

# International Nursing and Midwifery Association Forum

## Terms of Reference

### **The forum's role and purpose**

1. The International Nursing and Midwifery Association (INMA) Forum is a strategic group set up and maintained by the Nursing and Midwifery Council (NMC).
2. The purpose of the INMA Forum is to:
  - Ensure that the expertise, evidence, experience, and knowledge from internationally educated and/or diaspora professionals informs and challenges all that we do as we regulate, support and influence.
  - Actively involve internationally educated and/or diaspora professionals in co-producing the NMC's strategic work as it considers the future of nursing and midwifery regulation in the UK.
  - Enable the NMC to work together with internationally educated and/or diaspora professionals to develop strategic policy and operational decisions, helping us support safe, effective and kind care for the public.
  - Ensure emerging issues, which relate to both the NMC's work and internationally educated and/or diaspora professionals, are identified earlier and can be acted upon in a timely manner.
3. The INMA Forum is not part of the NMC's formal governance and decision-making structure, but it is part of a small number of strategic groups that discuss and provide input in this way. The INMA Forum supports our commitment to empower professionals to shape our work, policies and standards. Input and perspectives from the group's discussions will be shared with relevant senior colleagues and used to inform our work.
4. The group will be hosted by the NMC's stakeholder engagement team, with Sam Foster, Executive Director of Professional Practice, acting as Chair.
5. Administrative support for the group will be provided by the NMC's stakeholder engagement team. The responsible director for the group will be the Executive Director of Communications and Engagement.
6. The group has no quorum (minimum number of members at a meeting).

### **Membership of the forum**

7. The NMC wants the opinions, expertise and knowledge of internationally educated and/or diaspora professionals from around the world to be shared at the INMA Forum, and so membership is open to any INMA organisation that wishes to join.

8. An INMA organisation is an independent organisation where the majority of members are internationally educated and/or diaspora professionals. The aim of these organisations is to provide pastoral and career support to internationally educated and/or diaspora professionals so that they can thrive while working in the UK.
9. We know some other organisations may not describe themselves as an INMA but will have a strong relationship with internationally educated and/or diaspora professionals, and therefore may have an interest in becoming involved. We'll consider each request individually, but will be open to involving organisations who have a majority membership of internationally educated and/or diaspora professionals and have a desire to support the ambitions of the INMA Forum.
10. While we'll welcome all relevant organisations becoming Forum members, we may need to cap meeting numbers if the Forum becomes very large, especially for any in-person meetings we hold. In these cases we'll allocate places on a first come first served basis and have a wait list.
11. As the number of INMA organisations continually grows, the stakeholder team will monitor social media, press and other online sources to update their lists of INMA contacts. This will ensure as many INMAs are informed of meeting dates and are able to join the discussions where possible.
12. To ensure co-production of agendas and that the forum is run in conjunction with INMAs, there will be a small advisory group. This advisory group will be made up of the Chair of the forum, a member of the NMC stakeholder engagement team, as well as five INMA representatives, each of whom have had to submit an EOI reviewed by the NMC with appointment based on the criteria set out.
13. More information about membership of the advisory group can be found in the Role Description and Membership Policy document.

## **Forum meetings**

14. The forum meets at least twice a year, for a maximum of 3 hours each time.
15. Meeting dates will be confirmed at least 6 weeks in advance. The NMC will provide an approximate annual forward schedule of meetings for the year ahead.
16. Meeting agendas will be shared at least 1 week in advance.
17. Meeting agendas will include items relating to key NMC priorities and projects.
18. Members' views and ideas for agenda items will also be invited and agreed in discussion with NMC staff and the INMA Forum advisory group. Proposed agenda items must be relevant to the NMC's work, such as:
  - professional regulation of nurses, midwives and nursing associates
  - nursing and midwifery education and professional standards
  - fitness to practise processes and support for people involved
  - the health and social care environment

19. The INMA Forum will not receive information about or discuss individual fitness to practise cases or concerns.
20. Additional meetings may take place on occasion if forum members and the NMC agree they are necessary. These circumstances might include new and urgent matters for discussion or issues where additional meetings are required to allow enough time on important projects.
21. Meetings can take place online, in person, or hybrid (where some join people online and some in person). We'll observe any public health guidance in place and the group's preferences when planning meeting locations.
22. Due to the large number of INMA organisations there are, only one representative from each INMA organisation will be able to join the meeting each time. For any in person or hybrid meetings, there may also need to be a maximum number of attendees depending on the venue capacity. In these cases, we will operate a first come first served basis to join the meeting and also have a wait list.
23. When meetings do take place in person, we will look at varying venues across different UK locations.
24. Members can claim an involvement payment and expenses for their attendance at meetings, subject to the NMC's payment and expenses policy.
25. Meeting notes will be produced by the stakeholder engagement team and shared with members of the forum as soon as possible after the meeting. Comments won't be attributed to individuals within the notes. We will also keep forum members up to date with any progress on work or key updates via email between meetings.
26. Minutes of meetings and the terms of reference will be published and updated on the NMC's website.

