

About IAPC

IAPC – The Voice of Palliative Care

Established in 1993 as an all island body with the purpose of promoting palliative care nationally and internationally, the Irish Association for Palliative Care (IAPC) is a multi-disciplinary membership non-government organisation. The intention of the founders was that IAPC would be identified by its inclusiveness and would encompass the whole island of Ireland.

The IAPC membership reflects the entire spectrum of all those who work in or have a professional interest in the provision of palliative care, i.e. doctors, nurses, social workers, chaplains and pastoral carers, pharmacists, psychologists, physiotherapists, occupational therapists, dietitians, as well as executive staff and academics and educationalists. Membership also includes clinicians and allied health professionals working in related areas such as geriatrics, oncology, psycho-oncology, paediatrics, and pain management.

The IAPC is organised around a number of working groups designed to create forums for shared best practice and learning opportunities, and for members to further their professional development, education and research.

The Association pursues its objectives through providing structured opportunities for:

- Networking,
- Sharing and learning,
- Educational offerings,
- Promoting evidence-based research,
- Publications,
- Representation on national bodies and influencing the development of national policy.

Internationally it is strongly aligned with the European Association for Palliative Care (EAPC).

The IAPC Working Groups (fora) inform the strategic direction and policy decisions of the Board, thereby creating a strong foundation for the IAPC's position as the primary collective voice for palliative care in Ireland. Currently the IAPC are working towards re-developing the forums that will actively support the work of the organisation and its membership. As part of the ongoing review and development of the various fora, there will be continuous discussion on each forum and its relevance to the future outcomes of the Strategic Plan. Key fora that have been identified for this first strategic plan and highlighted by the needs of our members are:

1. Ethics

2. Nursing
3. Spirituality
4. Continue to support Pharmacy
5. Continue to support Education & Research Forum

Fora for future Board discussion:

- IAPC Education and Research Forum - Active
- IAPC Palliative Nursing Forum - In Progress
- IAPC Ethics Group - In Progress
- IAPC Psychology Group - to be discussed
- IAPC Palliative Care Pharmacy Group –to be re-established
- IAPC Older Person Care Special Interest Group - to be discussed
- IAPC Primary Palliative Care Special Interest Group - to be discussed
- IAPC Spirituality in Palliative Care Special Interest Group – In Progress
- IAPC Children’s Palliative Care Special Interest Group - to be discussed

We receive project funding through the HSE and POBAL. We are a registered charity and a company limited by guarantee. A plan for funding the organisation and allowing it to continue to meet its objectives, will form part of the ongoing sustainability of the organisation.

IAPC Constitution

A voluntary committee drew up the Constitution for the Association which was ratified in 1993. The IAPC has amended its Constitution over the years to reflect the changes to Company Law and the changing needs of the organisation.

Vision

The Vision of the IAPC is using our collective expert voice to advance palliative care in Ireland

Mission Statement

As a multi-disciplinary membership organisation, the Irish Association for Palliative Care brings practitioners together in order to influence palliative care policy and practice.

We do this:

- By engagement with our members;
- By supporting education and research in palliative care;
- Through collaboration and involvement with the palliative care community, service users and others.

Our Values informing our Strategic Goals

- **Challenge** – The Irish Association for Palliative Care will challenge whenever it is appropriate, both internally and externally, to ensure good palliative care policy and practice.
- **Collaboration** – The Irish Association for Palliative Care will collaborate with others to ensure good palliative care policy and practice
- **Independence** – The Irish Association for Palliative Care will seek to remain independent of any vested interests in order to help it ensure good palliative care policy and practice
- **Governance** – The Irish Association for Palliative Care will ensure that it is accountable and transparent in its working and decision-making
- **Multi-disciplinary** – The Irish Association for Palliative Care will encourage the participation and development of all relevant healthcare disciplines in order to ensure good palliative care policy and practice
- **Valuing all voices** – The Irish Association for Palliative Care work to hear and value the perspectives of all participants in order to ensure good palliative care policy and practice

Governance

The Governing Body of the Organisation is the Board of Directors, in accordance with the Companies Act 1963, and comprises:

 Ten elected membership members, “members” as outlined in the Constitution; of which there will be Four Officers. The four Officers constitute the Officer Board and includes the Chairperson, the Vice-Chairperson, the Honorary Secretary, and the Honorary Treasurer.

 And up to five additional co-opted Directors

 The Board shall not exceed 15 Directors

The Board of Directors, take on the responsibilities of Governance in conjunction with the General Manager, to continually interrogate and update policies and procedures in line with current legislation. To develop and maintain a strong and sustainable organisation the Board of Directors has to possess the capacity and willingness to use their expertise to assist the organisation in meeting its policy and operational functions.

The key role of the Board of IAPC is to provide efficient and effective leadership for the Organisation within a framework of practical controls. The Board performs three roles. It firstly provides strategic direction to IAPC based on listening to, understanding and representing the needs of the members and relevant stakeholders. Secondly it has specific oversight responsibilities in respect of executive functions and thirdly it self-regulates and evaluates to ensure the Board functions efficiently and effectively.

In 1995 the Committee on Standards in Public Life (The Nolan Committee) drew up seven principles of conduct. The principles which are now widely used in relation to the directors of charitable organisations are: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, and Leadership (Nolan, 1995). These principles are the bedrock of excellent governance and should be practised to ensure the governance of IAPC is continually striving to achieve the pinnacle of success.

Chairpersons Report 2021 – Dr Coman Hennelly

It's no surprise that Dr Kathryn Mannix's latest book '*Listen*' is proving to be such a roaring success. So much of what we do every day is dependent on the ability to truly listen and hear what others are saying. The advice is prudent for so much of what we do in palliative care but also in every aspect of our lives and business. When I joined the Board of the IAPC much of the work that was needed for the association looked inwards. Inwards to our good governance, inwards to our finances, inwards to the very stability of the Board. But now as I leave the Board the Directors I see an association that is now looking outward. What we want to do, what we need to do is to listen to what our members are saying. Listening to our member's needs, listening to their opinions and listening to what it is that they wish for their Association going into the future. I'd like to give you an overview of how we are listening, what we are hearing and what are we doing.

