

Pacific Heads of Nursing and Midwifery (PHoNM)

Terms of Reference

Draft

Terms of Reference Pacific Heads of Nursing and Midwifery (PHoNM)

1. Introduction

Pacific Heads¹ of Nursing and Midwifery (PHoNM) operates under the auspices of the Pacific Heads of Health (PHoH) and Pacific Health Ministers (PHM). The function of the PHoNM, concerning Nursing and Midwifery, is to improve the coordination² of the work of Ministries of Health and their respective partners, and to advise and oversee the implementation of decisions made by the PHoH and PHMM as well as relevant nursing related decisions made by the Pacific Islands Forum (PIF)³ and Micronesian Islands Forum (MIF)⁴. The overall aim is to strengthen the linkages between national and regional level mechanisms and improve the delivery of regional nursing policies and services in order to protect and improve the health of the people of the Pacific region.

2. Role

The role of PHoNM is to ensure that the PHoH and PHM are provided with clear guidance, advice and support from their senior officials to enable PHM to make informed decisions on policy options that address regional nursing issues of strategic importance. It includes oversight of the implementation of the Pacific Healthy Islands Vision and regional priorities including those identified in the Framework for Pacific Regionalism (FPR).⁵

PHoNM provides a collective “Pacific Voice” for nursing to strengthen solidarity and cooperation on issues affecting PICTs, onto national, regional and global health agendas.

The meeting of the PHoNM promotes collaboration and partnerships among stakeholders on PICTs nursing activities.

3. PHoNM membership

Membership of the PHoNM consists of Head of Nursing and Midwifery⁶ and midwifery from Pacific Island countries and territories (PICTs) and includes Australia and New Zealand.

4. Operating principles

PHoNM operates as a ‘policy advisory’ and technical group, providing executive-level oversight for regional nursing functions in the Pacific, including regional public goods in Nursing. Policy decisions are made at the country level through the usual government processes, with regional policy decisions

¹ ‘Heads’ of sector is the terminology used in other sectors under the PIF architecture to describe the Secretaries and Director Generals. Standard terminology in other sectors is to use the term “Forum” to describe ministerial-level groupings, and “Heads” of sector to describe official level groupings, e.g. Forum Economic Ministers, Heads of Statistics.

² The coordination functions of the PHoNM involve technical discussions and debriefings, and policy decisions on regional work, which consider the country and context-specific work at the national level.

³ PIF includes Australia, Cook Islands, Federated States of Micronesia (FSM), Fiji, French Polynesia, Kiribati, Nauru, New Caledonia, New Zealand, Niue, Palau, Papua New Guinea, Republic of Marshall Islands (RMI), Samoa, Solomon Islands, Tonga, Tuvalu and Vanuatu.

⁴ MIF includes Commonwealth of the Northern Mariana Islands (CNMI), FSM, Guam, Palau and RMI and is included because CNMI and Guam are not members of PIF.

⁵ The FPR was endorsed by PIF Leaders in July 2014 and replaces the Pacific Plan for Strengthening Regional Cooperation and Integration. It is intended to support “focused political conversations and settlements that address key strategic issues, including shared sovereignty, pooling resources and delegating decision-making”.

⁶ Includes CNO, CNMO, DON, Head Nurse, Chief - Nursing Services, Director - Bureau of Nursing, Principal Nursing Officer

made at the PHoNMM, PHoHM, PHMM, PIF and/or MIF. PHoNM may, in consultation with their respective ministers, also advise other ministerial forums when a health issue falls within their jurisdiction.

- Accountability – members are accountable individually to their respective Ministers of Health, and collectively to the PHoNM, PHOH and PHM.
- Pacific Healthy Islands Vision – to ensure a clear focus, the Pacific Healthy Islands Vision, its objectives, and the Healthy Islands Monitoring Framework (HIMF) should continue to shape the PHoNM meeting.
- Aid effectiveness⁷ – the PHoNM will adhere to agreed aid effectiveness principles.

5. Responsibilities of PHoNM

- Advise PHOH, PHM, PIF and MIF on nursing issues of strategic importance to the region and the development of a collective view on global nursing developments relevant to the Pacific region and opportunities for regional collaboration in nursing.
- Oversee the development, implementation and monitoring of nursing activities related to the Pacific Healthy Islands Vision and identify priority areas for approval by PHoH and PHMM (and PIF and MIF as appropriate), and ensure PHoNM complements and adds value to national development and health strategies and plans.
- Advise PHoH on the implementation of the Pacific Healthy Islands Vision and the Framework for Pacific Regionalism as it relates to nursing, within and outside the nursing sector.
 - Provide advice and commission analysis to inform policy development by PHoH & PHMM in relation to regional nursing services and the delivery of Regional Public Goods.
 - Direct the PHoNM secretariat to commission analysis to inform decisions or evaluate performance of agreed functions or activities (working with other bodies as appropriate).
 - Oversee implementation and ensure efficient mechanisms for cooperation on policy and technical nursing issues, which may include establishment of time-limited working groups.
 - Provide Pacific subregional or regional nursing bodies, for example the South Pacific Chief Nursing and Midwifery Officers Alliance (SPCNMOA) and the American Pacific Nursing Leaders Council (APNLC), with a mechanism to link with the regional architecture of PHOH, PHM and PIF and MIF Leaders.
 - Report to PIF and MIF, through the PHoH and PHMM, on matters as requested by Leaders, including relevant regional agreements.