## **How we work together – values and behaviours**

27. Members of the INMA Forum agree to work in ways that reflect the NMC's values and behaviours by acting in a way that is kind, fair and courteous to other forum members and NMC employees.
28. We all also agree to the following principles for meetings:
  - We'll listen to each other
  - We're open to the views of others, even when these may differ from our own
  - We all commit to sharing our views and taking part as fully as we can
  - We show mutual respect
  - We want to actively participate in an environment that is safe and inclusive for everyone
  - We are committed to equality, diversity and inclusion
  - Only one of us talks at a time

- We will be respectful and considerate of cultural differences and sensitivities in all meetings and interactions, and will proactively encourage members to let us know if we can do anything to support inclusive involvement
- We will respect each other's confidentiality – while we can share general information about the forum and discussions, we maintain people's confidentiality by not attributing comments to particular individuals or sharing private and/or sensitive information

29. Communication in between meetings will generally be by email.

## Sharing outcomes and impact

30. Members of the forum will be informed about the impact of our work together, with updates at meetings.

31. Feedback and views heard at the INMA Forum meetings will be collated and shared with relevant senior colleagues at the NMC and used to shape and inform our work. Members will be regularly updated on how their input has been used and what has happened as a result.

## Evaluation

32. We'll regularly ask members to give feedback on their experiences at the forum and whether they feel the purpose of the forum, as set out in this document, is being achieved.

33. We want members to tell us what is working well and what needs to be improved or changed so that we can adapt our ways of working when necessary to ensure the forum is successful in fulfilling its purpose.

34. Another way we'll evaluate the forum is by asking for feedback from NMC colleagues who have participated in or observed a forum meeting. This will help us to understand how the work of the forum has directly impacted NMC workstreams.

35. The forum's success will also be measured against meeting the objectives for engagement with INMAs. These objectives are:

- Build trusted relationships with INMAs** so that we can work together to make improvements in the health and social care sector for internationally educated and/or diaspora professionals which will enable them to provide better care for the public.
- Enable INMAs to share their insight of internationally educated and/or diaspora professionals experiences in the health and social care sector** so that we can understand their unique experiences, improve our own processes, and be kinder and fairer to internationally educated and/or diaspora professionals.
- Inform INMAs and the professionals they represent of the NMC's work** so they are aware of opportunities to collaborate and shape its

development, as well as amplify NMC key messages through their channels and networks.

## **Safeguarding – protecting people from harm**

36. As a professional regulator and registered charity, we take our safeguarding responsibilities seriously. Safeguarding means protecting people from harm.
37. As NMC registrants involved in our work, we aim to ensure that members' interaction with members of NMC staff and with other members of the INMA Forum is positive at all times. Members of the group have agreed to interact with NMC staff and other members of the INMA Forum following the values and behaviours listed in the 'How we work together section' above.
38. Should any member of the INMA Forum ever feel that this isn't the case or that their safety is at risk, they should get in touch with their stakeholder engagement contact in the first instance, or the Human Resources team [hr@nmc-uk.org](mailto:hr@nmc-uk.org).
39. To find out more, please read the [NMC's safeguarding policy](#), which outlines the approach we will take if any safeguarding matters arise within our meetings and joint activity.

## **Resolving issues**

40. Should members have any concerns or issues as a result of their time in the forum, we ask that they inform either the group's named contact or the group's chair in the first instance. We will endeavour to resolve any issues informally, collaboratively and fairly.

## **Further information**

41. Please refer to the Role Description and Membership Policy document for more information about members' role on the INMA Forum.
42. We will review the Terms of Reference in March 2026.

### **INMA Forum contacts at the NMC**

Grace Batterham, Senior Stakeholder Engagement Officer  
Gabrielle Jones, Stakeholder Engagement Manager  
Sam Foster, Executive Director, Professional Practice

**Contact email: [stakeholders@nmc-uk.org](mailto:stakeholders@nmc-uk.org)**