THE BOARD OF DIRECTORS

Following the 2020 IAPC AGM four new board members joined the Board, per the Articles of the Association, Rev Daniel Nuzum Ph.D. board certified healthcare chaplain and a clinical pastoral education supervisor and educator CUH and Marymount University Hospital and Hospice, Mr Stephen McDermott CNM 3 with the Community Palliative Care Team & Ambulatory Services based in Our Lady's Hospice & Care Services, Blackrock, Dr Maria Walsh Specialist Registrar in Palliative Medicine and Ms Lauren Boland Ph.D. Senior Occupational Therapist in St Francis Hospice Dublin.

In recent months the Board has engaged with its membership, key stakeholders in the palliative care community, and other professional associations and experts to seek diverse and skilled additions to the Association's Board of Directors. The Board is pleased to note the interest among our members this year in coming forward to fill Board vacancies, and make their contribution to the continuing development of the Association and we look forward to ratifying those new Directors of the Board shortly.

I would like to personally acknowledge the continuing commitment of my fellow Directors of the Board and am grateful for their continued support for the Association during the coming year.

IAPC GENERAL MANAGER AND ACCOUNTS & ADMIN ASSISTANT

Ms Jacinta Cuthbert formally took up the role of IAPC General Manager in October 2019 and has continued in her position as IAPC General Manager providing great direction and focus to the Association. Our Accounts and Administration Assistant has changed in recent months and I would like to welcome Ms Cathy Herbert to the Association and congratulate her on such a smooth start in her post.

I would like to thank Jacinta and Cathy for their continued hard work and commitment to the Association over the last 12 months and for their support of myself as Chairperson

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and the support they have given the Board at large. The COVID 19 pandemic has meant adapting to new roles and work practices for many workers in Ireland and the Association and Board of the IAPC have been truly lucky to feel so supported by our GM and Admin Assistant given that we have been unable to come together, face to face, since March of 2020.

ORGANISATIONAL CAPACITY and CORPORATE GOVERNANCE

The Board of Directors of the IAPC consider the strengthening and review of the corporate governance structures of the Association to be the key to its building organisational capacity. The GM of the Association continues to undertake a large body of work to ensure that clear policies and procedures are in place to ensure compliance with statutory and regulatory requirements.

The Board has reviewed and, over a number of Board Meetings to allow due consideration, ratified the Associations updated policy documents on the Associations Risk Register and Risk Policy. This joins governance documents ratified in 2020 which includes but is not limited to the Associations Governance Handbook, Financial Policy & Procedures, Data Protection and Employee & Board Whistleblower Protection Policy.

In 2021 The Charities Regulator will for the first time receive reports on charities compliance with the Charities Governance Code. The Board and Association are committed to clear compliance with the Charities Governance Code and work is ongoing to ensure that we will continue to report full compliance for the regulators annual assessment.

FINANCIAL ADMINISTRATION

In 2021 the Association has completed its move to electronic accounting. We continue to remain in a stable financial position and will present our accounts shortly. We would like to thank our Accounts Kelliher Kelly & Co. for their support during this important piece of work.

GRANT-AID

The IAPC's is funded and it's financial viability guaranteed by grant-aid. In 2019 the IAPC was successfully awarded ongoing grant-aid support from the POBAL Scheme to Support National Organisations funded by the Government of Ireland through the Department of Rural and Community Development and this current funding cycle will continue and be reported on until next year.

The Health Service Executive (HSE) has continued to provide the IAPC with an untied operational grant in 2020 and its provision by HSE Primary Care and Services for Older Persons requires annual assessment and reporting by the GM and Treasurer. The continuance of the HSE grant is critical to enabling IAPC's mission and implementation of its strategic priorities. In line with its approval the Association is committed to find

ongoing routes to outreach and partnership with stakeholders involved in the delivery of primary care palliative care services.

IAPC STRATEGIC PLAN 2021 – 2022

In 2021 the Board together with the General Manager agreed that it was necessary to collectively examine our purpose and aims. We engaged an external facilitator to review and re-assess the positioning of the IAPC in the wider context of the palliative care environment on the Island. We met collectively as a Board with this external facilitator on a number of occasions and also undertook a survey of our memberships needs. The strategic plan is the combined results of the review process. It is set for October 2021 to December 2022. This new plan will set the strategic goals and will be supported by definitive workplans.

The core principles of the strategic plan are Membership, Policy and Partnerships, underpinned by good governance and building organisational capacity.

The memberships survey undertaken identified a few key themes. Our membership value the MDT focus of the Association and value the representation and platforming of diverse disciplines in all our outputs particularly at the Education and Research Forum. Our membership feel that collaboration with all stakeholders in palliative care on the Island is key to the associations future success. Our members are glad that the association is self-examining and listening to their concerns. Our members wish to see key fora redeveloped and have identified the Ethics Forum as an essential forum for 2022. They feel a key policy issue that will need continued response and attention is the ongoing debate on Physician Assisted Suicide and Euthanasia and legislative change in this area in Ireland. Finally they feel continued efforts need to be made to improve how the association communicates with its members and the wider sector.

Strategic goals identified during the external review process.

1. Grow and support the membership of the organisation by providing information, networking and education opportunities for members.
2. Ensure the collective voice of the Irish Association for Palliative Care is represented on appropriate external bodies.
3. Influence legislative and policy changes to further the aims of IAPC.
4. Ensure good governance and build organisational capacity
 - 4.A Implementing and evaluating the Strategic Plan

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Leading on from these strategic goals and underpinned by findings of our membership survey the association has developed four clear and measurable work plans for the work of the next 15 months. Key elements of these work plans include the appointment of a Communications and Digital Marketing Officer, the re-establishment of the 4 Key Fora of the association beginning with the Ethics Forum, building our relationship and partnership with key stakeholders in palliative care on the Island.

COMMUNICATION PLAN

In 2019 the Board approved as part of IAPC Strategy implementation, a comprehensive Communication Plan. As part of its strategic review and action plan for implementing key elements of its communication plan the Association has advertised the new role of a Communications and Digital Marketing Officer to continue to implement and build the associations communication strategy.

