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### TNO report

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## Report on the future of EUNAAPA

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A Questionnaires project members + possible members

B Proposal Framework future EUNAAPA Network



# 1 Introduction

## 1.1 On EUNAAPA

The European Network for Action on Ageing and Physical Activity (EUNAAPA) was founded in March 2005. In order to give the network a strong base, a project application was made and awarded by EU DG Sanco. The EUNAAPA project started in August 2006. One of the strategic objectives of this project was to establish a self-sustaining network to facilitate the promotion of evidence based physical activity among older people in Europe. In order to reach this objective one of the seven work packages was devoted to securing the existence of EUNAAPA after the end of the project in August 2008.

## 1.2 Objective of work package 7: securing the existence of EUNAAPA.

The objective of this work package is to establish a mechanism/framework to secure the existence of EUNAAPA and to demonstrate the impact of EUNAAPA on public agencies, policy makers and professionals.

This report deals mainly with the first part, establishing a framework for the future network. The impact of EUNAAPA will be reported on in the final report of Work Package 3: Evaluation of the EUNAAPA project. One part of the impact is discussed in the current report when the unique value of EUNAAPA is evaluated.

## 1.3 Contents of this report

In chapter 2 the methodology will be described including the selection of relevant topics to be included in the framework and identification of relevant actors to be surveyed. Chapter 3 summarizes the results of the surveys from the different actors on 6 topics: organizational structure, membership, funding, communication, target groups and output. Chapter 4 presents a synthesis of the opinions of the different actors (steering committee, project members, possible members, similar networks and EC representative) on the identified topics. Chapter 5 describes the way these outcomes resulted in a proposal framework and was then finalized in the discussion with the EUNAAPA project group. A short discussion and conclusion in chapter 6 ends the report.

## 2 Methodology

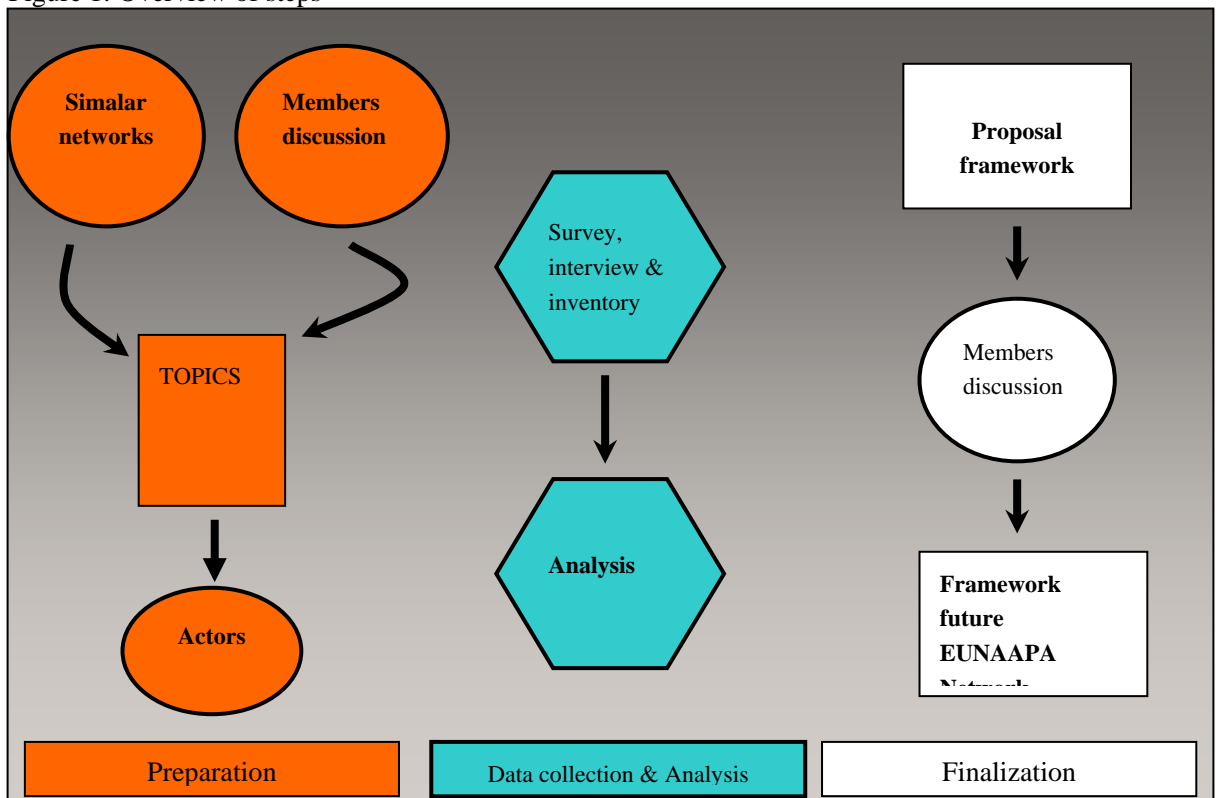
### 2.1 Introduction

Three steps were taken to establish a framework for the future EUNAAPA network (see also figure 1):

