



PNAE
Paediatric Nursing Associations of Europe

Paediatric Nursing Associations of Europe

47th meeting

10th June 2026 in person

hosted by France

**Proposals and Updates;
Terms Of Reference (TOR)**

PNAE Leadership Team



*We thank the Advisory Board Members for
the collaboration in this topic*

Paediatric Nursing Associations of Europe (PNAE)

September 2023 – revised June 2026

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

1. Terms 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

2.2.1 Observer Members

2.3 Meetings/Congress

2.4 Meeting Process

2.5 Economy

Appendix.

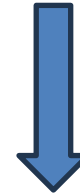
Appendix A Roles in PNAE Co-ordination & Membership

The Integration between PNAE Goals and Purpose Statement & PNAE Term Of Reference



PNAE
Paediatric Nursing Associations of Europe

Main Aim □ Avoiding repetition and overlapping



SECTION 1: Terms of Reference

The Paediatric Nursing Associations of Europe (PNAE) is a collaborative network of the Paediatric Nursing Associations from countries across Europe. This network serves as a platform for paediatric nurses and nurses working with children to connect, cooperate, and advocate collectively on issues relevant to the care of newborns¹, children, young people, and their families throughout the region

The goals and purposes of the PNAE are described in a dedicated document, available through the PNAE Website

~~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.~~

The ISSUE of Duration for PNAE Leadership Team Roles

The duration of Roles and
experience of
Immacolata and Katrin

The involuntary
misunderstanding of the
possibility of a **third year as
described on TOR**

The ISSUE of Duration for PNAE Leadership Team Roles



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 two years; however, this may be extended for a further year **following formal confirmation by the active PNAE members. Approximately 6–9 months before any role comes to standing down, the Co-ordinator will send a formal email all PNAE members requesting confirmation of a one-year extension.**

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. **Approximately 6–9 months before the secretary role comes to standing down, Almost 6-9 months before the standing down of the role, the Co-ordinator will send a formal email to all PNAE members requesting confirmation of a one-year extension.**

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 two persons leading voting only. There will be no cross-country or member discussion.

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

The ISSUE of Duration for PNAE Leadership Team Roles



Process of voting of The PNAE Co-ordination Team

1. Notification **of definitive (thus also after the third extension year)** 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:



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- 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. **Two** independent PNAE **members lead** the voting (please note - they cannot vote and are not a nominee).
- Nominations will be collated by the independent members 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 persons 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 persons 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.

The ISSUE of Duration for PNAE Leadership Team Roles



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 persons 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 persons 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 two persons 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.

From the description of an ACTIVE MEMBER of PNAE

To the proposal of «OBSERVER MEMBER»



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)

The detailed functions and responsibilities of the active PNAE member role are described in Appendix A.

2.2.1 Observer Members

The role of Observer Members would allow countries to remain connected to PNAE activities without voting rights, while still receiving updates, participating in communications, and staying informed about meetings and developments.

What does mean to be an ACTIVE MEMBER of PNAE?

PNAE Terms of References

Appendix.A

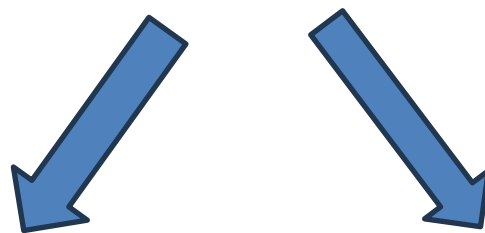
Roles in PNAE Co-ordination & Membership

Title	Descriptor	Attributes	Additional
Active PNAE member	An active role within PNAE primarily involves engagement, collaboration, and communication with fellow member countries, rather than physical presence at meetings.	Active participation may include attending at least one annual meeting (which can be conducted online), responding to communications, contributing to shared initiatives, and supporting the dissemination of PNAE activities within own national context.	



Active member and considerations: Remembering the previous discussions

- *The importance to be an active member is the presence and active collaboration*
- *Some countries has as PNAE member the country organisation, President, it is an honour for PNAE, but some time they are not active members*
- *It is necessary to promote the participation of young generation!*



The possibility of a third member for each country

Fellow OR Supporter of PNAE (e.g. ESNO)