IAPC communicates via various channels with its members and with the public and those interested in palliative care. Traditionally, the most important communication channel to members was the *IAPC Newsletter*. In 2020 we moved to re-establish a virtual *IAPC Newsletter* and it joined our social media outputs and the IAPC Website as the current three pillars of communications. An initial scoping exercise to redevelop the IAPC Website has been completed and it will form the work of our new Communications Officer. Our social media output most specifically our Twitter account continues to engage our members, promote our events and platform and support other organisations and stakeholders in the palliative care community in Ireland.

BUILDING CAPACITY

Building the professional capacity of individuals is a founding principle of IAPC. The IAPC interest groups, committees and fora reflect the multidisciplinary nature of the IAPC membership and the delivery of palliative care. The Board is keen to engage further with the renewal and engagement with the established Fora of the IAPC in 2021/2022 as part of its ongoing focus on meeting our members needs and developing and building their professional capacity.

The IAPC Annual Education and Research Seminar

The Annual Education and Research Seminar has been a leading platform in Ireland for palliative care learning and research, for networking, sharing knowledge and exchanging ideas, and for engaging in cross-disciplinary research. It is organised annually by the members of the IAPC Education and Research Forum with the support of the IAPC Board. This year the Seminar celebrated its 20th Anniversary pivoting online and to a later date than usual in the calendar year due to the winter surge of the COVID 19 Pandemic.

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The seminar was well attended and positive feedback and evaluation was received. The winners of the Kyowa Kirin Educational Bursaries for Best Poster Presentation and for Best Platform Presentation were, Ms. Naomi Kelly, 'Social aspects of palliative care are still important, 20 years on.' and Dr. Julien O'Riordan 'Health Literacy and advanced care planning in older dialysis patients: a qualitative interview study.' respectively. This year the winning platform presentation was supported by Prof. Declan Walsh Editor in Chief, BMJ Supportive and Palliative Care in a new collaboration with the Education and Research Forum, in having a fantastic opportunity to have their research published in the BMJ Supportive and Palliative Care Journal following an external and supportive peer review process. Dr O'Riordan's article has been accepted for publication and we look forward to seeing it in print.

The Board, and I as Chairperson, would like to thank members of the Education and Research Forum that rotated off the Forum in 2021 and all members of the forum who pulled together such an important seminar for the Association. Particular thanks must go to Chair Ms Fiona Woods and Vice-Chair Dr Niamh Cleary who expertly lead the seminar on the 6th of February 2020.

In 2022 the Education and Research Seminar will move back to its spring time home and preparation is already well underway for a virtual seminar with the call for abstracts closing in recent weeks and invitations issued for plenary speakers.

The IAPC Annual Lecture

The IAPC Annual Lecture, which has replaced the IAPC Annual Conference, was established in 2019. The format has been embraced by members and the Board have been eager to support its continuance as our primary Autumn event. Last year our Annual Lecture was delivered by Dr Ira Byock MD and was well attended and received extremely positive feedback. The IAPC Annual Lecture will continue to co-occur with our Annual General Meeting and again this year we have been delighted to invite a distinguished and celebrated speaker.

EXPERT VOICE, SHAPING POLICY AND COLLABORATION

As the sole multidisciplinary professional membership body for palliative care in Ireland, IAPC utilises its collective expert voice to promote palliative care across the island of Ireland and internationally, by influencing the implementation of current policy and the development of future policy. Through the work of the Association's fora, committees and working groups, the collective voice of IAPC is mobilised and the membership is encouraged to actively engage and respond to consultations and calls for submissions as they arise.

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In Spring 2021 the IAPC responded to a call for submissions to the Joint Committee on Justice submissions on the Dying with Dignity Bill. When submissions are sought from the IAPC on a policy issue, the submission is prepared by a sub-committee of the Board with an invitation to the membership to express distinct views and opinions. All submissions return to the Board of Directors for oversight and approval. In its submission, the Irish Association for Palliative Care and Board of Directors reiterated its opposition to change in the current law and its opposition to the proposed bill.

In Autumn 2021 the IAPC prepared an organisational submission for the Department of Health on the Update to the Palliative Care Policy in Ireland for Adults. Again this work was undertaken by a sub-committee of the Board and the IAPC reiterated its commitment to the vision of the original Adult Palliative Care Policy, the need for its renewal and its wish to represent its MDT membership in its development.

The IAPC continues to respond to and engage with a number of Delphi Consensus Panels which feed into position papers and EAPC white papers. In recent months we have sat on EAPC Delphi Panels for Palliative Sedation and Standards and Norms in Palliative and Hospice Care.

COLLABORATION

Collaboration with other stakeholders in palliative care and related areas is imperative in order to promote palliative care objectives and drive for patient-centred, equitable and accessible palliative care for the patients and families who need it. We continue to join with those organisations in the sector closely aligned with IAPC's mission and strategic objectives, including the All Ireland Institute of Hospice and Palliative Care (AIHPC), the Irish Hospice Foundation (IHF), and the Irish Cancer Society (ICS), in promoting the palliative care agenda..

IAPC FUNDING, GRANTS AND SPONSORSHIP

Financial support, in addition to its membership subscriptions, is essential to the sustainability of the IAPC. The Association again acknowledges the funding it receives.

- Health Service Executive (HSE)
- POBAL SSNO
- Sponsorship: IAPC acknowledges and thanks Kyora Kirin for sponsoring the Kyora Kirin Educational Bursary which is awarded annually to the winners of the best platform and poster presentations at the IAPC Education and Research Seminar.

Reserves Policy

IAPC has set a reserves policy and account that requires reserves to be maintained at a level that ensures that the organization can continue to provide a stable and quality service and to cover unrestricted expenditure for a set period, as well as all contractual obligations and any other associated costs that would arise from the winding up of the organisation, in the event that this was necessary, and any large unexpected costs defending the charity's interests are factored into this policy.