1. Preparation:
  - a. selection of relevant topics to include in the framework
  - b. identification of relevant actors
2. Data collection & analysis
  - a. Surveys, interviews and inventory of topics with actors
  - b. Synthesising outcomes
3. Finalisation
  - a. Drawing up a proposal for the framework based on outcome synthesis
  - b. Feedback from members of the EUNAAPA project
  - c. Final framework for the future of the EUNAAPA network

All of these steps will be described below in detail.

Figure 1: Overview of steps



## 2.2 Step 1: Preparation

### 2.2.1 *List of relevant topics*

First, an inventory of similar European networks in the field of ageing and physical activity was drawn up and analyzed. The similar<sup>1</sup> networks analyzed are:

- PROFANE: Prevention of falls network Europe ([www.propane.eu.org](http://www.propane.eu.org)).
- HEPA: Health enhancing physical activity ([www.euro.who.int/hepa](http://www.euro.who.int/hepa)).
- THENAPA II: Thematic network adapted physical activity ([www.thenapa2.org](http://www.thenapa2.org)).
- EGREPA: European group for research into elderly and physical activity ([www.ergepa.org](http://www.ergepa.org)).

After analyzing and comparing the similar networks, main topics were identified and discussed upon by the EUNAAPA project members. After the discussion, the following topics were decided upon:

- Organization
- Membership
- Funding
- Communication
- Target groups
- Output

These topics will form the basis of the data collection (surveys and interviews) and the framework of the future network.

### 2.2.2 *Actors*

In formalizing the EUNAAPA network, input was collected from several actor groups, namely those involved with the current EUNAAPA network, or targeted by the future network. These include the current project partners (blue in figure 4, actor map) and the current steering committee which is responsible for the organization and (daily) management of the current EUNAAPA network. Next are the target groups (in green), some of which were contacted during the project and can also be considered to be the possible members of the future network. These target groups include scientists, policy makers, providers, professionals and elderly representatives. The EC/PHEA (pink in actor map) is currently funding the EUNAAPA project. The last groups are the similar networks (orange in actor map). These similar networks have been used to develop the list of relevant topics and will be further analyzed.

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<sup>1</sup> Similar in this context means networks related to physical activity and/or ageing in the EU.