6. Pacific Heads of Nursing and Midwifery Meeting (PHoNM)

To ensure the PHoNM conducts its business in an efficient and effective manner, the following arrangements concerning Chairing of the meeting.

6.1 Chair

The country hosting the PHoNM chairs the PHoNMM. The chair's term starts at the beginning of the year of the PHMM.

⁷ Aid effectiveness – is in reference to “The Paris Declaration, Aid Effectiveness and Accra Agenda for Action” principles.

6.2 Deputy chair

The deputy chair will assist the chair in facilitating meetings.

To ensure that a strong link with the PHoHM and PHMM is maintained, and institutional knowledge is shared from outgoing to incumbent chairpersons, the schedule for the chair and deputy chair is as follows:

	Chair for PHoNMM	Deputy Chair for PHoNM
Year before PHMM	Host of last PHoNMM	Host of next PHoNMM
Year of PHMM	Host of PHoNMM	Host of last PHoNMM
Year after PHMM	Host of last PHoNMM	Host of next PHoNMM

7. PHONMM attendance

PICTs are encouraged to send their HoNM to the biennial PHoNMM.

8. PHoNM conduct

PHoNM will ensure meetings, out-of-session processes, subcommittee arrangements and secretariat arrangements are efficient, present a well-structured agenda, provide good and fair chairing, and ensure timely circulation of meeting papers and reports (at least 2 weeks prior to the PHoNMM).

9. PHoNM subcommittees

PHoNM may establish standing committees or working groups to progress its work as sub-committees. Standing committees operate under similar Terms of Reference, subordinate to PHoNM. Consistent with the principles above, the number of committees and working groups will be kept to a minimum, and in most cases will be strictly time-limited.

To assist in facilitating the work of PHoNM (especially out of session), a PHoNM subcommittee will be made up of the following members:

- Chair
- Deputy Chair
- Representative from Melanesia
- Representative from Polynesia
- Representative from Micronesia
- Representative from Francophone countries
- Representative from Australia and New Zealand

10. PHoNMM schedule

The PHoNM will meet annually, outside the May–August period when ministries are preparing their annual plans and budgets. The PHoNMM will be held no less than four months before the PHoHM. This is to enable PHoNM to help shape the agenda for the PHoH and assist in the preparation for the meeting.

11. Secretariat arrangements

The country chairing the PHoNMM will lead the preparation for the PHoNM meeting, with secretariat support provided by the Pacific Community (SPC), WHO and the Pacific Islands Health Officers

Association (PIHOA) with linkage to the PIF Secretariat (PIFS) and MIF Secretariat (MIFS), as appropriate.

12. Linkages to the broader Pacific Islands Forum and regional health architecture

The relationship between PHoNM, PHoH, PHM, PIF and the MIF architecture and country level arrangements for development cooperation in health is set out in Annex 1

13. Review of Terms of Reference

The PHoNM shall retain the right to review and amend the Terms of Reference every two years.

Annex 2– Abbreviations

ADB	Asian Development Bank
CNMI	Commonwealth of the Northern Mariana Islands
CNO	Chief Nursing Officer
CNMO	Chief Nursing and Midwifery Officer
DFAT	(Australia) Department of Foreign Affairs and Trade
DON	Director of Nursing
FNU	Fiji National University
FSM	Federated States of Micronesia
FPR	Framework for Pacific Regionalism
HIMF	Healthy Islands Monitoring Framework
HoH	Heads of Health
HoNM	Heads of Nursing and Midwifery
MFAT	(New Zealand) Ministry of Foreign Affairs and Trade
MIF	Micronesian Islands Forum
PHC	Primary Health Care
PHoH	Pacific Heads of Health
PHoHM	Pacific Heads of Health Meeting
PHM	Pacific Health Ministers
PHMM	Pacific Health Ministers Meeting
PHoNM	Pacific Heads of Nursing and Midwifery
PHoNMM	Pacific Heads of Nursing and Midwifery Meeting
PICTs	Pacific Islands Countries and Territories
PIFS	Pacific Islands Forum Secretariat
PIHOA	Pacific Islands Health Officers' Association
PPHSN	Pacific Public Health Surveillance Network
RMI	Republic of the Marshall Islands
SPC	Pacific Community
UHC	Universal Health Coverage
UNAIDS	Joint United Nations Programme on HIV/AIDS
UNDP	United Nations Development Programme
UNFPA	United Nations Population Fund
UNICEF	United Nations International Children's Fund
WB	World Bank
WHO	World Health Organization