This is my last AGM as a board member of the Irish Association for Palliative Care. The Association has undergone significant change during the time I've been a Board Member and sat as the Chairperson of the Board. In the last 12 months the membership of the Association has continued to rise exponentially, the Board has been staffed with a diverse complement of expertise and experience in palliative care delivery, the organisation has undertaken a comprehensive strategic review and has restored partnerships and relationships with key colleagues in palliative care in Ireland. I believe now as I believed when I joined the Board that there is absolutely a role for the IAPC in Ireland but it's future depends on its members commitment and support and its collaboration with all other stakeholders in palliative care on the island. The Association will enter the Spring of 2022 with a renewed and committed Board of Directors reflecting the diverse nature of the associations members and stakeholders and holding the key skills and expertise to continue the work of the Association with a truly collective voice for palliative care in Ireland.

Secretary's Report 2021 – Dr Hannah Linane

Directors and Secretary:

The Directors who served throughout the financial year, except as noted, were as follows:

Coman Hennelly, Chair 26th February 2020
Bettina Korn, Treasurer
Hannah Linane, Secretary deemed elected 3rd December 2019
Aidan McKiernan, deemed elected 3rd December 2019
Ciara McGrath deemed elected 3rd December 2019
Lasarina Maguire, Co-Opted 22nd April 2020
Julie Goss, Co-Opted 22nd April 2020
Eimear O'Dwyer, Co-Opted 22nd April 2020
Stacey Power, Co-Opted 17th June 2020
Daniel Nuzum elected 11th November 2020
Lauren Boland elected 11th November 2020
Stephen McDermott elected 11th November 2020
Maria Walsh elected 11th November 2020

The Secretary who served from 26th February 2020 was Dr. Hannah Linane who will serve through to the 10th November 2021.

The Directors and Secretary had no interests in the share capital of the company at the beginning and end of the year.

In accordance with the Constitution, the Directors retire by rotation and, being eligible offer themselves for re-election.

It must be noted that a great thanks is due to all members of the Board for their huge contribution to the steady growth and development of the organisation. A special thanks to Coman Hennelly, Bettina Korn and Jacinta Cuthbert for their continued commitment to the organisation.

Board meetings:

The Board met 6 times during the financial year, due to COVID restrictions all board meetings were held virtually. Meeting virtually enhanced the Board experience and facilitated higher attendance at all meetings. It ensured the work of the IAPC was being progressed. The Annual General Meeting is being held today on the 10th of November 2021. New Board meeting to follow the AGM to set up dates for the new governance year.

Review/Strategic Plan:

Following discussions at Board level on where the IAPC fits in the palliative care environment, it was agreed that the Board and General Manager would undertake a

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review of the organisation in order to produce a Strategic plan for the next fifteen months. A questionnaire was distributed to membership and the Board engaged in two externally facilitated meetings. The Strategic Plan has been agreed and this will form the work of the General Manager and staff to December 2022. It was agreed at the meeting on 15th January 2020 that the Communications Plan drawn up in 2019 would guide the communications strategy going forward but that its implementation and funding would be staggered over the coming years.

Following discussions it was agreed that a Communications & Digital Marketing Officer was required to actually implement the full communications plan. The position was advertised in October and the recruitment process is in place to secure a person with the necessary skills to implement the plan.

Governance:

All Governance issues have been addressed and brought up to date in line with current regulatory requirements. In line with all Charities, the IAPC will have to become compliant with the Governance Code by the end of 2021.

The Charities Regulator have offered an extension on compliance in this regard due to COVID restrictions and the challenges it may have presented to smaller and medium organisations.

Policies:

The General Manager began the process of updating all policies and procedures in line with good Governance. The following policies were ratified on the 17th June 2020 and will be amended/updated as required:

1. Governance Handbook including succession planning
2. Financial Policy & Procedures
3. Data Protection
4. Employee & Board Whistleblower Protection
5. Health & Safety
6. Environmental Policy
7. Risk Policy
8. Risk Register
9. Employee handbook.

Staffing:

The administration assistant, Melissa Maher left the organisation in December of 2020. The role she had been fulfilling was expanded and then advertised for a replacement. Cathy Herbert was recruited and commenced employment as the Accounts and Administration Officer on the 29th March 2021. Cathy has been a great addition to the

efficient running of the IAPC and contributes her knowledge and experience in all areas of the work.

An update from the General Manager, Jacinta Cuthbert

Well whoever thought that 2021 would see us still struggling with COVID-19 and the ensuing fallout. It has been another eventful and busy year with maintaining the momentum that we gained in 2020 and progressing the work to further develop the organisation.

The AGM in 2020 was very well attended and Dr Ira Byock gave an insightful presentation that resulted in a very lively questions and answers session. We hope that this year's AGM and Lecture Series is equally as stimulating and gives us more food for thought on palliative care worldwide. I would like to thank you, our members, for your continued support and participation.

One of the largest undertakings of 2021 was a strategic review of the organisation. This started out as a discussion at Board level on where the IAPC were situated in the overall palliative care environment. Following a membership questionnaire and two externally facilitated meetings, this has resulted in the strategic plan that was presented at the 2021 AGM. Now that this Plan has been developed it has allowed me to outline succinctly, the workplan going forward to December 2022.

The Education and Research seminar of 2021 was originally planned for February but unfortunately, due to COVID it had to be cancelled. A lot of work had already been carried out to get the seminar up and running so it was very disappointing to have to postpone the event. We were in a position to then host the Seminar on a virtual platform in May, so thankfully none of the work was wasted. Due to restrictions the workshops were cancelled, however, it is our intention to run those workshops as part of the seminar to be hosted on the 3rd of February 2022. We continue to work with the AIHPC, IHF, and HRB to ensure that the workshops will go ahead as planned for next year. 2022 will mark the 21st anniversary of the IAPC hosting the seminar and we really hope to make it an enjoyable experience for everyone.

For the 2021 seminar we were approached by the Editor in Chief Dr Declan Walsh of BMJ with an offer to publish the winning research entry (if appropriate). As you are aware Dr Julien O'Riordan was the winner of the best platform presentation and has now had her research published in BMJ, to be released shortly. This is an opportunity that we will continue to pursue for the Education and Research winner of best platform presentation, as it gives another opportunity to present this work to a broader audience. Due to rising numbers and the unpredictable circumstances, we may find ourselves in, in February, we have already agreed that this event will be virtual.

