

# WENR

## Regulations and Guidelines



1. The name of this group shall be the Workgroup of European Nurse Researchers (WENR).
2. The name and the emblem may only be used with the permission of WENR's Steering Group.

## **Mission Statement and Objectives**

The Workgroup of European Nurse Researchers' mission is to promote and strengthen the value of collaborative nursing research in Europe for the benefit of the people of Europe. In so doing WENR intends to enhance collaboration and solidarity among nurse researchers across Europe. This will be accomplished through the following objectives:

**Objective 1:** To influence European and national health policies.

**Objective 2:** To develop nursing research infrastructure, research networks and dissemination activities.

**Objective 3:** To extend communication links between WENR members and other organisations.

**Objective 4:** To promote the visibility of WENR at European and international levels.

**Objective 5:** To establish and support a range of scientific activities.

**Objective 6:** To secure a sound financial basis so that WENR can achieve its objectives.

**Objective 7:** To establish collaboration with the European Federation of Nurses Associations (EFN).

**Objective 8:** To ensure that WENR's Regulations and Guidelines remain relevant and that there is a current Action Plan.

## **Membership**

1. WENR will comprise one representative of each National Nurses' Association (NNA) in membership with the International Council of Nurses (ICN), who will be nominated by their NNA.
2. Each NNA shall assume responsibility for all expenses incurred by membership of WENR.
3. The representative should be a registered nurse who has been educated in research after basic nursing education and who is actively involved in promoting research in her/his country.
4. For continuity in WENR, it is recommended that the same person should represent their NNA for normally a minimum of 3 years and normally for a maximum of 6 years.
5. It is expected that the NNA will appoint a member who is prepared to undertake work related to WENR's remit and as agreed by the Workgroup.
6. All NNAs should pay an annual membership fee in line with their national nurses' association membership numbers. The banding of the fees is set out in Annex I.

## **Voting**

1. Voting at WENR meetings shall be by show of hands of the representatives unless a secret ballot is requested by two representatives present.
2. Only representatives of NNAs who have paid their membership fee can vote.

## **The Steering Group**

1. Each NNA will determine whether its WENR representative shall be eligible to become a member of the Steering Group.
2. Membership on the Steering Group will be determined by election

from the Workgroup except in the case of the WENR representative of the NNA hosting the secretariat who shall have automatic membership.

3. The Workgroup will elect five representatives from its membership to form the Steering Group.

4. Election to the Steering Group will be for a period of 3 years in the first instance with eligibility for re-election for one further term of office.

5. In order to ensure continuity to the Steering Group, the NNA should not change their WENR representative whilst she is a member of the Steering Group.

6. The Steering Group will identify a NNA to host the annual Workgroup meeting.

### **The Chairperson**

1. The Chairperson will be elected from the Steering Group.

2. The Chairperson must have been on the Workgroup for at least two years prior to election.

3. The Chairperson will be elected for a period of 3 years by the Workgroup.

## **Meetings**

### **Workgroup meetings**

1. The Workgroup will meet annually.

2. A National Nurses' Association will act as host for the annual Workgroup meeting. Normally the host for the annual Workgroup meeting will be invited to present an overview of their scientific activities.

3. Extraordinary meetings may be convened by the Steering Group.

### **Observers**

1. The host NNA may invite up to three other persons as observers.

2. Observers have the right to present reports and to participate in discussion but not to vote or to sit on the Steering Group.

3. The successor of a NNA representative may be present as an invited guest at the predecessor's last meeting if the successor is officially nominated as the next representative, and at the NNA's request.

4. The Steering Group may invite observers to WENR meetings from appropriate organizations up to a maximum of 8 persons. The expenses of such observers are the responsibility of the observer's organization.

### **Steering Group**

1. The Steering Group will meet twice a year.

2. One of those 2 meetings will be held in conjunction with the annual Workgroup meeting.

### **Scientific Activities**

1. Conferences/workshops or other activities may be held as appropriate.

2. Such activities will be arranged by WENR in collaboration with NNAs or other partners whose purpose(s) correspond with those of WENR.

3. All such meetings shall be self-financing.

4. It is expected that scientific meetings will generate some income for WENR.

### **Secretariat**

1. WENR will have a Secretariat to support its business.

### **Language**

1. The working language shall be English.

2. This does not exclude translations by NNAs into other languages. Whenever a conference requires translation, the cost must be born by the hosting NNA and this must be specified in the contract.
3. There will only be translation into a national language.

## **Finances**

1. Finance obtained will be held for purposes of WENR.
2. All funds will be held in the name of WENR.
3. An annual draft budget will be presented to the Workgroup for approval.
4. Accounts will be audited annually.
5. The annual financial report will be signed by the members of the Steering Group.
6. WENR representatives will assist in sourcing financial funds.
7. A host NNA will be responsible for all expenses incurred in holding WENR meetings.
8. Any scientific activity, which is undertaken in conjunction with WENR, requires a written contract with WENR.
9. The contract will specify the percentage (%) of the income that is to go to WENR from WENR activities. Any translation costs are to be borne by the relevant NNA and for the purposes of calculating the percentage return to WENR, translation costs are excluded from the percentage return to WENR.
10. The financial year will run from January 1st to December 31st.
11. Membership fee will normally be paid by March 31st of the financial year.

