



Paediatric Nursing Associations of Europe (PNAE)

April 2021

This document describes the core goals of PNAE, PNAE organisation and the action procedures. The document includes two sections:

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SECTION 1: Terms of Reference

The goals and purposes of the PNAE are to:

1. Enhance the care of children and their families world-wide through shared communication, co-operation and collaboration of nurses who work across the 44 countries defined as part of Europe according to the United Nations Convention of the Rights of the Child [UNCRC] (1989).
2. Bring together the Paediatric Nursing Associations in Europe and encourage joined up participation in PNAE so that a strong and united voice is possible on the important common and contemporary topics and issues.
3. Use the United Nations Convention of the Rights of the Child [UNCRC] (1989) to promote and advocate for the health, development and participation of children, and their families in matters of health and wellbeing.
4. Encourage communication and collaboration between Children's (paediatric) nurses and nurses working with children, young people and their families to guarantee the quality of safe, effective and personalised care which they have the right to receive.
5. The activities of the PNAE will seek to ensure that nurses caring for children, young people and their families have knowledge of and share information on the quality of nursing care that they have a right to receive.

1.1 PNAE Action Plan (2020 – 2023) will:

1. Establish and communicate a clear vision for children and young people nursing across Europe in respect of the agreed best standards in children and young people nursing practice, education, management, service improvement and research.
2. Inform and advise the Children's Nursing workforce of Europe, sharing differing educational opportunities, professional registrations and relevant nursing issues.
3. Communicate, co-operate and collaborate with other organisations concerned with the health, wellbeing and safeguarding of children and young people and their families in Europe.
4. Support and advise Associations and agencies advocating for children and young people in hospital and other care settings.
5. The network will also provide the means for Associations in different countries to

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1.2. Member Countries

The membership of PNAE will welcome and encompasses representatives from paediatric nurses who work across the countries defined as part of the Europe. The list below is the current list as MARCH 2021 but will be amended and updated at each PNAE meeting to capture change. The PNAE Coordination Team will liaise with the identified leads from active member countries. It is the responsibility of PNAE members to advise the PNAE Coordination Team of any changes to their details to allow the PNAE website remain current and accurate.

Austria	Berufsverband Kinderkrankenpflege
Belgium	NVKVV Belgian Nurses Association
Croatia	Croatian Nurses Association of Paediatric Nursing Society
Denmark	Danish Paediatric Association
Czech Republic	Czech National Nursing Association
Estonia	Estonian Paediatric Nurses Association
France	Association Nationale des Puéricultrices(teurs) Diplômés et des Étudiants
Germany	Berufsverband Kinderkrankenpflege Deutschland
Greece	Paediatric Sector of Hellenic Nurses Association/ Hellenic Paediatric Nursing Association
Iceland	Icelandic Nurses Association
Ireland	Irish Nurses and Midwives Organisation (INMO)
Italy	Italian Federation of Nursing Professions Orders
Latvia	Paediatric Nursing association
Lithuania	Lithuanian Nurses Association
Luxembourg	Luxembourg Paediatric Nurses
Malta	Malta Union of Midwives & Nurses
Netherlands	Dutch Association of Paediatric Nurses, Netherlands
Norway	Norwegian Pediatric Nurses Organisation
Poland	Polish Association of Paediatric Nurses

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Portugal	Ordem dos Enfermeiros
Romania	Asociatia De Nursing Din Romania
Slovak	Slovak Chamber of Nurses and Midwives
Slovenia	Pediatric Nurses Association of Slovenia
Sweden	Swedish Paediatric Nurses Association
Switzerland	Swiss Pediatric Nursing
Turkey	Child Health Nursing Association
United Kingdom	Royal College of Nursing

NB Some countries do not have a national paediatric nursing association. In this case a group of paediatric nurses caring for children and young people in a country can participate in the network as they attempt to establish an association over time (and linked to their national nursing associations if possible).

SECTION 2: Operating Procedures

2.1. Co-ordination of PNAE

The PNAE will be co-ordinated by two volunteer members who will oversee, lead and direct the co-ordination of PNAE. They must be from different countries and representative organisations. They will be known as the Co-ordinator and Deputy Co-ordinator. At least one of the Co-ordinators requires good command of written and spoken English language.

The role of the Co-ordinator and Deputy Co-ordinator will be to formally provide leadership, direction and support for PNAE members and ensure the governance of PNAE procedures and business. They will serve for a period of 2 years but this can be extended to a further year.

The Co-ordinator and Deputy Co-ordinator will also be supported by a Secretary. The role will be to ensure accurate information is produced and circulated regarding PNAE meetings and business. The Secretary will serve for a period of 2 years but this can be extended to a further year.

Collectively, the Co-ordinator, Deputy Co-ordinator and Secretary will be known as The PNAE Co-ordination Team.

Process of voting of The PNAE Co-ordination Team

1. Nine months before the end of the term of the roles in The Co-ordination Team

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nominations are taken for the role or roles. The Co-ordination leadership roles should not occur all at the same time.

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2. Members can nominate themselves with one member from another country agreeing **OR** be suggested by least two members from different countries and with the named individual's agreement.
3. All the nominated candidates must leave the room/go offline while a discussion and vote takes place. This should be the case even if there is a single nomination.
4. One independent PNAE member leads the voting (please note - they would not be voting and would not be a nominee. This could be a representative from a country who is not voting).
5. A vote for each role takes place per country not each member and there must be a majority by at least one vote.
6. The independent PNAE member who is leading the voting will count the votes and announce who has been elected in the role.
7. The successful candidate will be invited to take up the role.
8. If there is a tie, a second ballot can be agreed. The candidates could be given an opportunity to speak or present a slide for no more than 5 mins each.
9. If a candidate is not elected (or there are no nominations) then the role will have a Role Elect (from one of the other members of The Co-ordination Team). The election will appear again on the next PNAE agenda.
10. Any member of The Co-ordination Team can resign during their allotted agreed time but must give 6 months' notice (unless in exceptional circumstances).

