1. **Written update for websites**
   - Each country to email FS the name and email address for the key contact as above and the weblink for their association by 20th December 2011 – **All**
   - Key contacts and weblinks to be placed on PNAE website when received – **FS**
   - Email contact list to be amended in light of the above - **FS**
   - Key contact to cascade information, agenda’s and papers within their own country/Association as required – **All**

2. **Examples of protocols and guidelines**
   - Information to be encompassed within final meeting notes – **FS**
   - Previous information and additional information to be circulated - **FS**

3. **Links with ESPNIC & Competency Framework development**
   - Seek update from new president of ESPNIC prior to next PNAE meeting – **FS**

4. **Feedback from president of EPA re potential future PNAE stream within EPA conferences (Excellence in Paediatrics in Turkey December 2011 and Euro paediatrics June 2013)**
   - Circulate final programme to PNAE members once available – **FS**

5. **Nurse Education re-survey**
   - FS to receive any amendments/additions to the Nurse education summary of findings by 18th November 2011 – **All**
   - FS to receive any suggested amendments/additions to the covering letter by 18th November 2011 – **All**
   - FS to finalise after 18th November 2011 and circulate to representatives for translation and dissemination – **FS**
   - Representatives to translate and disseminate to key organisations and individuals – **All**

6. **Care of children with complex health needs, palliative care and end of life care**
   - Re-circulate information and links to websites - **FS**

7. **Patient Safety medication error**
   - Presentation and draft position statement to be circulated - **FS**
   - Representatives to advise KP of any amendments/additions required by 1st December 2011 – **All**

8. **Regulation and re-validation survey**
   - Re-circulate survey and follow up to acquire missing responses – **FS**

9. **Code of ethics for paediatrics**
   - Re-circulate draft position statement – **FS**
   - KP to be advised of any further amendments/additions by 1st December 2011 – **All**
   - Undertake English language check - **FS**

10. **Position statement to specify specific recruitment, selection and training for support roles within neonatal and paediatric areas**
    - Amend draft survey and covering letter and circulate – **FS**
    - Present initial findings at the next meeting in March 2012 - **FS**

11. **Current PNAE operating procedures and potential constitution development for PNAE**
3-4 volunteers to prepare a draft constitution to be prepared in advance of the next meeting. Individuals interested in participating in the above work to advise FS by email by 18th November 2010 – all

12. Infection control issues
   - place on future PNAE meeting agenda for discussion – FS

13. Future meeting dates/venues and locations
   - Hosts sought for future meetings - Please advise FS if you are interested in hosting a meeting - all