## **Amendments**

1. Proposals for amendments to the Regulations and Guidelines must be submitted by NNAs.
2. The proposing NNA must send their proposal(s) in writing to the Secretariat on headed paper and signed by the President or Senior Executive.
3. Proposals for amendments of the Regulations and Guidelines must be received no later than 3 months prior to the annual Workgroup meeting.
4. The Steering Group will send the proposed amendments to each NNA and to the representatives attending the previous Workgroup meeting.
5. The proposed amendment shall be voted upon. A 2/3rds majority of those present at the annual Workgroup meeting is required for the proposal to be accepted by WENR.
6. Amendments accepted by WENR will be returned to the NNAs for signature.

## **Dissolution of WENR**

1. A proposal for the dissolution of WENR must be received at least 6 months in advance of the next meeting of WENR. The postmark will be taken as evidence of the time period.
2. The proposing NNA must send the proposal in writing to the Secretariat on headed paper and signed by the President or Senior Executive.
3. A proposal for Dissolution, if accepted by the Workgroup, must be ratified by all NNAs.
4. In the event of the dissolution of WENR, all funds held will be passed to ICN.

# WENR GUIDELINES

## Workgroup Meetings

The place of the meeting will be arranged at least two years in advance, the time of the meeting at least one year in advance. The meeting should include:

- presentation of national reports;
- an annual financial report from the Steering Group;
- an annual report from the Steering Group and Workgroup;
- the discussion and planning of future scientific meetings and other activities;
- the discussion of specific topics related to nursing research activity in Europe;
- issues of concern raised by NNAs through their WENR representative;
- issues related to influencing European health policies through nursing research.

## Responsibilities of WENR Representatives

1. Each representative will be expected to complete a national report at each annual WENR meeting relating to nursing research in their country.
2. Each representative is responsible for reporting the proceedings of WENR meetings to their sponsoring NNA and, in consultation with the NNA, disseminate information to the profession and the public.
3. Each WENR representative will be expected to take an active part in WENR's workload.

## Responsibilities of the Steering Group

1. To plan, convene and prepare all documentation including the format of the annual meetings of WENR and the annual report of the Steering Group.
2. To set up and co-ordinate ad hoc working groups or other committees as required by WENR.

3. To oversee the implementation of the WENR Action Plan.
4. To plan and convene conferences/workshops/seminars and other scientific activities held in collaboration with a NNA or other appropriate partners.
5. To be responsible for the selection of abstracts in co-operation with the national scientific committee or similar at scientific meetings of WENR
6. To undertake other activities at the request of WENR to promote health care research and or nursing research.
7. To identify strategic directions for WENR in accordance with changing research environment with WENR representatives and NNAs.

### **Responsibilities of the Chairperson**

1. To facilitate the administration of the Steering Group.
2. To ensure the rotation of 'chairing' in the Workgroup meetings.

### **Responsibilities of the Secretariat**

1. To co-ordinate information flow and communication with WENR representatives and NNAs.
2. To maintain annual audited accounts.
3. To prepare an annual draft budget.
4. To provide all administrative support for WENR.
5. To update WENR's website.
6. To liaise with hosts of WENR scientific meetings.

Ratified 1980

Revised 1987, 1991 and 2004

Ratified by, see Annex II

**Annex I**  
**Annual WENR Fee Structure**

<b>Band A</b>	Associations with less than 5,000 members	250.00
<b>Band B</b>	Associations with 5,000–9,999 members	500.00
<b>Band C</b>	Associations with 10,000–19,999 members	750.00
<b>Band D</b>	Associations with 20,000–29,999 members	1,000.00
<b>Band E</b>	Associations with 30,000–39,999 members	2,000.00
<b>Band F</b>	Associations with 40,000–49,999 members	3,000.00
<b>Band G</b>	Associations with more than 50,000 members	4,500.00

## **Annex II**

### **Revised Regulations & Guidelines 2004 ratified by:**

The Austrian Nurses Association

The Danish Nurses Organisation

The Finnish Nurses Association

The German Nurses Association

The Hellenic Nurses Association

The Hungarian Nursing Association

Icelandic Nurses Association

The Irish Nurses Organisation

The Italian Nurses Association

The Lithuanian Nurses Organisation

NU'91, The Netherlands

The Norwegian Nurses Association

The Polish Nurses Association

Ordem dos Enfermeiros, Portugal

The Swedish Society of Nursing

The Swiss Nurses Association

The Royal College of Nursing

## Notes





# WENR

Workgroup of European Nurse Researchers

[www.wenr.org](http://www.wenr.org)