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2.2. Participant Members and Membership

One to four representatives from each country can participate and known as the PNAE members. A country can put forward more than one Association from that country.

Regardless of representative numbers and/or Associations there is only one vote per country and agreement must take place within the country if a vote is required.

Each Country/Associations should appoint a person who is the main contact for PNAE. We must comply with meet General Data Protection Regulations (GDPR, 2018) so each country must complete any related permission forms as sent by The PNAE Co-ordination Team.

2.3. Meetings/Congress

PNAE will have two meetings annually one in the Spring and one in the Autumn.

Meetings will be set one year in advance and will not be changed unless there are exceptional circumstances. One meeting will use a digital platform and the other one meeting includes also an agreed country visit known as the Host. A country will 'Host' the meeting whether this is on a digital platform or a visit. If the visit is held with the congress (See below) then the country hosts that meeting. English will be the language used in meetings.

Only in specific situations, as in the case of the impact of a pandemic or other similar worldwide disasters, the second meeting will use the digital platform.

The location will rotate between the members and be agreed 12 months in advance.

For the country visit meeting, the Host country will send the invitation at least 3 months before the meeting. This will include information about accommodation and travel details. The Host country will be supported by The Co-ordination Team but are responsible to arrange the meeting, ensure access to a meeting room, and provide refreshments and food during the meeting. The Host country will make a short presentation of their association

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incorporating the PNAE logo and Paediatric Nursing logo (s) of their country.

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The host country will provide a hospital/paediatric services tour/film and relevant social and networking opportunities as agreed. The host will organise any in-congress entertainment (during the event day and night) and is responsible for all arrangements including correspondence and costing. No event will cost more than 40 Euros.

PNAE will have a dedicated congress bi-annually with an agreed Host country. The country who hosts must be near a European/International active airport and demonstrate to PNAE they have capacity and experience of organising such an event.

The host must demonstrate collaboration from other Paediatric Associations and Networks in their country in their proposal to lead the congress.

PNAE will agree at least 18 months in advance who will be hosting the next congress.

PNAE does not provide any financial support but offers wider expertise and collective member/Association support. The host country is responsible for any funding arrangements for the congress. Subsequently any gain or loss is internal to the host organisation not PNAE.

The leads of the host country are required to meet with the Co-ordination Team of PNAE every 2 months on update and also attend PNAE meetings during the time from agreement to congress evaluation. If they cannot they must submit a report for the PNAE Co-ordinator to read out to PNAE.

The host country will set the timescale for the call for abstracts (at least 12 months before the event), review dates and final deadlines. The host country agree any change such as extensions to the timescales but must liaise with the PNAE Co-ordination Team.

Each Host Country will have a congress **Organising Committee**. This will include local members from the country hosting and some members who volunteer from PNAE.

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The role of the Organising Committee will be to:

- Advertise and promote across the country, advising the congress across Europe and International links, and arranging any relevant journals to place advertisements. • Seek sources of sponsorship and arrange any contacts.
- Set up a professional website and use their own country association support mechanisms.
- Work to arrange a welcome reception or any agreed activities (see page 6).

The host country that leads the congress must source a suitable venue usually up to 250 delegates with break out rooms, IT facilities and support, poster viewing facilities and has in house catering/refreshments. They must visit the congress venue and review logistics including catering options (this will include identifying a PNAE meeting room (for up to 40 people) the day before congress starts.

Each host country will require a **Scientific Committee**. PNAE will agree who is on the Scientific Committee but will include at least two members from the host country and at least two members from PNAE (not from the host country). They must be experienced in scientific review. Additional members can be included of one from the host country and one from PNAE who are less experienced in reviewing. In this way, skills are developed.

The Scientific Committee will co-opt a lead for this committee from the host country. The lead will be responsible for overseeing allocation of abstracts, collating results and ensuring final decisions are fair, robust and in line with Equality, Diversity and Inclusion requirements.

The host country will set the timescale for the call for abstracts (at least 12 months before the event) and agree any change such as extensions.

Each host country will also require a **Social Committee**. The host country will co-opt a lead (different to the Scientific Committee). The social arrangements must be agreed at least 12 months prior to the congress. The role of the committee will be to locate and agree at least

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three nearby hotels are on offer with a range of facilities for diverse needs and costs (See page 6).



2.4. Meeting Process

Members working on any written updates, reports, papers or presentations must submit them to The Co-ordination Team at least 6 weeks before a meeting. All members must respond by the date set by The Co-ordination Team.

The agenda will be developed by the Secretary and sent out by The Co-ordination Team at least 7 weeks before a meeting as a draft. Comments must be collated in 2 weeks. The final agenda will be sent at least 3 weeks before any meeting and any final papers/presentations.

The notes will be distributed within 3 weeks of the meeting as a draft with a request for members to comment. Members will have 2 weeks to respond with a set date. A final PDF report sent thereafter within 7 weeks of the meeting and this will not be changed.

2.5 Economy

PNAE members agreed in 2019 that PNAE will have no financial accounts or gain. Representatives and/or their country Associations will be responsible for covering their own travelling and accommodations expenses. Refer back to meetings and congress procedures.

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