1. **Written update for websites** *not all countries have yet advised of information required*
   - Each country to email FS the name and email address for the key contact to be placed on the website
   - **Please note: all countries need to do the above asap**
   - 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. **Clinical support roles in paediatrics and neonates draft report and position statement**
   - Final report, position statement and covering letter to be sent to PNAE representatives. – **FS**
   - PNAE representatives to translate and disseminate in their own countries – **All**

3. **Revised PNAE operating procedures**
   - Revisions to be made to operating procedures. Final version to be circulated and placed on PNAE website – **FS**
   - Call for expressions for deputy co-ordinator role to be circulated, along with timeline for response to be received – **FS**

4. **Guidance for host countries**
   - Amendments to be made. Final version to be circulated and placed on PNAE website – **FS**

5. **Family presence in paediatric and neonatal areas**
   - Draft survey to be amended with IDO - **FS**
   - Survey to be circulated for completion with covering letter – **FS**
   - Findings from the survey to be presented at the next meeting - **IDO**

6. **Education of paediatric nurses across Europe and engagement of Educators**
   - Send learning outcomes to FS – **KdW**
   - Circulate learning outcomes to PNAE representatives for review and comment - **FS**

7. **RN4CAST, recruitment and competence of nurses**
   - BMY to update PNAE members at next meeting - **BMY**

8. **2nd PNAE congress as part of Europaediatrics/RCPCH conference**
   - PNAE representatives to note and report any areas for improvement for the 3rd PNAE congress to FS – **All**
   - Identify lead paediatrician for Europaediatrics 2015 in Rome and advise IDO - **FS**

9. **Future PNAE congress**
   - Arrange to meet with Russell Hale, Eic to discuss requirements for the 3rd PNAE congress in Rome 2015 – **FS**
   - Establish scientific committee for 3rd PNAE congress and local organising committee following discussions with Eic – **FS & IMD**

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