



A C E N D I O

THE ASSOCIATION FOR COMMON EUROPEAN NURSING DIAGNOSES, INTERVENTIONS AND OUTCOMES

ACENDIO BOARD OF DIRECTORS Strategic plan 2021 - 2023, Version 5, January 23

President: Maria Müller-Staub (MMS)

Vice President: Claudia Leoni-Scheiber (CLS)

Treasurer: Helen de Graaf-Waar (HdGW)

Secretary: Fabio D'Agostino (FD)

Board Member: Sergio Barrientos-Trigo (SBT)

Board Member: Bente Christensen (BC)

Board Member: Mikko Härkönen (MH)

Board Member: Valentina Zeffiro (VZ)

Visions for the biennium (June 04, 2021; adapted August 2021 and December 2022)

VZ. To expand the research network and to create a multicenter study, unifying data of different countries. To update ACENDIO Facebook page.

BC. To create a structured documentation and implement the website with threads.

MH. 1. support interoperability between European countries in nursing, 2. to be an expert for nursing documentation for example in Nursing Summary, 3. benchmarking nursing documentation data sets (by research and studies), 4. increasing use of social media. 5. To consider survey in dropbox. At the moment European Commission has made guidelines for Patient Summary between European member countries. There will be also Hospital discharge report, and I think this will be good opportunity to add knowledge about nursing documentation. To review the survey in dropbox.

CLS. To develop and implement two guidelines about the eHealth working groups 1 and 2.

HdGW. To have a network in order to exchange experiences, for example to be an active part in research groups. To present the ACENDIO topics to the nursing students. To conduct studies on eHealth application and continue with working groups.

FD. To continue with the work of the working groups and create a structure to conduct research.

MMS. To remain open to work with different SNLs. To scientifically contribute to the development of health applications/program digitalization. To increase the number of ACENDIO members by writing to new and former members. Each board member should reach out to other people - for example to persons involved in other organizations – by trying to create connections to ACENDIO. To include more German and Nordic Members, and from all our countries, e.g. Austria, Italy, Spain, and to include dedicated long-term members from South and North America to join the board. To be a well-collaborating board, linking and gaining expertise to work on SNLs together. Truly implementing by teaching and into practice and EHRs is key! Digitalization and SNLs need ACENDIOs support to be linked with sensors/assistive devices, and to do BIG NURSING DATA research, making nursing visible as a profession.

Re-sponsi-ble	Topic / Task / Committee	What to do / working methods	Milestone 1	Mile-stone 2	Mile-stone 3	Notes	End
MMS	ACENDIO Constitution put into practice Aim: Consulting the Constitution and act as board according to what the Constitution requires.	<ul style="list-style-type: none"> - Look into Constitution before/during meetings, in order to correctly work, and to put it into practice - Does WBTR - Project Legal Act require changes in Constitution? 	Each regular board meeting	Each regular board meeting	Finalize changes until Dec. 2020	GA 2021 approved New Constitution	Present at GA for approval Mar 23
HdGW CLS FD	Legal Acts (WBTR) Project Aim: Adjust the ACENDIO statute (legal act in Dutch) according to the new Dutch law	To adjust the ACENDIO constitution get a legal consultant to work with if needed. Filling out the legal act according to the new Dutch law, compare with Constitution and report if changes are needed.	Aug.2021	Sept. 21	Finalization Nov 22	Board approval Jan 2023 Control annually	
MMS	Organogram of ACENDIO Aim: update ACENDIO structure and tasks visible	Draft and send to board: who is in which committee, eHealth working group, projects etc? When approved, add adaptations and present at website and for the GA	Discussed 04 June 2021	Updated 07 June 2021	On website by July 21	Adapt + publish annually	Inform at GA Mar 23
HdGW FD	Treasurer Budget and reports Aims: Know 2021 conference earnings and costs Know contribution of organizations (e.g. what sponsoring do board members get, and other e.g. dinners, use of facilities). Also, all board members seek support of an institution.	Provide and annual budget, show deviations. Inform board at meetings on financial status. Make financial reports of fiscal year. Make payments/oversee bank account Support Committees for sub-budgets of: <ul style="list-style-type: none"> - Workshop - Conference Ask consultant w. respect to Dutch Assoc. regulations (WBTR) if needed.	Each board meeting Jul + Sept 2021	Present and discuss Budget for next year Dec 21 Jan 22 Jan 23	Financial report of 2022 to be finalized in Jan 23	Finalize budget based on budget of 14th Conf. for GA Jan 23 Adapt + publish annually	Present at GA for approval Mar 23
HdGW MMS	Ledger/auditor (NL) Aim: ACENDIO as official assoc. needs an external controlling person (Auditor / Ledger)	To control and sign the treasurers' annual financial reports to be presented at GA Lars van Heerden, Ulla-Mari Kinnunen	Send docs annually Jan 22 Jan 23	Auditors control Feb 23	Make needed additions/changes Mar 10, 23		Present at GA for approval Mar 23

