

Framework of the European Network for Action on Ageing and Physical activity (EUNAAPA)

A. Organizational structure

Terminology

The following terms are used in the framework:

Member: member of the network who is actively involved in the network

National officer: active member/partner who is appointed by the steering committee to serve as a liaison between the network and the specific country

Guest: persons who are interested in the work of EUNAAPA but do not want to become a member of the network

Steering committee: group of members who are elected to manage the network

Target group: group of professionals working in the field of physical activity and ageing that have been identified as a target for the network activities

1. Steering Committee

The Steering Committee (SC) has the responsibility for daily management and lead of the network. They are the binding factor and driving force of the Network.

Tasks of the Steering Committee

The tasks of the SC include:

- securing the network
- coordinating all Network activities
- facilitating communication
- connecting members
- initiating projects (applications) and activities

The SC will take all necessary decisions to facilitate the network.

Election and seats of SC

After confirmation by the members the SC will be installed for four years. Confirmation takes place at the two yearly members meeting. If current SC members leave the SC, a new member is to be elected. There are five (permanent) members of the SC. The SC can be temporarily enlarged with the project leader for the term of a (major) EUNAAPA related project. There is one chair of the SC which also chairs the Network. Roles are to be decided and divided by the SC members themselves.

New members of the SC have to be elected by the Network members. Every Network or Steering Committee member can nominate (any number of) members for a position in the SC. SC members are elected if they have the support of a majority of the members (50% + 1 of the votes).

2. Membership

Every person working in the field of physical activity and older persons can join the network. Membership is on a personal basis.

The EUNAAPA Network aims to include members from all European countries. Apart from attracting members from countries not yet represented in the network no active recruitment will be done.

Persons that are willing to become active can join the network. An active contribution can come from being a partner in one of the projects, organising network meetings, participating in a

member group act as a national officer etc. Registered members have access to the members' area on the website. All these activities are coordinated by the SC. Membership has to be confirmed every year by members through the EUNAAPA website.

A national officer is appointed in every participating country by the SC (starting with the NO as appointed in the EU EUNAAPA project). National officers serve as a way for communication for the SC and members in the respective country (for instance to avoid language difficulties).

Guests

Persons that are not a member but would like to stay informed on EUNAAPA's activities can register for the newsletter and will receive all relevant information about Network activities. They can visit the public area of the EUNAAPA website for information.

Membership fee

There is no fee for becoming a member. Members contribute to the network by taking part in activities, organizing meetings etc.

3. Funding

Regular activities

In order to finance regular activities of the network (administrative, website, meetings etc.) funds can be applied for as long as they don't have conflicting interests. (Part of the) costs for which no additional funding can be found will be carried out by active members in kind. For essential activities such as maintaining the website regular funds need to be attracted and secured. There will be no fee for any of EUNAAPA's output (publications, reports etc.) in order to facilitate dissemination.

Project activities

Separate funding needs to be applied for in case of project activities. EUNAAPA has no legal or financial responsibility for these activities.

4. Evaluation mechanism

In order to sustain the network every year the status of the network needs to be monitored. Based on the methods developed and used for the evaluation of the EUNAAPA project the following information can be collected:

Every year monitoring:

- number of members and guests
- visits to the website
- indicators of network process (conferences, publications)

Every two year:

- impact on designated target groups

The SC is responsible for the yearly evaluation. At the two-year meeting the SC presents the results on the impact. All the other results are presented on the website.

B. Contents

1. Network

The European Network for Action on Ageing and Physical Activity (EUNAAPA) is a thematic, collaborative, action network.

Vision

Optimal health and quality of life for older people in Europe through physical activity

Goal

The network has the goal to use evidence-based strategies to improve health and quality of life among older people in Europe through physical activity

Objectives of EUNAAPA Network

1. To identify, disseminate and promote evidence-based practice in physical activity for all older people in Europe.
2. To select or develop evidence-based guidelines for practice in the area of ageing and physical activity.
3. To provide information, and expert advice to policy makers, providers and professionals in the fields of ageing, physical activity, and health.
4. To influence the development of educational curricula and standards of competence for professionals involved in the provision of physical activity for older people.
5. To develop synergies among researchers, providers and professionals in the fields of ageing, physical activity, and health.
6. To support policymakers in inter-sectoral approaches to the promotion of physical activity among all older people
7. To cooperate with other organisations relevant to the promotion of physical activity among all older people
8. To involve older people in the development and implementation of network activities

2. Communication

The SC communicates with the members through the website, news-letter (guests) and directly via e-mail/phone. The SC also offers opportunities for members to get in contact with each other. At least every two years there will be a meeting for active members not related to a project.

Website

The SC is responsible for an easy accessible, up to date and well maintained network website which contains all relevant information. This includes: information on projects, relevant publications, network activities, list of relevant events, contact details, published EUNAAPA reports, funding information, members list, relevant links, objectives and goals of the network, evaluation results, discussion forum and information on the organizational structure of the network.

The Network site will be linked to separate project websites. The website features a members area (only accessible for registered members) and a public area (accessible to all).

PR

Active Public Relations and information on the existence of the Network are necessary in order to achieve the networks goals. 'Grey Power' and other advocates for interests of older people could be contacted to be informed on and lobby for the network. Target groups which are difficult to

contact or to participate in the EUNAAPA network, like representatives of older people, policy makers etc. should be addressed specifically.

3. Activities

The activities of the EUNAAPA network can be diverse, as long as they are in line with the goal and objectives as stated.

4. Target Groups

The following target groups are identified:

- policymakers
- professionals/providers
- scientists
- older persons representatives

5. Output

In general the EUNAAPA network aims to inform and to get in contact with and connect the various target groups. The output of the EUNAAPA Network depends on what target groups needs to be reached:

1. policymakers: best practice reports, publications and conferences
2. professionals: best practice reports, guidelines, publications/conferences
3. providers: publications, conferences/guidelines, best practice reports
4. scientists: publications, best practice report, guidelines