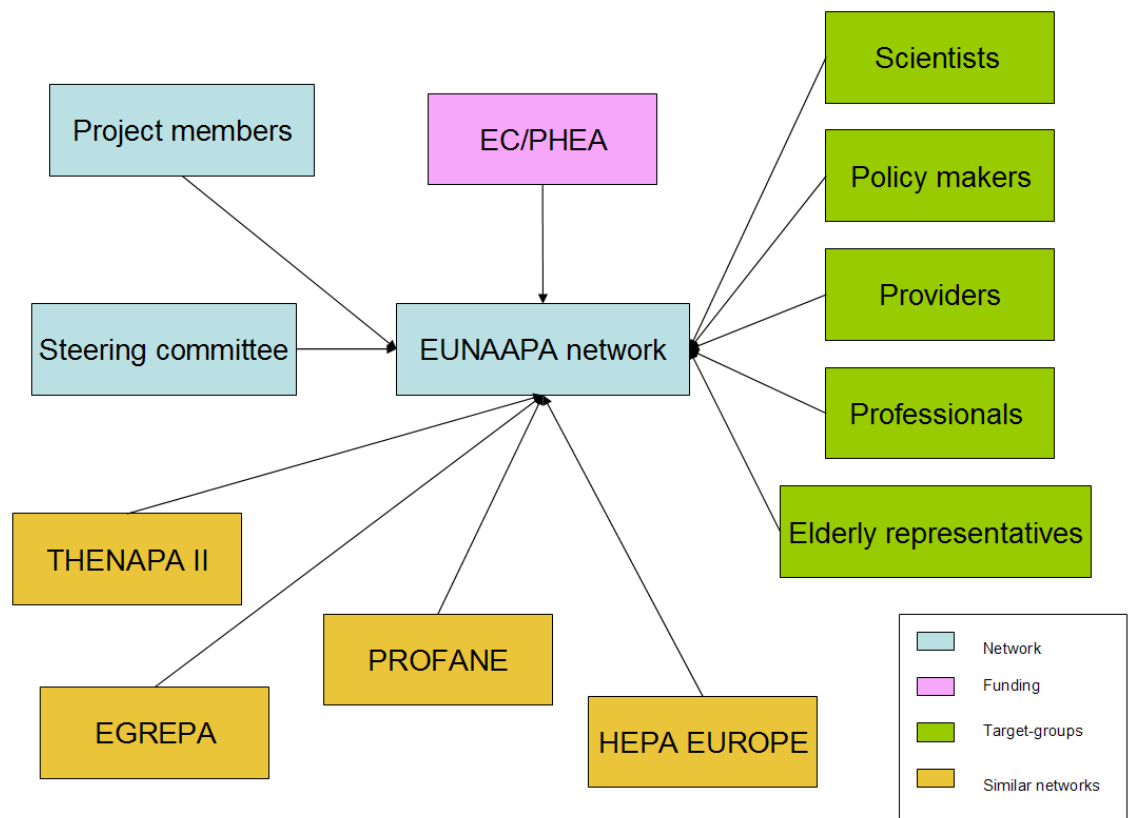


Figure 2: Actors important for information about securing the EUNAAPA network.

## 2.3 Step 2: Data collection

### 2.3.1 *Steering committee*

The current steering committee of the EUNAAPA network consists of five members. Input of these five members was collected by a semi-structured telephone interview. This interview has been set up according to the list of relevant topics determined. Most important topics discussed were organizational structure, target groups and the unique value of the EUNAAPA network (see table 1). The questionnaire for the project members (see project members) was also sent to the steering committee. The answers given by the steering committee members will be excluded from the members questionnaire results, and integrated with the outcomes of the telephone interviews of the current steering committee members.

### 2.3.2 *Project members*

By means of a web based survey, the current EUNAAPA project members opinion about the current and future EUNAAPA network and will be collected. A web-based questionnaire was drawn up according to the list of relevant topics, in which the current organizational structure, future target groups, output and funding options are the most relevant topics (table 1).

### 2.3.3 *Possible members*

Possible members are people working in the area of physical activity and physical activity promotion and ageing. They are considered to be the target groups of the network. In Work Package 4, 5 and 6, these target groups have been approached to



participate in the EUNAAPA project. To find out the opinion of these persons about securing the EUNAAPA network, a second web-based questionnaire was made and sent to the EUNAAPA project partners of the countries involved to forward to 8-10 of their own national contacts. It was requested that at least one contact person of each target group was approached. The most important topic in this questionnaire for possible members was the desired output of the future EUNAAPA network (see table 1).

#### 2.3.4 *Similar networks*

After determination of the topics, the networks were further analyzed by a web search according to this list of topics. After the network analysis, a telephone interview was held with one of the network (preferably steering committee) members to check and elaborate on the information found. In this telephone interview the most important issue was to find out the unique value of this network and the relation to the EUNAAPA network.

#### 2.3.5 *PHEA*

The Public Health Executive Agency (PHEA) is an agency which monitors the projects that the EC is funding. The PHEA provides a project officer to each project. The project officer of the EUNAAPA project was interviewed, mostly funding issues were discussed (table 1).

Table 1 Topics selected for data collection in actor groups

Actor group	Organizational structure	Membership	Funding	Communication	Target groups	Output
Current SC members	X	X	X	X	X	X
Project Members	X	X	X	X	X	X
Possible members		X		X		X
Similar networks	X	X	X	X	X	X
EC/PHEA			X			

#### 2.3.6 *Synthesising results*

After data collection, a comparison between the opinions of the various actors on the topics was made. If consensus on a topic was found, this was followed by a text proposal for the framework. If there were discrepancies between the various actors on a topic, also a text was proposed together with questions to be discussed between the project members.

## 2.4 **Step 3: Finalization**

The proposal text of the framework was then discussed with the project members in two steps: at the last project meeting and on the internet platform. After this the framework was finalized and published on the new EUNAAPA network website.

## 3 Results

In this section, the results of the data collection will be presented. This will be done according to the list of relevant topics; organizational structure, membership, funding, communication, target groups and network output. After these results, a table will summarize results per actor group (table 5).

### 3.1 Response

In table 2 the responses on the data collection are presented according to the actor groups.

Table 2 Actual and anticipated (between brackets) response to several methods and actor groups

Actor group	Questionnaire	Interviews	Web analyses
Current SC members	N=4 (5)	N=5 (5)	
Project members	N=22 (46)		
Possible members	N=56(160-200)		
Similar networks		N=3 (4)	N=4 (4)
EC/PHEA		N=1 (1)	

#### Steering committee

Four out of five steering committee members filled out the questionnaire and all five were interviewed.

#### Project members

After a reminding e-mail, 26 of the 50 addressed members completed the questionnaire; this means a response rate of 52%. From all participating countries in the EUNAAPA project at least 1 member responded. For the analysis, the results of the steering committee members who filled out the questionnaire were excluded, leaving 22 responses to be included. Most of the responding project members were associated partners (64%).