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FD HdGW	Membership database maintenance Aim: maintain the membership database updated	Updating the database manually when payments come from the bank account and not from the website. Develop a procedure for the payments by the bank account and means to collect members data. Include KvK number and full ACENDIO address in bills. N.B. Payments by website must be preferred.	Constantly, report at board meetings Aug 21	Sept 21	End of calendar year numbers needed for GA Report Dec 21 Dec 22	Annually: End of calendar year numbers needed for GA	Present at GA for approval Mar 23
All MMS FD	Dropbox maintenance Aim: Having a separate archive and active working spaces for board	Store recent documents in the dropbox and store ACENDIO archives safe and separately	Constantly, by all board				
MMS	Nominations/Elections Aim: Process description and forms to be ready for nominations and elections is Presidents and Chair of Nominations/Elections/Ex Officios' role, see Constitution	Check and renew if needed and send to board. Chair of nominations to be accepted by board before the call for nominations goes out	Write Call for Nominations based on Election years: Annually in Dec	Publish Call for Nominations Jan 23	Deadline for nomination 5 weeks prior to GA. Feb 8,23	Inform on nominees 4 weeks prior to GA on website Feb 15,23	Elections GA Mar 23
HdGW and board	Describe ACENDIO roles Aim: Clarity of role: President, Vice-President, Secretary, Treasurer, and all Board members according to constitution, WBTR and for member introduction. We need that for the legal Act!	Check and specify drafts	Draft writing Sept. 21	Finalize drafts Oct. 21	BA Dec 21	Feb. 28, 2023	
MMS CLS FD all	General Assembly (GA) combined with Workshop/Conferences Aim: Coordinate work of board members to prepare reports for the annual GA	President, Vice-P. and Secretary organize GA + reports. The President writes an overall GA report (summary). Each Board Member prepares a written report for each meeting (for minutes). This helps to write the annual report for the GA.	Each board meeting Aug 21 Sept 21	Preparing annual reports each year in January		Finalize reports and publish on website Feb 15	Present at GA for approval Mar 23
VZ Chair	Research Committee Aims: Research grant every year as decided in the Board Meeting on the June 4 th +5 th 2021.	Invitation of members for a new project Euro 1500.- The chair of the Research committee prepares a call, which is re-sent and addressed in the Presidents Messages.		Oct 2021	Publish grant Dec 21 Dec 22	Recall Jan 2023	

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VZ, SBT, FD, CLS, MMS	Specifications see Scientific Committee folder on dropbox.	New description of the Research Committee names/dates. Publish and advertise new grants. Collect requests of grants.	Website renewal July 21	Preparing publications/PR Oct 21+22	Deadline for submissions Feb 12, 23	Evaluation of grants Feb 23	Present + winner at GA Mar 23
Manuel Schwanda	Final grant report Aim: <u>Grant holder</u> sends intermediate report each year. Final report 2 years after getting a research grant.	The Main-Grant holder (first and corresponding authors) reports by using the provided template, and according to ACENDIOs criteria. <u>Chair VZ: contacts Manuel Schwanda in 2023.</u>			Annual state report of project to VZ		MS presents reports at GA Mar 23
BC MH, HdGW, VZ	Public Relations Committee Aim: Make ACENDIOs work more visible, according to proposal from March 2019	Create a PR agenda. Release news on board meetings, conferences, research + working groups on website, newsletters, social media.	After each board meeting	PR-proposal see dropbox	Report news at each board meeting	Major renewals for GA: Feb – Mar 22	pre-+post WS/Conferences and GA Apr. 23
MH BC, FD	eHealth Workgroup 1) 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 ‘ Practical Implementation Principles ’ on what, how and why to implement SNL’s into practice.	Working plans of group	Report ongoing work at board meetings	Provide draft product Feb 22+ Feb 23	1. Phase: Presented at St Polten workshop Apr 22	Implementation & evaluations should be ongoing
HdGW SBT, CLS, VZ	eHealth Workgroup 2) 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 ‘ 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 of group Aug 21	Report ongoing work at board meetings	Provide draft product Feb 22+ Feb 23	1. Phase: Presented at St Polten workshop Apr 22	Implementation & evaluations should be ongoing
CLS MMS / FD All	ACENDIO Workshops 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 work.	Program: Introduction; working groups after one another, based on ‘Practical Guidelines’ as product of working groups Suggested fees: CLS/resp. new LOC chair BS? Adapted proposal on budget to be sent to board. Official Keynote invitation letters were sent by President.	June 30 th 2021 ✓ ✓	Agreed on program Aug 2021 ✓	Agree on Budget Sept 2021 ✓	First workshop-material prepared Mar. 22 ✓	Plan next workshop Start reservations of rooms etc. April 23

