



A C E N D I O

THE ASSOCIATION FOR COMMON EUROPEAN NURSING DIAGNOSES, INTERVENTIONS AND OUTCOMES

ACENDIO BOARD OF DIRECTORS

Strategic plan 2019 - 2021, **Version 3, March 24, 2020**

Maria Müller-Staub (President) (MMS)
 Wolter Paans (Vice President) (WP)
 Fabio D'Agostino (Secretary) (FD)
 Nick Hardiker (Treasurer) (NH)

Sergio Barrientos-Trigo (Board Member) (SBT)
 Mariann Fossum (Board Member) (MF) Helen de
 Graaf-Waar (Board member) (HdGW)
 Claudia Leoni-Scheiber (Board Member) CLS

Visions for the biennium (May 2019, Groningen)

FD and NH: to work collectively involving members and contributing to the agenda.

HdGW: to maintain a network to share knowledge among members that contribute to further develop the ACENDIO position papers.

SBT: to create a network as a reference for nursing practice by using EHRs, and to possibly include more clinical nurses.

WP: to stick on the ACENDIO goals, and that ACENDIO as a research community should achieve more stable (long-term) members, and advertising more. More input for workshops, enlarge the ACENDIO community joining in research and workshops. Use affiliations of the members and be connected with other associations to get more strength in a political point of view. He suggests that we should search for former members and discuss a strategic plan in November putting names and tasks.

CLS: to include more students in ACENDIO in our thoughts and into research. To reach a political dialogue to establish a European NMDS - as ACENDIO is a legal entity- and as this is in the ACENDIO mission.

MMS: to have an open discourse with all SNL associations such as ICNP, Omaha (and others) and being to improve nursing digitalization. To increase the number of ACENDIO members, each board member should reach out to other people - for example persons involved in other organizations try to create connections to ACENDIO.

Re-sponsi-ble	Topic / Task / Committee	What to do / working methods	Mile-stone 1	Mile-stone 2	Mile-stone 3	Notes	End
MMS WP	ACENDIO Constitution renewal Aim: Adapting Constitution incl. membership fees / conference costs, honorary members, and better acknowledging institutional members. Consistency w. standing orders GA, nominations.	Review draft / translation based on Dutch Association Law. Present to GA for approval.	July 2019	Adap-tations Dec 19	Finali-sation Feb 20	Board Approval (BA) Dec. 2019	GA March 2021

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MMS+ FD	Organogram of ACENDIO Aim: Making ACENDIO structure and tasks visible	Draft and send to board, when approved add adaptations and present at GA	7. 19	BA Dec. 2019	Adap- tated 3/2020	✓	GA March 2020
WP NH	Transfer ACNEIO bank account Aim: Bank account transfer to the NL Treasurer Budget and reports Aims: Know conference earnings and costs Know contribution of organizations (e.g. what contributions to support board members, and other e.g. dinners, use of facilities). NH to also seek support of an institution for budgeting.	Account in country of ACENDIO origin (NL) Take over PayPal settings and access Provide conference closing report Provide budget for biennium incl. - Workshop and - Conference - Inst. Member Support	May 2019 May 2019 June 2019		June 2019	BA Dec. 2019	Fall 2020 ✓
WP + NH	Ledger/auditor (NL) Aim: ACENDIO as official assoc. needs external controlling person (auditor / Ledger)	To control and sign the treasurers' annual financial reports to be presented at GA			BA Dec.19 ✓		Present at GA's
FD+ MMS	Membership database Aim: Renew database, reach out to actual and old members to get them back and win new ones	Old membership lists to be composed into an actual one.	July19 ✓	Adap- tions ✓			
FD+ MMS	Dropbox renewal Aim: Having a separate archive and active working spaces for board	Renew dropbox for all, and store recent documents. Store ACENDIO archives safe and separately	✓ ✓	✓ ✓			
MMS+ FD	Describing Nominations Aim: Process description and new forms - constitution- is Presidents and an Ex Ufficos' role	Renew and send to board	Sept 2020			BA Fall 2020	GA 2021
All	Describe ACENDIO roles Aim: Clarity of roles of President, Vice-President, Secretary, Treasurer, and Board members according to the constitution and for new member introduction	Check and specify drafts	Feb. 2020				October meeting 2020
MMS FD + all	Yearly GA combined with Workshops Aim: Coordinate work of board members to prepare reports for the bi-annual GA and for the in-between symposia/workshop and GA	Organization and preparing documents for GA	Feb 2020 Tasks to Board				March 2020

