

## **Paediatric Nursing Associations of Europe (PNAE)**

**September 2023 – revised November 2025**

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

- 1. Term of reference (pg. 2)**
  - 1.1 PNAE Action Plan**
  - 1.2 Member Countries**
  
- 2. Operating procedures (pg. 5)**
  - 2.1 Co-ordination of PNAE**
    - 2.1.1 Advisory Board**
  - 2.2 Participant Members**
  - 2.3 Meetings/Congress**
  - 2.4 Meeting Process**
  - 2.5 Economy**

### **Appendix.**

#### **Appendix.A Roles in PNAE Co-ordination**

## **SECTION 1: Terms of Reference**

**The goals and purposes of the PNAE are to:**

1. Enhance the care of newborns<sup>1</sup>, children, young people 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, participation and the inclusion of children, and their families in matters of health and wellbeing by recognising the value of the child's and family's perspective and their feedback on service provision.
4. Encourage communication and collaboration between Children's (paediatric) nurses and nurses working with babies, 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 babies, 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 (2023 – 2026) will:***

1. Establish and communicate a clear vision for children and young people's nursing across Europe regarding the agreed best standards for newborns, children and young people with respect to 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 babies, children and young people and their families in Europe.
4. Support and advise Associations and agencies advocating for babies, children and young people in hospital and other care settings.

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<sup>1</sup> The term "newborn" denotes newborn infants and is employed solely for textual simplification

5. The network will also provide the means for Associations in different countries to share information and resources that are available on the PNAE website.

### **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 November 2023 but will be amended and updated annually to capture change.

- Austria** Berufsverband Kinderkrankenpflege
- Belgium** Association Netwerk Verpleegkunde
- Cyprus** Cyprus Pediatric Nursing Association
- Croatia** Croatian Nurses Association of Paediatric Nursing Society
- Czech Republic** Czech National Nurses Association
- Denmark** Danish Nurses Organization
- Estonia** Estonian Paediatric Nurses Association
- France** Association Nationale des Puéricultrices(teurs) Diplômé(e)s et des Etudiant(e)s
- Germany** Berufsverband Kinderkrankenpflege Deutschland e.V.
- Greece** Hellenic Paediatric Nursing Paediatric Association
- Iceland** Fagdeild barnahjúkrunarfræðinga
- Ireland** National Children's Nursing Network
- Italy** Federazione Nazionale Ordini Professioni Infermieristiche FNOPI
- Latvia** Paediatric Nursing Association
- Luxembourg** Association Luxembourgeoise des Infirmières en Pédiatrie
- Netherlands** Kinderverpleegkund.venvn.nl/ Fracties/ Internationale-Betrekkingen
- Norway** Barnesykepleierforbundet NSF/ (BSF) Norwegian Paediatric Nurses Organisation
- Portugal** Ordem dos Enfermeiros
- Slovakia** Slovak Chamber of Nurses and Midwives, Section of Nurses Working in Paediatrics
- Slovenia** The Nurses and Midwives Association of Slovenia
- Sweden** Swedish Association of Paediatric Nurses
- Switzerland** Pädiatrische Pflege Schweiz - Soins Pédiatriques Suisse Cura Pediatrica Svizzera - Swiss Pediatric Nursing
- Turkey** Child Health Nursing Association
- United Kingdom UK** 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 up to 18 years 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. Notification of standing down must be undertaken before the end of the term of the roles in The Co-ordination Team. The Co-ordination leadership roles should not occur all at the same time. The process of standing down timescale may vary but the process should include the following:

- An informal announcement is made to inform members that a leadership post will occur at least 6-9 months prior to change of the leadership role (or two PNAE meetings before standing down). This can be in a meeting or outside of a meeting.

AND/OR

- A formal announcement at least 4 – 6 months prior to change of the leadership role (or at least one PNAE meeting before standing down). This can be in a meeting or outside of a meeting.
- At the formal announcement a date will be set for nominations and one independent member cited as the co-ordinator of the nominations. One independent PNAE member leads the voting (please note - they cannot vote and are not a nominee).
- Nominations will be collated by the independent member and voting will take place.

2. Members can nominate themselves for being in leadership role in the Co-ordination Team with one member from another country agreeing and with the named individual's agreement. If there are more than one member self-nominating, the members will be contacted by the person leading the voting. Members will be invited to send an outline of 250 words to support their nomination including desire to undertake the role, evidence of recent activity and engagement in PNAE meetings and work (last 12 months of PNAE). Statements will be sent to the person leading the voting and sent to all members with a voting window of 2 weeks (10 working days). Voting can take place out of meetings electronically.

3. All the nominated candidates will not be part of any discussion. This should be the case even if there is a single nomination.

4. A vote for each role takes place per country (not each member) and there must be a majority by at least one vote. Votes will be sent in confidence to the person leading voting only. There will be no cross-country or member discussion.

5. The independent PNAE member who is leading the voting will count the votes and announce who has been elected in the role. This process can occur outside of the meeting dates if required.

6. The successful candidate will be invited to take up the role.

7. If there are no applications an existing lead role may agree to a second TERM of one year (12 months).

8. If there is a tie, a second ballot can be agreed. The candidates could be given an opportunity to submit an additional written statement.

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).

### **2.1.1 Advisory Board of PNAE**

The Advisory Board provides expert advice, guidance, and insights on strategic decisions within the PNAE network.

The detailed functions and responsibility of the roles of PNAE Co-ordination Team and of Advisory Board, are described in Appendix A.

### **2.2. Participant Members and Membership**

PNAE membership is TWO representatives from each country and known as the PNAE members. A THIRD member can be invited to meetings as a one-off invitation but the country must let the Leadership know by email at least 10 working days prior to the meeting.