I would like to thank the members of the Forum of 2020/21 for their dedication and hard work to ensure that the seminar was successful, especially during these difficult times. A call for expressions of interest to join the 2021/22 forum was advertised in September and we recruited 6 new members to the group. Work for the 2022 is well under way and the new forum have shown the same determination and commitment to ensuring that 2022 seminar will also be a success.

This year also saw the IAPC developing our stakeholder engagement work, we met with a number of organisations and individuals who are part of the palliative care

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environment. This included AllHPC, IHF, HSE palliative care lead, HSE Primary Care Lead and others. We also met with an EAPC Board member who represents the whole of Ireland on the EAPC Board. This was a very fruitful engagement and should result in future collaborations on an ongoing basis.

The IAPC has strong links with other stakeholders in the palliative care arena. We were invited on to the AllHPC reference group, which is the organising committee of the Palliative Care week (held in September). The palliative care week is focussed on the promotion of palliative care in all its different settings, from hospitals and hospices to community care. It aims to inform the public about how palliative care works, who it is for and how it can be delivered, depending on your needs.

The IAPC supported this through our membership, we requested members to engage in the promotion of the week through our newsletter and we also promoted it through our own social media platforms.

Dr Hannah Linane who is undertaking a Fellowship in Adolescent and Young Adult Palliative Medicine with Children's Health Ireland in Temple Street Hospital, has been invited on to represent the IAPC on the All-Island Children's Palliative Care Conference Committee.

We intend to continue our stakeholder engagement work to ensure that we are fully up to date with current developments in the environment, and to keep our members up to date and fully informed of changes taking place.

As the IAPC is the collective voice for palliative care in Ireland, the Board have made submissions on behalf of the membership to:

1. The call for submissions to the Joint Committee on Justice submissions on the Dying with Dignity Bill.
2. The call for submissions for the Department of Health on the Update to the Palliative Care Policy in Ireland for Adults.
3. The IAPC continues to respond to and engage with a number of Delphi Consensus Panels which feed into position papers and EAPC white papers. In recent months we have sat on EAPC Delphi Panels for Palliative Sedation and Standards and Norms in Palliative and Hospice Care.

The submissions are prepared by a sub-committee of the Board with the invitation to the membership to express distinct views and opinions. All submissions return to the Board of Directors for oversight and approval.

As you will see in the Strategic Plan a goal of the IAPC is to re-establish different fora, one of which being the Ethics forum. This forum should guide the IAPC for all future submissions and representations.

We have over the course of the of the last two years, brought all our regulatory reporting up to date. Maintaining our Governance now forms part of the core and continuing activities of staff. It is a fundamental objective of the organisation to fulfil our legal obligations in terms of Charities Regulator, Revenue, CORE, POBAL and HSE reporting.

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As per the Treasurers report you will see that the IAPC has moved into a secure financial position. This is due to an increase in membership fees and members paying their fees on time. We also have an accounting package which allows us to follow up on fees and track them properly, resulting in accurate accounts on an ongoing basis.

In January 2021 Melissa who had been our Accounts Assistant left the organisation resulting in a void in terms of administration support. However, in April we successfully recruited Cathy Herbert who is now well equipped and trained to support the administration requirements of the IAPC, including the accounts. As part of the Strategic Plan it was agreed to recruit a Communications and Digital Marketing Officer, this recruitment process is underway. The monthly Newsletter will continue to be disseminated to all members, providing information on best practice in palliative care, new research and information/training opportunities. This is a small aspect of our future communications plan that will be rolled out when our recruitment process has been finalised.

I would like to gratefully acknowledge the continued financial support provided by POBAL and the HSE Older persons services. The organisation would not be in a position to continue its work without this much needed funding.

I would also like to express my sincere gratitude to the members of the Board of the IAPC who have supported me and provided guidance throughout the last year. The commitment of the Board that has been shown over the last two years is truly exceptional. I would particularly like to thank Coman Hennelly, Bettina Korn and Hannah Linane for the additional time and dedication that they have given to me to support the ongoing development of the organisation.

**Irish Association for Palliative Care
Directors' Report and Unaudited Financial Statements
for the financial year ended 31 December 2020**

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DIRECTORS AND OTHER INFORMATION

Directors

Coman Patrick Hennelly

Bettina Korn

Claire Quinn (Resigned 10 September 2020)

Lasarina Maguire (Appointed 10 September 2020)

Eimear O'Dwyer (Appointed 10 September 2020)

Julie Goss (Appointed 10 September 2020)

Ciara McGrath (Appointed 10 September 2020)

Stacey Power Walsh (Appointed 10 September 2020)

Aidan McKiernan (Appointed 10 September 2020)

Hannah Linnane (Appointed 10 September 2020)

Daniel Nuzum (Appointed 11 November 2020)

Maria Walsh (Appointed 11 November 2020)

Lauren Boland (Appointed 11 November 2020)

Stephen McDermott (Appointed 11 November 2020)

Company Secretary

Hannah Linnane (Appointed 10 September 2020)

Coman Patrick Hennelly (Resigned 10 September 2020)

Company Number

475267

Charity Number

CHY 14939

Registered Office

Carmichael House

4 Brunswick Street North

Dublin 7

Accountants

Kelliher Kelly & Co

Irish Association for Palliative Care

Chartered Accountant

129 Upper Main Street

Castleisland

Co. Kerry

Bankers

Bank of Ireland

Smithfield

Dublin 7

DIRECTORS' REPORT

for the financial year ended 31 December 2020

The directors present their report and the unaudited financial statements for the financial year ended 31 December 2020.

Principal Activity and Review of the Business

The principal activity of the company is to promote palliative care nationally and internationally through education, publication and representation on national and international bodies.

The organisation is a charitable company and is limited by guarantee not having a share capital. Consequently the liability of members is limited, subject to an undertaking by each member to contribute to the net assets or liabilities of the company on winding up such amounts as may be required not exceeding one Euro (€1).

The charity was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association (or Constitution) and managed by its Board of Directors.

The charity has been granted charitable tax status under Sections 207 and 208 of the Taxes Consolidation Act 1997, Charity No CHY 14939 and is registered with the Charities Regulatory Authority.