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WP FD MMS NH SB	<u>Research Committee</u> Aims: See Scientific Committee folder	Prepare a written report for each board meeting, and publish new grants					
WP	Chair, Research Committee	Invitation of members for a new project Euro 1500.-	March 2020				
FD	Final grant report Aim: Grant holder sends report 2 years after getting a research grant	Write report into provided template, and according to ACENDIOs criteria					Sept 2020
HdGW MF	<u>Public Relations Committee</u> Aim: Make ACENDIOs work more visible, according to proposal from March 2019	Release news on board meetings, conferences, research + working groups on website, newsletters, social media. Create agenda.	After each board meeting	PR-Agenda?			
WP NH FD	<u>eHealth Workgroup 1)</u> Supporting + advancing practice and eHealth Aim: Supporting evidence-based implementation of SNLs into practice and EHRs, and bases on the ACENDIO constitution and on <i>Position Statements 1+2</i>	The product of this working group is to create a ‘ Practical Implementation Principles ’ on what, how and why to implement SNL’s into practice.	Working plans		BA Dec 2019		
SB CLS HdGW	<u>eHealth Workgroup 2)</u> Facilitating participation and education incl. patient education. Aim: Education content of this workgroup is based on the ACENDIO constitution and on <i>Position Statements 4+5</i> .	The product of this working group is to create a ‘ Practical Implementation Principles ’ on teaching SNLs and eHealth in education (what, how and why). The group shall focus mainly on own experiences and existing curricula in three countries (E, A, NL).	Working plans		BA Dec 2019		
CLS MMS / FD All	Workshops and (General Assemblies) Aim: Successful, high quality bi- annual workshops organized according to the Conference Planning Document. Reaching out to existing members, to get new ones, and bring ACENDIOs work forward. Share, discuss, learn, and disseminate. Min. 30-50 attendees. Times in 2020: 10.30 Workshops, 16-17 h GA	Program: Introduction; working groups after one another, based on ‘Practical Guideline’ as product of working groups Suggested fees: CLS & MMS to ask treasurer about possibilities of funding by ACENDIO. Adapted proposal on budget to be sent to board Plan after-workshops tasks, e.g. responsibilities of working groups, preparing a summary for website, info to members (with PR Committee)	June 30 th 2019 ✓ ✓	March 20 th 2020 ✓ ✓	March 18/19 th 2021		

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MF SBT	<p><u>Scientific Conference Committee</u> 13th Conference, Groningen 2021</p> <p>Aim: Successful, high quality scientific conference content planned according to Conference planning document</p> <p>Board decided that Implementation of SNLs into practice & education, eHealth and Patient Outcomes is the main topic (while traditional ACENDIO topics remain). Board decided not classifications are main conference focus, but their use/applicability by presenting real implementations and results.</p>	<p>Check & complete conference planning document sent by MMS, include new dates according to previous conferences:</p> <ul style="list-style-type: none"> • Safe the date published & Call for abstracts – dates and for 3 topics: research & poster abstracts, boots/vendors and project papers. • Scientific Conference Committee Members: Chairs make a suggestion based on former committees (acknowledgement in conf. program). • Keynote criteria (see minutes May 2019) • MMS asks Gail Keenan and considers (as asked as President to keynote) WP+SBT considered keynotes • Keenan, König + MMS have accepted 	<p>Final texts accepted by board Dec 19 ✓</p>	<p>March 2020 ✓ ✓ ✓ ✓ ✓</p>			
WP	<p><u>Local Conference Organization Committee (LOC)</u> 13th Conference, Groningen 2021</p> <p>Aim: Successful conference organized according to Conference planning document</p>	<p>Make room reservations at Hanze University Check & complete conference planning document sent by MMS to LOC (WP+HdGW) and include:</p> <ul style="list-style-type: none"> • Creating an ACENDIO stand/banner • Automated conference certificates • All conference information on the ACENDIO website (all in one website) • Organize photographer/video • Board hotel rooms organized by LOC • Hotel payment by treasurer for board • Conference proceedings and news published first week after conference • To be planned before such, e.g. as cutting photos, publication permissions, replying member requests 	<p>2019 ✓ ✓ ✓ ✓ ✓</p>				
MF SBT WP	<p>Meetings: Sc. Conf. Comm + LOC</p>	<ul style="list-style-type: none"> • Overlapping Skype every 3 months after Call for Abstracts is out. 	<p>BA Dec.19</p>				

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HdG NH FD	<p>Aim: Overlapping wrap-ups between the Scientific Conf. Committee and the LOC.</p> <p>The chairs and co-chairs including NH (treasurer, conference budget) and FD (secretary) are part of these meetings for job-sharing and common planning.</p>	<ul style="list-style-type: none"> • Organizational adaptations (e.g. app, easy chair, formats, proceedings) • Contacts to keynotes, presenters, poster format etc. tbd together 	Plan-ning is ongoing				