

**Actions from the 35th meeting of the Paediatric Nursing Associations of Europe (PNAE)
Online by Zoom hosted by Italy 4th June 2020**

Action number	Action required	Responsible member or members	Target date	RAGG Status
Action 1	Corrections to notes of the 34 th meeting in Zadar and to the dates and venues agreed for next meetings.	Jean Davies	PNAE online meeting in Autumn 2020. Confirmed Majda Oštir MO- 08 th October 2020	Red
Action 2	PNAE logo to be agreed.	All PNAE members	11 th June 2020	Red
Action 3	PNAE terms of reference to be modernised and rewritten.	Coordination team, Ingrid Hanks Drielsma, Immacolata Dall'Oglio and Catherine Sheridan	Next PNAE online meeting 08 th October 2020	Red
Action 4	All countries to be contacted to ask for the name of their PNAE representative and to clarify the name of the association, associations, group or groups that they represent.	Jane Coad	Responses to be received from countries by the 30 th August 2020	Red
Action 5	PNAE 5 th Congress rescheduled- SL will contact those who have submitted abstracts for Congress to ask if there are any amendments they wish to make to their abstracts before they are published in the Congress information.	Siret Läänelaid	Message from SL. Responses to Siret by 14 th November 2020	Amber

Key: PNAE Actions RAGG Status Version 1 01/07/2020

Red- Urgent item to be completed by or before next PNAE meeting.

Amber/ Orange- Medium importance probably up to 1 year to complete/ or partial completion.

Green- Longer term project may depend on surveys and individual pieces of work being brought together as part of a larger project.

Grey- Complete closed and archived or no longer relevant to PNAE priorities.

Action 6	New PNAE website demonstrated by Immacolata Dall'Oglio, comments and suggestions for additional content to Immacolata.	All PNAE members	Responses to be received from PNAE members by the 11 th June 2020	Red
Action 7	Previous PNAE meetings and content, prior to 2014, to be retrieved from the Royal College of Nursing (RCN).	Jane Coad	Jane Coad to contact Fiona Smith RCN Professional Lead for Children and Young People	Red
Action 8	Previous work projects- updates from all leads and work progressed or declared closed and explanation given why.	All PNAE members	Responses to be received from project leads by the next PNAE online meeting in October 2020	Red
Action 9	PNAE priorities, two or three main topics for progression over the next two years.	All PNAE members	PNAE online meeting in October 2020	Red
Action 10	Online PNAE meetings: Hosts to produced information in suitable formats for publishing on the website about their Associations and services prior to the meetings.	Majda Oštir	08 th October 2020	Red
		All PNAE members	Future online meetings	Amber

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