There has been no significant change in these activities during the financial year ended 31 December 2020. The entity has secured grant funding for a period of three years commencing July 2016.

Financial Results

The surplus for the financial year after providing for depreciation amounted to €19,763 (2019 - €4,104).

At the end of the financial year, the company has assets of €102,255 (2019 - €127,290) and liabilities of €4,765 (2019 - €49,563). The net assets of the company have increased by €19,763.

Directors and Secretary

The directors who served throughout the financial year, except as noted, were as follows:

Coman Patrick Hennelly

Bettina Korn

Claire Quinn (Resigned 10 September 2020)

Lasarina Maguire (Appointed 10 September 2020)

Eimear O'Dwyer (Appointed 10 September 2020)

Julie Goss (Appointed 10 September 2020)

Ciara McGrath (Appointed 10 September 2020)

Stacey Power Walsh (Appointed 10 September 2020)

Aidan McKiernan (Appointed 10 September 2020)

Hannah Linnane (Appointed 10 September 2020)

Daniel Nuzum (Appointed 11 November 2020)

Maria Walsh (Appointed 11 November 2020)

Lauren Boland (Appointed 11 November 2020)

Stephen McDermott (Appointed 11 November 2020)

The secretaries who served during the financial year were:

Hannah Linnane (Appointed 10 September 2020)

Coman Patrick Hennelly (Resigned 10 September 2020)

The directors and secretary had no interests in the share capital of the company at the beginning and end of the year.

Irish Association for Palliative Care

In accordance with the Constitution, the directors retire by rotation and, being eligible, offer themselves for reelection.

Future Developments

The company plans to continue its present activities and is actively seeking out new sources of funding for the future. Employees are kept as fully informed as practicable about developments within the business.

Post Balance Sheet Events

There have been no significant events affecting the company since the financial year-end.

DIRECTORS' REPORT

for the financial year ended 31 December 2020

Accounting Records

To ensure that adequate accounting records are kept in accordance with sections 281 to 285 of the Companies Act 2014, the directors have employed appropriately qualified accounting personnel and have maintained appropriate computerised accounting systems. The accounting records are located at the company's office at Carmichael House, 4 Brunswick Street North, Dublin 7.

Signed on behalf of the board

Coman Patrick Hennelly
Director

19 May 2021

Bettina Korn
Director

19 May 2021

DIRECTORS' RESPONSIBILITIES STATEMENT

for the financial year ended 31 December 2020

General responsibilities

The directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable Irish law and regulations.

Irish company law requires the directors to prepare financial statements for each financial year. Under the law the directors have elected to prepare the financial statements in accordance with the Companies Act 2014 and FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland", applying Section 1A of that Standard, issued by the Financial Reporting Council. Under company law, the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the assets, liabilities and financial position of the company as at the financial year end date and of the surplus or deficit of the company for the financial year and otherwise comply with the Companies Act 2014.

In preparing these financial statements, the directors are required to:

- select suitable accounting policies for the company financial statements and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether the financial statements have been prepared in accordance with applicable accounting standards, identify those standards, and note the effect and the reasons for any material departure from those standards; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for ensuring that the company keeps or causes to be kept adequate accounting records which correctly explain and record the transactions of the company, enable at any time the assets, liabilities, financial position and surplus or deficit of the company to be determined with reasonable accuracy, enable them to ensure that the financial statements and Directors' Report comply with the Companies Act 2014. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Directors' declaration on unaudited financial statements

In relation to the financial statements which comprise the Income Statement, the Balance Sheet, the Reconciliation of Members' Funds and notes:

The directors approve these financial statements and confirm that they are responsible for them, including selecting the appropriate accounting policies, applying them consistently and making, on a reasonable and prudent basis, the judgements underlying them. They have been prepared on the going concern basis on the grounds that the company will continue in business.

The directors confirm that they have made available to Kelliher Kelly & Co, (Chartered Accountant), all the company's accounting records and provided all the information, books and documents necessary for the compilation of the financial statements.

The directors confirm that to the best of their knowledge and belief, the accounting records reflect all the transactions of the company for the financial year ended 31 December 2020.

Signed on behalf of the board

Coman Patrick Hennelly
Director

19 May 2021

Bettina Korn
Director

19 May 2021

CHARTERED ACCOUNTANT' REPORT

to the Board of Directors on the unaudited financial statements of Irish Association for Palliative Care for the financial year ended 31 December 2020

In accordance with my engagement letter and in order to assist you to fulfil your duties under the Companies Act 2014, I have prepared for your approval the financial statements of the company for the financial year ended 31 December 2020 which comprise the Income Statement, the Balance Sheet, the Reconciliation of Members' Funds and notes from the company's accounting records and from information and explanations you have given to me.

This report is made solely to the Board of Directors of Irish Association for Palliative Care, as a body, in accordance with the terms of my engagement. My work has been undertaken solely to prepare for your approval the financial statements of Irish Association for Palliative Care and state those matters that I have agreed to state to the Board of Directors of Irish Association for Palliative Care, as a body, in this report in accordance with the guidance of Chartered Accountants Ireland. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than Irish Association for Palliative Care and its Board of Directors, as a body, for my work or for this report.

I have carried out this engagement in accordance with guidance issued by Chartered Accountants Ireland and have complied with the ethical guidance laid down by Chartered Accountants Ireland relating to members undertaking the compilation of financial statements.

It is your duty to ensure that Irish Association for Palliative Care has kept adequate accounting records and to prepare statutory financial statements that give a true and fair view of the assets, liabilities, financial position and surplus of Irish Association for Palliative Care. You consider that Irish Association for Palliative Care is exempt from the statutory audit requirement for the financial year.

I have not been instructed to carry out an audit or a review of the financial statements of Irish Association for Palliative Care. For this reason, I have not verified the accuracy or completeness of the accounting records or information and explanations you have given to me and I do not, therefore, express any opinion on the statutory financial statements.

