### Motion

It was moved that the 20th SPNF be hosted by the Vanuatu Nurses Association and will be held in Port Villa, Vanuatu in 2020.

Moved:	Solomon Islands
Seconded:	Tonga
<b>CARRIED</b>	

## 1.6 Country Reports

The joint Chairs requested that country reports be tabled instead of being presented to allow more time for discussion and debate on the SPNF Constitution review.

The following NNA's agreed to table their reports or to circulate and make them available for uploading on the SPNF website:

- Australian Nursing and Midwifery Federation
- Cook Islands Nursing Association
- Solomon Islands Nursing Association
- New Zealand Nurses Organisation
- Papua New Guinea Nurses Association
- Vanuatu Nurses Association

Tonga Nurses Association gave a verbal report highlighting that:

- The Tonga International Nurses conference was held in 2015.
- Chief Nurse is working on the Nurses Act revision to improve regulation of the nursing profession
- The TNA looked forward to recognition of Tongan trained nurses in Australia and New Zealand

The Fiji Nurses Association gave a verbal report highlighting that:

- The NNA was working and preparing a pay claim to take to government and cabinet in December 2016 covering 1400 members and new graduates nurses who are being employed. This work was being supported by a consultant from the New South Wales Nurses and Midwives' Association including support from the New Zealand Nurses Organisation.

- The establishment of a programme for mentoring new graduate nurses and young nurses.
- Doctors in Fiji had received a significant rise in wages following their pay claim during 2015.
- The International Council of Nurses requested Fiji Nurses Association to host a regional conference or convention in 2018. Fiji Nurses Association is considering this request.

### **Motion**

It was moved that NNA Country reports for the 18<sup>th</sup> SPNF and BGM be received as presented or submitted to the SPNF Secretariat for uploading on the SPNF website.

Moved:	New Zealand
Seconded:	Fiji
<b>CARRIED</b>	

## **2. SPNF Constitution Review**

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### **2.1 SPNF constitution review process**

It was confirmed that at the last BGM it was agreed to review the SPNF constitution to address the gaps in governance structures, administrative support arrangements including reference to the BGM Nominations for the next host country were opened.

The review process was led by the Steering Committee. A first draft constitution was prepared with input from the Steering Committee. The revised draft had been subject to a legal review to ensure that the changes proposed were workable.

A rationale for the review was circulated to NNA's present at the 17th BGM including delegates and attendees.

Kerri Nuku, Kaiwhakahaere, NZNO outlined the changes proposed in the constitution and referred member NNA's to the rationale which had been previously circulated.

Annie Butler, Assistant Federal Secretary, ANMF gave a broad outline of the changes to the constitution outlining the structure including interpretations, objectives, powers, management, membership, meeting procedures, alterations including highlighting that:

- Objectives had been retained as per the previous constitution
- The document was longer but clearer
- It was simple to follow and implement
- The section on interpretation had been expanded to makes things clearer
- The roles of the Secretariat and Steering Committee were included
- Voting clauses had been simplified with a move to one vote per member NNA instead of four votes
- Procedures for conduct of the meeting were included
- Register of members was included
- Separated the role of conference and BGM

NNA Presidents were invited to make comments first on the proposed amendments. They commented that they had had the opportunity to provide feedback on earlier drafts and had no additional comments to make. It was noted that the revisions were a major improvement to the current SPNF constitution.

Delegates and attendees were invited to make comments and ask questions from the floor. A number of points of clarification were made covering:

- The role of the steering committee
- Management of funds, when and how these would be carried over after each SPNF
- Definition of approved entity to be included under interpretation
- Potential barriers to NNA wishing to join
- Discussion on the merits or not of including midwifery
- Definition of indigenous – was agreed to request each NNA to provide a definition and have this included under interpretations as an appendix
- Delegate numbers to conference – agreed that each member could send as many as it wished.

The proposed changes were noted in an electronic copy of the revised constitution for all participants to view.

Following an open discussion it was recommended that guidelines be developed by the Steering Committee to provide assistance to host NNAs and countries to be clear about expectations, and what is required to host a successful SPNF and BGM. This could include how to about selecting a theme and topics for the conference.

**Motion**

It was moved that SPNF Constitution be adopted as amended at the BGM and be circulated to all members NNAs once finalised and be uploaded on the website.

Moved:	Cook Islands
Seconded:	New Zealand
<b>CARRIED</b>	

**Motion**

It was moved that the Steering Committee develop guidelines for NNAs on requirements to host an SPNF and BGM.

Moved:	Cook Islands
Seconded:	New Zealand
<b>CARRIED</b>	

### 3.0 SPNF Communique`

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A draft SPNF communique` was presented to NNA Presidents, delegates and attendees. Amendments were made on an electronic copy which was displayed to all those present.

Agreement was reached on the content of the SPNF communique` and that this be used as the basis of the joint discussion with SPCNMOA.

#### **Motion**

It was moved that the SPNF Communique be adopted as presented and be placed on the SPNF website as soon as possible.

Moved:	New Zealand
Seconded:	Solomon Islands
<b>CARRIED</b>	

### 4.0 General Business Resolutions

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Following further discussions on the content of the SPNF communique` the following resolutions were passed:

#### **Resolution 1**

That the Steering Committee shall comprise the Presidents of NNA's from the following Nations:

- Australia Nursing and Midwifery Federation (Secretariat)
- Cook Islands Nursing Association
- Fiji Nurses Association
- Kiribati Nurses Association
- Solomon Islands Nursing Association
- Tonga Nurses Association
- Papa New Guinea Nurses Association
- New Zealand Nurses Organisation
- Vanuatu Nurses Association

Moved:	Solomon Islands
Seconded:	Tonga
<b>CARRIED</b>	

#### **Resolution 2**

Consistent with SPNFs goal for NNA to have influence at all levels of health policy nursing education and health strategic planning member NNAs in collaboration with relevant stakeholders commit to progressing development of nursing education in their country.

SPNF support and request consistency of programmes for nurses' exchange or hands-on clinical experience between different countries throughout the Pacific and require the support of regulatory bodies including other stakeholders in each country with access to indemnity insurance cover.

And that each NNA report back on progress at the next BGM

Moved:	Tonga
Seconded:	Papa New Guinea
<b>CARRIED</b>	

### **Resolution 3**

That the SPNF Steering Committee prepare a draft five year Strategic Plan for SPNF and an action plan with implementation timelines for consideration and ratification at the next BGM

Moved:	Fiji
Seconded:	Cook Islands
<b>CARRIED</b>	

No other items of general business were raised.

The Chair thanked the Presidents of NNAs and member countries for their co-operation and constructive discussions.

The BGM was closed with a prayer by the President of the Cook Islands Nurses Association.

The BGM closed at 12.10 hours.

END