

CoNNO SECRETARIAT REPORT OCTOBER - MAY 2010**Secretariat Team**

I'd like to acknowledge the work of CoNNO Council and in particular the incredible work of the CoNNO Chair, Kim Ryan. I'd like to take this opportunity to thank Kim for her enthusiasm and hard work in continuing to advance the work of the Coalition. I'd also like to acknowledge the work of the Secretariat team at the Federal Office of the ANF. Once again I'd like to thank Anastasia Shianis, the ANF Professional Team Administrative Assistant. Anastasia organises CoNNO Council and members meetings, attends to agendas and minutes, maintains CoNNO files, coordinates email traffic and accommodates the many requests of myself, Kim (the Chair), Council and the members. Elizabeth Foley, ANF Professional Officer works with the Secretariat in a Project Officer capacity, drafting documents and providing input into reports and submissions. Barb Hughes, ANF Finance Officer maintains accounts, financial records and prepares balance sheets for Council. Krista McClelland and Kristy Male maintain the CoNNO website. Many thanks to the Chair, Council and Secretariat team for their hard work.

Action items from October 2008

There are no outstanding items from the October 2010 CoNNO Meeting. Members were emailed seeking expressions of interest to work with the National E-Health Transition Authority (NEHTA). Unfortunately, no expressions of interest were received. If you are interested I'm happy for you to let the Secretariat team know today. We will resend the email request to members following this meeting.

Correspondence

On request, the CoNNO Secretariat has circulated emails relating to conferences, media releases, meetings, newsletters and projects to CoNNO members for their involvement, information and further circulation to their respective membership. A listing of official CoNNO business correspondence is available through the CoNNO Secretariat.

Ongoing work

CoNNO Council has continued work on the development of the new CoNNO logo, upgrading and redesign of the CoNNO website and development of the Governance Framework (Standards and Toolkit) into an on-line education module. Work has also been undertaken on a mentoring survey for members. Our goal is to have the survey up on the CoNNO website with an email reminder to complete it by next week.

Application for membership

CoNNO Secretariat has received this week an application for membership from the Association of Private Nursing Services (APNS). This application will be considered by CoNNO Council and a recommendation will be made to the October CoNNO members meeting.

NEHTA invitation

The National E-Health Transition Authority (NEHTA) has extended an invitation to any interested CoNNO members to visit the Model Healthcare Community. The Community demonstrates Release One of Australia's future Healthcare Identifiers Service. The HI Service is a joint project between NEHTA and Medicare Australia that will be enabler for the future system of individual electronic health records. The facility has been relocated from Canberra to Melbourne at the beginning of April and is now located at the Royal Australian College of General Practice (RACGP) in South Melbourne. Details will be posted on the CoNNO website and an email reminder sent to members so that visits can be scheduled.

Documents reviewed and updated

In the last 6 months, the CoNNO Council has reviewed and updated the CoNNO Governance Framework and Constitution and the CoNNO Media policy documents to ensure that they are contemporary in line with the review schedule. There has been no change to the content of these documents and they will be reviewed again at the beginning of 2012.

Budget and funding

The CoNNO Funding Agreement with the Department of Health and Ageing (DoHA) is due to expire on 1 August 2010. This year we were approached by DoHA to submit a funding proposal in May for the next 12 months which we submitted on Wednesday of this week. We will await the response of our funding request. The final report to DoHA for this funding round is due at the end of July 2010.

**Julianne Bryce, Senior Federal Professional Officer ANF
For CoNNO Secretariat**