KELLIHER KELLY & CO

Chartered Accountant
129 Upper Main Street
Castleisland
Co. Kerry

19 May 2021

INCOME STATEMENT

for the financial year ended 31 December 2020

	Notes	2020 €	2019 €
Income	5	98,894	50,250
Expenditure		(79,131)	(46,146)
Surplus before tax		19,763	4,104
Tax on surplus		-	-
Surplus for the financial year		19,763	4,104
Total comprehensive income		19,763	4,104

The notes on pages 11 to 14 form part of the financial statements

BALANCE SHEET

as at 31 December 2020

2020 2019

Irish Association for Palliative Care

	Notes	€	€
Fixed Assets			
Tangible assets	8	940	981
		<hr/>	<hr/>
Current Assets			
Receivables	9	11,111	337
Cash and cash equivalents		90,204	125,972
		<hr/>	<hr/>
		101,315	126,309
		<hr/>	<hr/>
Payables: Amounts falling due within one year	10	(4,510)	(36,107)
		<hr/>	<hr/>
Net Current Assets		96,805	90,202
		<hr/>	<hr/>
Total Assets less Current Liabilities		97,745	91,183
Amounts falling due after more than one year	11	(255)	(13,456)
		<hr/>	<hr/>
Net Assets		97,490	77,727
		<hr/> <hr/>	<hr/> <hr/>
Reserves			
Income statement		97,490	77,727
		<hr/>	<hr/>
Members' Funds		97,490	77,727
		<hr/> <hr/>	<hr/> <hr/>

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland", applying Section 1A of that Standard.

We as Directors of Irish Association for Palliative Care, state that -

- the company is availing itself of the exemption provided for by Chapter 15 of Part 6 of the Companies Act 2014,
- the company is availing itself of the exemption on the grounds that the conditions specified in section 358 are satisfied,
- the members of the company have not served a notice on the company under section 334(1) in accordance with section 334(2),
- we acknowledge the company's obligations under the Companies Act 2014, to keep adequate accounting records and prepare financial statements which give a true and fair view of the assets, liabilities and financial position of the company at the end of its financial year and of its profit or loss for such a financial year and to otherwise comply with the provisions of the Companies Act 2014 relating to financial statements so far as they are applicable to the company.

Approved by the board on 19 May 2021 and signed on its behalf by:

Coman Patrick Hennelly Bettina Korn Director Director

The notes on pages 11 to 14 form part of the financial statements

RECONCILIATION OF MEMBERS' FUNDS

as at 31 December 2020

	Retained surplus	Total
	€	€
At 1 January 2019	73,623	73,623
Surplus for the financial year	4,104	4,104
At 31 December 2019	77,727	77,727
Surplus for the financial year	19,763	19,763
At 31 December 2020	97,490	97,490

Irish Association for Palliative Care

NOTES TO THE FINANCIAL STATEMENTS

for the financial year ended 31 December 2020

1. GENERAL INFORMATION

Irish Association for Palliative Care is a company limited by guarantee and is a public benefit entity incorporated in the Republic of Ireland. Carmichael House, 4 Brunswick Street North, Dublin 7 is the registered office, which is also the principal place of business of the company. The nature of the company's operations and its principal activities are set out in the Directors' Report. The financial statements have been presented in Euro (€) which is also the functional currency of the company.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the company's financial statements.

Statement of compliance

The financial statements of the company for the year ended 31 December 2020 have been prepared in accordance with the provisions of FRS 102 Section 1A (Small Entities) and the Companies Act 2014.

Basis of preparation

The financial statements have been prepared on the going concern basis and in accordance with the historical cost convention except for certain properties and financial instruments that are measured at revalued amounts or fair values, as explained in the accounting policies below. Historical cost is generally based on the fair value of the consideration given in exchange for assets. The financial reporting framework that has been applied in their preparation is the Companies Act 2014 and FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" Section 1A, issued by the Financial Reporting Council.

The company qualifies as a small company as defined by section 280A of the Companies Act 2014 in respect of the financial year, and has applied the rules of the 'Small Companies Regime' in accordance with section 280C of the Companies Act 2014 and Section 1A of FRS 102.

Income

Income consists of donations and other funds generated by voluntary activities. These are included in the financial statements when received. Incoming resources have been included in the financial statements only when realised or when the ultimate cash realisation of which can be assessed with reasonable certainty.

Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost or at valuation, less accumulated depreciation. The charge to depreciation is calculated to write off the original cost or valuation of tangible fixed assets, less their estimated residual value, over their expected useful lives as follows:

Fixtures, fittings and equipment	-	12.5% Straight Line
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The carrying values of tangible fixed assets are reviewed annually for impairment in periods if events or changes in circumstances indicate the carrying value may not be recoverable.

Trade and other receivables

Trade and other receivables are initially recognised at fair value and thereafter stated at amortised cost using the effective interest method less impairment losses for bad and doubtful debts except where the effect of discounting would be immaterial. In such cases the receivables are stated at cost less impairment losses for bad and doubtful debts.

Trade and other payables

Trade and other payables are initially recognised at fair value and thereafter stated at amortised cost using the effective interest rate method, unless the effect of discounting would be immaterial, in which case they are stated at cost.

Employee benefits

The company provides access to a defined contribution PRSA pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund.

for the financial year ended 31 December 2020

Taxation

No charge to current or deferred taxation arises as the charity has been granted charitable status under Sections 207 and 208 of the Taxes Consolidation Act 1997, Charity No. CHY 14939. The charity is eligible under the 'Scheme of Tax Relief for Donations to Eligible Charities and Approved Bodies under Section 848A Taxes Consolidation Act, 1997' therefore income tax refunds arising from sponsorships exceeding €250 per annum are included in unrestricted funds. Irrecoverable value added tax is expended as incurred.

Government grants

Capital grants received and receivable are treated as deferred income and amortised to the Income Statement annually over the useful economic life of the asset to which it relates. Revenue grants are credited to the Income Statement when received.

Foreign currencies

Monetary assets and liabilities denominated in foreign currencies are translated at the rates of exchange ruling at the Balance Sheet date. Non-monetary items that are measured in terms of historical cost in a foreign currency are translated at the rates of exchange ruling at the date of the transaction. Non-monetary items that are measured at fair value in a foreign currency are translated using the exchange rates at the date when the fair value was determined. The resulting exchange differences are dealt with in the Income Statement.

