1.

**Welcome/introductions**

FS welcomed attendees to the Scottish Exhibition Conference Centre, Glasgow, United Kingdom. Attendees introduced themselves to each other. FS advised that several colleagues had planned to attend but due to travel problems, illness or other competing demands were unable to do so.

Hospital visits to the children’s hospital in Glasgow and Edinburgh had been arranged as part of the 2nd PNAE Congress arrangements. Those that had visited the children’s hospital in Glasgow the day before reported that the visit was successful.

2.

**Update of Children’s Nursing in the United Kingdom**

FS gave a short presentation in light of the two day conference to follow which included a welcome by the President of the Royal College of Nursing (see attached)
3. **Matters arising from notes of meeting November 2012**

3.1 **Written updates for website**


FS advised that some information had been received. Some countries had yet to advise of relevant website links, or the named contact for the website and for communication. The name of each Association’s name in own language to be placed on PNAE webpage if provided.

**Action:**
- Each country to email FS the name and email address for the key contact as above and the weblink for their association – **All**
- Key contacts and weblinks to be placed on PNAE website when received – **FS**
- Key contact to cascade information, agenda’s and papers within their own country/Association as required - **All**

3.2 **Communication with ESNO**

FS reported that PNAE’s decision had been communicated to Ber Omen.

3.3 **Centralisation of specialist children’s services**

CvH advised that work was still in progress. Similarly attendees reported that services were being or have been centralised in Germany, Croatia, Slovenia, Sweden and Denmark.

4. **Clinical support roles in paediatrics and neonates draft report and position statement**

FS highlighted findings from responses received (see attached report and presentation slides). Minor amendments to be made to the position statement.

**Action:**
- 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**

5. **Revised PNAE operating procedures**

Draft revised operating procedures discussed, minor amendments to be made to the paper before finalising. Attendees discussed the need for a deputy co-ordinator, the process for identifying the person to assume this role, duration and timeline. It was agreed by attendees that such a post would be helpful but identification not urgent and therefore a process would be put in place to enable others not present to consider and to express interest in undertaking.

**Action:**
- Revisions to be made to operating procedures. Final version to be circulated and placed on PNAE website following agreement in November 2013 – **FS**
- Call for expressions for deputy co-ordinator role to be circulated, along with timeline for response to be received – **FS**

6. **Guidance for host countries**
IHD outlined the draft guidance, some minor amendments to be made before finalising.

**Action:**
- Amendments to be made. Final version to be circulated and placed on PNAE website – **FS**

7. **Family presence in paediatric and neonatal areas**
Draft survey discussed. Changes proposed.

**Action:**
- 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**

8. **Uniforms and infection control policies**
Discussion revealed that there was mostly consistency across Europe. In some countries there were differences for students who purchased their own uniforms and were responsible for washing their own uniform. Some chose to purchase different coloured uniforms.

9. **Public health issues: childhood obesity, safeguarding children, immunisations and vaccinations, breastfeeding**
Attendees discussed issues and approaches across Europe. Variation in how immunisation and vaccinations are seen by society was noted and whether this was compulsory for children prior to accessing school.

10. **Education of paediatric nurses across Europe and engagement of Educators**
KdW reported on work undertaken in Belgium and highlighted the need to map and benchmark learning outcomes for paediatric nursing education programmes across Europe.

**Action:**
- Send learning outcomes to FS – **KdW**
- Circulate learning outcomes to PNAE representatives for review and comment - **FS**

11. **RN4CAST, recruitment and competence of nurses**
BMY highlighted research currently being undertaken. Issues emerging from the study will have resonance for paediatric nurses. See [http://www.rn4cast.eu/en/](http://www.rn4cast.eu/en/)

**Action:**
- BMY to update PNAE members at next meeting - **BMY**

12. **2nd PNAE congress as part of Europaediatrics/RCPCH conference**
JC discussed the work undertaken as part of the scientific committee and outlined key features of the programme. Reference made to the hospital visits organised as part of the congress by the local organising committee and the fringe workshops. The chairing of sessions and the manning of the PNAE stand discussed. PNAE representatives thanked Professor Jane Coad for chairing the
scientific committee and to Jo Smith and Jean Davies from the local organising committee for the 2nd PNAE congress.

**Action:**
- 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

13. **Future PNAE congress**
Principles and issues discussed. Course of action agreed unanimously by those PNAE representatives in attendance at the meeting, reinforcing previously agreed principles discussed in Amsterdam. It was noted that IMD would be the chairperson for the 3rd PNAE congress scientific committee. Other members of the scientific committee would include Professor Jane Coad (the chairperson for the 2nd PNAE congress scientific committee), two members from Italy and two members from other countries across Europe. It was noted that it was important for different individuals/countries to be involved from those previously involved in the 1st and 2nd PNAE congress scientific committee

**Action:**
- 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

*Post meeting note:* meeting held with Russell Hale and Kyriakos Griveas. Further discussions to be held but agreements reached in principle. The need for improved marketing noted and will be addressed for 2015. Precise venue details in Rome not yet available.

14. **Any other business**
- Attendees discussed the current economic situation across Europe and the impact on nurses and nursing

15. **Future meeting dates/venues and locations**
Attendees discussed future venues and agreed that where possible meetings should be held in different countries to those that have already held a meeting. It was noted that there was potential for a meeting to be held in Portugal. It was noted that Greece had volunteered to hold a meeting in Winter 2014 or Winter 2015

- 7th and 8th November 2013 – Czech Republic, Prague
- 29th and 30th April 2014 – Oslo, Norway
- Winter 2014 - host to be confirmed ?Portugal ?Greece
- June 2015 Rome, Italy (linked to PNAE congress as part of Europaediatrics – dates to be confirmed)
- Winter 2015/January 2016 - host to be confirmed? Portugal ?Greece ?Switzerland ?France

*Please advise FS if you are interested in hosting a meeting - all*
PNAE meetings are held in different venues/countries to enable as many representatives from Paediatric Nursing Associations/National Nursing Associations to attend and participate in activities. We appreciate that financial implications of travel and accommodation may prevent several members from attending PNAE meetings. If your country has not yet attended a PNAE meeting but you would be interested in hosting a meeting in your Nursing Association/Country please contact Fiona Smith – Fiona.smith@rcn.org.uk ASAP

16.00 Meeting closed.

NOTE

- If documents are circulated with request for comment/agreement and no response is received it will be assumed that there is agreement.

- Please ensure receipt of emails is confirmed.