A country can put forward themselves forward and/or can be suggested from Associations from that country but will be within Europe.

Regardless of representative numbers and/or Associations there is only one vote per country for any decision 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 and consent to contact details on the PNAE website. We must comply with meeting General Data Protection Regulations (GDPR) so each country must complete any related permission forms as sent by The PNAE Co-ordination Team.

A PNAE member is expected to:

- participate in at least one meeting per year (either online or in person)

- respond promptly to email communications when required
- offer their availability for specific tasks (e.g., updating PNAE documents)
- collaborate in disseminating and sharing PNAE content (e.g., for congresses)

### **2.3. Meetings/Congress**

**PNAE will have two meetings annually, one in the Spring and one in the Autumn.** One meeting will use a digital platform and the other meeting includes an agreed country known as the Host. A country will 'Host' the meeting whether this is on a digital platform or in person and includes a visit. If the visit is held in conjunction with the PNAE congress (see below), then the country hosts that meeting. English will be the language used in the PNAE meetings.

In the exception of specific situations, as in the case of a pandemic or other similar worldwide disasters, the second meeting will be held using 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 is 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 incorporating the PNAE logo and Paediatric Nursing logo (s) of their country.

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 to 60 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. PNAE will agree on the format.

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 agrees any change such as extensions to the timescales but must liaise with the PNAE Co-ordination Team.

Each Host Country will have a **Local Organising Committee**. The role of the local organising committee will:

- 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 and experience 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 an **Organising/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 three nearby hotels are on offer with a range of facilities for diverse needs and costs (See page 6).

#### **2.4. Meeting Process**

Agenda items will be sent by the named contact in the Host country at least 6 weeks before the meeting by the Secretary and The Co-ordination Team.

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 5 weeks before a meeting as a draft. Comments must be collated in 2 weeks. The final agenda will be sent 2 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 5 weeks of the meeting and this will not be changed.



## **2.5 Economy**

PNAE members have agreed in 2019 that we will have no financial accounts or gain.

Representatives and/or their country Associations will be responsible for covering their own travelling and accommodations expenses. Referral to meetings procedure again

## PNAE Term of References

### Appendix.A

#### Roles in PNAE Co-ordination

Title	Descriptor	Attributes	Additional
<b>Co-ordinator</b>	Leads PNAE. Formally provides leadership, direction and support for PNAE members and ensures the governance of PNAE procedures and business	<p>See Terms of Reference (TOR)</p> <p>2-year role (+1 year) Voted</p> <p>Formal leadership of PNAE including work packages and any contacts with new members</p> <p>Chairing of PNAE meetings (online and in person)</p> <p>Responsible for all external (to PNAE) correspondence with other societies /patronage processing including external meetings</p> <p>Responsible for circulation of any important messages, such as invitation to vote, or additional meetings or survey, etc.</p> <p>Sets up leadership meetings of Co-ordination Team</p>	Members of the Coordination team will deputise for each other as the need arises.
<b>Deputy Co-ordinator</b>	Supports Co-ordinator. Formally provides leadership, direction and support for PNAE members and ensures the governance of PNAE procedures and business.	<p>See TOR</p> <p>2-year role (+1 year) Voted</p> <p>Support Co-ordinator and Secretary in all roles and with any contacts with new members</p> <p>Responsible for:</p>	

		<p>Deputise chairing of PNAE meetings</p> <p>Developing any news or update of PNAE documents to convey for website /communications publication .<sup>i</sup></p> <p>Managing the process relating the PNAE meeting participation and release form through on-line survey</p> <p>Managing the process of PNAE contents dissemination through social networks</p>	
<b>Secretary</b>	<p>Ensures accurate information is produced and circulated regarding PNAE meetings and business.</p>	<p>See TOR 2-year role (+1 year)</p> <p>Voted</p> <p>Responsible for:</p> <p>Working closely with the PNAE Co-ordinator and Deputy Co-ordinator.</p> <p>Confirming and updating all information relating to the PNAE membership contact list.</p> <p>Developing the meeting agenda that is sending out by the coordination team.</p> <p>Ensure the circulation of information regarding PNAE meetings (e.g. meetings dates and location, preliminary agenda, final agenda), according with TOR</p> <p>Notetaking at PNAE meetings and distribution</p>	

		<p>of notes, action plans and workplans.</p> <p>Providing updates from the PNAE Coordination Team meetings to PNAE team members.</p>	
<b>Advisory Board</b>	<p>Provides expert advice, guidance, and insights on strategic decisions within the PNAE network.</p>	<p>The Advisory Board consists of two volunteers who provide expert advice to the PNAE Co-ordination Team on an 'as required' basis.</p> <p>Members are selected by the Co-ordination Team from experienced PNAE members familiar with its operating procedures.</p> <p>One member of the Advisory Board may be external to PNAE, such as a senior paediatric nurse with substantial clinical, academic, or international organisational experience.</p> <p>The two members of the Advisory Board are appointed by the PNAE Co-ordination Team following the official nomination and commencement of duties by each newly designated Co-ordinator. As a result, the current Advisory Board members step down from their roles upon the appointment of a new PNAE Co-ordinator.</p>	

<sup>i</sup> Considering that the PNAE website is supported by the National Federation of Nursing Professions Orders of Italy (FNOPI), the website updating is a responsibility of PNAE member from Italy who was been trained for this task as webmaster. Until the PNAE member from Italy trained for this task will be in the Leadership team she could maintain both the roles. In the future a webmaster role from Italy, will be add for PNAE Co-ordination team.