3. DEPARTURE FROM COMPANIES ACT 2014 PRESENTATION

The directors have elected to present an Income and Expenditure Account instead of a Profit and Loss Account in these financial statements as this company is a not-for-profit entity.

4. GOING CONCERN

The directors have prepared a budget and cashflow projection for a period of twelve months from the date of approval of the financial statements which indicate that there is no material uncertainty regarding the company's ability to meet its liabilities as they fall due, and to continue as a going concern. On that basis, the directors consider it appropriate to prepare the financial statements on the going concern basis. Accordingly, these financial statements do not include any adjustments to the carrying amounts and classification of assets and liabilities that may arise if the company were unable to continue as a going concern.

5. INCOME

The income for the financial year has been derived from:-

	2020	2019
	€	€
Membership Income	10,400	4,920
Education and Research Seminar	8,920	4,640
HSE Grant	23,482	23,482
Pobal Grant (Scheme to support National Organisations)	55,063	16,121
Other Grants	1,000	1,000
Other income	29	87
	98,894	50,250

Included in 'Pobal Grant' above is an amount granted by Pobal of €55,063 (2019:€11,661) received from an overall grant of €150,702 covering the period from 1st July 2019 to 30th June 2022. €41,861 of the grant was received during the year and €13,456.17 of this was received in 2019.

The purpose of the grant is to support staffing costs for a programme manager, and to contribute to the indirect costs of running the organisation.

No employee falls within a payband of €60,000 upwards.

It is funded by the Department of Environment, Community and Local Government. The company is fully tax compliant.

Irish Association for Palliative Care
NOTES TO THE FINANCIAL STATEMENTS
for the financial year ended 31 December 2020

continued

The whole of the company's income is attributable to its market in the Republic of Ireland and is derived from the principal activity of promoting palliative care nationally and internationally through education, publication and representation on national and international bodies.

6. OPERATING SURPLUS	2020	2019
	€	€
Operating surplus is stated after charging:		
Depreciation of tangible fixed assets	219	196
	<u> </u>	<u> </u>
7. EMPLOYEES		
The average monthly number of employees, including directors, during the financial year was 0.00 0, (2019 - 2).		
	2020	2019
	Number	Number
Administration	2	2
	<u> </u>	<u> </u>
8. TANGIBLE FIXED ASSETS		
	Fixtures, fittings and equipment	Total
	€	€
Cost		
At 1 January 2020	1,570	1,570
Additions	178	178
	<u> </u>	<u> </u>
At 31 December 2020	1,748	1,748
	<u> </u>	<u> </u>
Depreciation		
At 1 January 2020	589	589
Charge for the financial year	219	219
	<u> </u>	<u> </u>
At 31 December 2020	808	808
	<u> </u>	<u> </u>
Net book value		
At 31 December 2020	940	940
	<u> </u>	<u> </u>
At 31 December 2019	981	981
	<u> </u>	<u> </u>
9. RECEIVABLES	2020	2019
	€	€
Trade receivables	2,440	-
Other debtors	1,957	-
Prepayments	6,714	337
	<u> </u>	<u> </u>
	11,111	337
	<u> </u>	<u> </u>
10. PAYABLES	2020	2019
Amounts falling due within one year	€	€
Trade payables	445	559
Taxation	2,692	686
Accruals	1,373	34,862

Irish Association for Palliative Care
NOTES TO THE FINANCIAL STATEMENTS
for the financial year ended 31 December 2020

continued

	<u>4,510</u>	<u>36,107</u>
	<u>2020</u>	<u>2019</u>
	€	€
11. PAYABLES		
Amounts falling due after more than one year		
Government grants	<u>255</u>	<u>13,456</u>
12. TAXATION	2020	2019
	€	€
Payables:		
PAYE	<u>2,692</u>	<u>686</u>

13. STATUS

The liability of the members is limited.

Every member of the company undertakes to contribute to the assets of the company in the event of its being wound up while they are members, or within one year thereafter, for the payment of the debts and liabilities of the company contracted before they ceased to be members, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributors among themselves, such amount as may be required, not exceeding € 2.

14. CAPITAL COMMITMENTS

The company had no material capital commitments at the financial year-ended 31 December 2020.

15. POST-BALANCE SHEET EVENTS

There have been no significant events affecting the company since the financial year-end.

16. APPROVAL OF FINANCIAL STATEMENTS

The financial statements were approved and authorised for issue by the board of directors on 19 May 2021.

IRISH ASSOCIATION FOR PALLIATIVE CARE

SUPPLEMENTARY INFORMATION

RELATING TO THE FINANCIAL STATEMENTS

FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2020

NOTES TO THE FINANCIAL STATEMENTS

continued

for the financial year ended 31 December 2020

Irish Association for Palliative Care**SUPPLEMENTARY INFORMATION RELATING TO THE FINANCIAL STATEMENTS****DETAILED INCOME STATEMENT**

for the financial year ended 31 December 2020

	2020 €	2019 €
Income		
Membership	10,400	4,920
Education and Research Seminar	8,920	4,640
Grant - HSE	23,482	23,482
Pobal Grant	55,063	16,121
Other Grants	1,000	1,000
Interest Received	29	87
	<u>98,894</u>	<u>50,250</u>
Expenditure		
Wages and salaries	46,377	9,817
Social welfare costs	3,772	851
Annual Seminar(E & R Forum)	11,102	10,254
Misc Meetings and Catering Costs	-	2,224
Conference Attendance	-	571
Rent payable	2,980	4,158
Insurance	790	529
Photocopying and Postage(General)	2,440	1,861
Stationery Office Supplies	2,348	1,992
Telephone	1,134	1,283
Computer Software	1,750	1,095
Recruitment Cost	-	4,613
Company Secretary/Consultants	3,332	2,492
Accountancy	1,351	1,730
Bank charges	697	466
Board Expenses	513	1,292
General expenses	(2)	162
Subscriptions	328	560
Depreciation	219	196
	<u>79,131</u>	<u>46,146</u>
Net surplus	<u>19,763</u>	<u>4,104</u>

The supplementary information does not form part of the financial statements