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	Min. 80 attendees. Times in 2021: 09:00 Workshop, 16-17 h GA	See Conference Planning document and plan pre- and post after-workshops tasks, e.g. safe the date, invitations on all media, responsibilities of working groups, preparing a summary for the website, and pre- and post-Workshop Information to members (with PR Committee).					Publish summaries on website and other media 10 days post event

Chair: FD	Scientific Conference Committee (SCC) 14th Conference, 2023	Defining a place for the conference 2023 Make room reservations at UniCamillus University, Rome	Oct. 21	January 2022	Final texts accepted by board		Plan 15 th Conference = 30 ^{iest} ACENDIO anniversary, early!
Co-Chair-Gianfranco Sanson	One committee with two subgroups (Scientific Conf. Committee (SCC) and Local Organizations (LOC). Adding new board members as last time, chairs to be decided upon. Aim: Successful, high quality scientific conference content planned according to Conference planning document	Check & complete conference planning document sent by MMS, include new dates according to previous conferences: <ul style="list-style-type: none"> • Save 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 suggestions based on former committees (and add their names for acknowledgement in the conference program). • Keynotes: Proposal of persons • Decision on 3 Keynotes +1 reserve, MMS sends invitation letters • Agree on suggested dates for all conference working steps, and support SCC/LOC 	Nov. 21	✓	✓		Fintan Sheerin offered to write the ACENDIO history. The ACENDIO history can be a highlight at the 30 st anniversary..
MMS	<u>The planning document was adapted in fall 2021 by MMS, FD presented it continuously to MMS/board.</u>		Nov. 21	✓		Mar. 22	
MMS	Board decided <u>Conference Title:</u> Nursing generated data: Predictive Analytics and eHealth Strategies (while traditional ACENDIO topics remain). Not classifications are the main conference focus, but their use/applicability by presenting real implementations and results.			Rome January 2022		and at all board meetings in 2022+ 2023 ✓	
Chair: LOC: VZ	Local Organizing Committee (LOC) Aim: Successful conference organized according to Conference planning document	Check & complete the conference planning document and include: <ul style="list-style-type: none"> • Creating an ACENDIO stand/banner • Automated conference certificates for speakers and participants (special for each group) 	Planning started in Nov. 2021 ✓				For the next conference planning should

		<ul style="list-style-type: none"> • Organize photographer/videos for presentation on the ACENDIO website after the conference • Board hotel rooms organized by LOC • Post conference/PR work, e.g. such as cutting/refining photos, publication permissions, replying to members pre- and post-conference requests, such as for Conference Proceedings. Also, these news have to be published in first week after conference 					start in Nov. 2023
All	<p>Meetings between LOC/SCC and others</p> <p>The chairs and co-chairs including HdGW (treasurer, conference budget) and FD (secretary) as well as the President are part of these meetings for job-sharing and common planning.</p>	<ul style="list-style-type: none"> • Online meetings by Committee every month after Call for Abstracts is out. • Organizational adaptations (e.g., conference app, easy chair, submission of abstract formats, proceedings), and clarification for exact and early submitter information must be prepared • Contact keynotes, oral and poster presenters for submissions and formatting according to Conference Planning document. 	BA On agreed dates				Start collaboration of LOC and SCC as soon as conference theme, lieu, rooms and keynotes are fixed