#### Possible members

After a reminding e-mail sent to the project partners, 56 possible members responded on the questionnaire. It is not clear how many contact persons received or read the message. The sample population therefore can not be exactly determined. The estimation is that a maximum of 160-200 people could have received the request to participate in the questionnaire. This means a response rate between 28 and 35%. Table 3 shows the number of responding persons in each addressed country and figure 2 their professional background.

Table 3 Number of respondents on possible members questionnaire in each country

Country	Aus	Be	Czech	Den	Fin	Fr	Ger	Gre	Hun	Ire
Number of respondents	5	7	-	11	-	5	-	7	-	-

Country	It	Lith	Mac	NL	Nor	Pol	Port	Sp	Sw	UK
Number of respondents	-	-	1	3	-	1	3	-	5	8

Most of the relevant target groups were reached, with the majority being a scientist. The only target group who is not represented in the questionnaire are the elderly representatives.

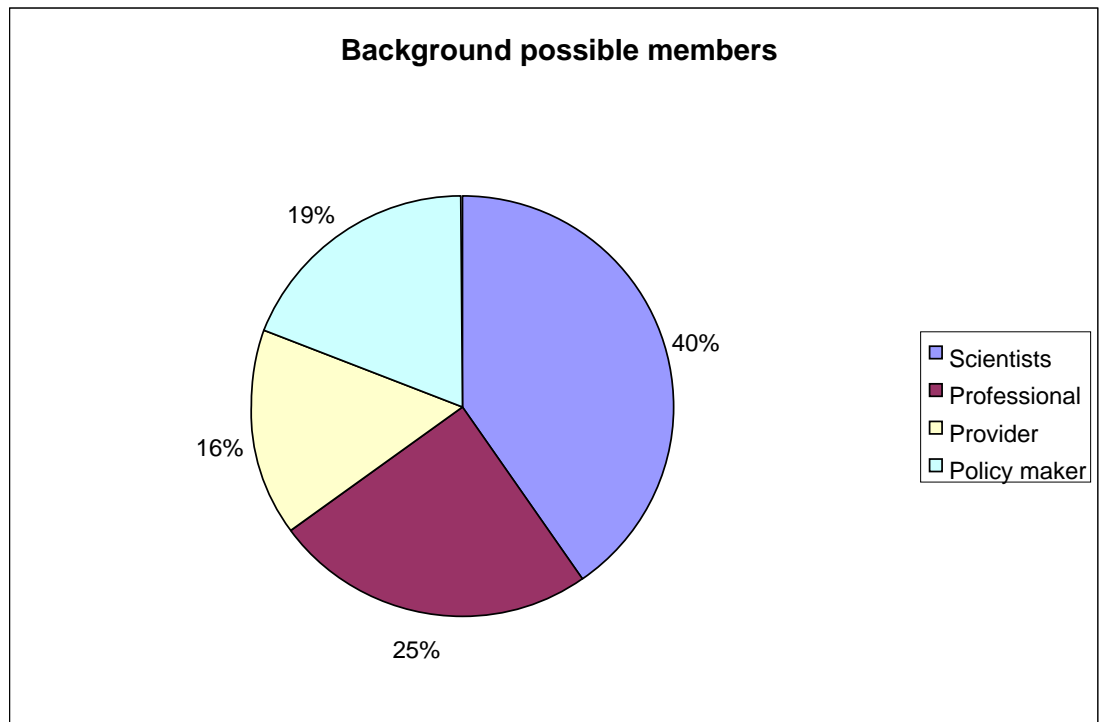


Figure 3 Background of possible members responding on questionnaire

### Similar networks

A web search to all four networks was performed. For the telephone interview, three out of four networks were reached. Only the EGREPA network could not be reached for an interview.

### PHEA

A telephone interview is held with the project officer of the PHEA.

## 3.2 Organizational structure

### Steering committee

In the interviews with the steering committee, as well as the questionnaires, it came forward that the steering committee should have the following tasks:

- Secure the network
- Act as the driving force of the network
- Make projects work
- Support and implement projects

- Keep network and members together (especially when there is no project)
- Encourage new initiatives (e.g. start new projects)

The network further needs to maintain an informal structure with a steering committee for daily management, with clear goals to function as a tool between the members. If a project proposal is granted, the project leader should be involved in the steering committee for a better coordination.

There is some disagreement within the steering committee whether it is necessary to have a national officer for each country. Also some disagreement arises on the possibility to have a fixed term for a seat in the steering committee.

### **Project members**

Almost all of the participating project members (96%) agreed that it is necessary to secure the EUNAAPA network in a formal way when the EUNAAPA project will end in August 2008. Reasons given for the need to secure the network were that otherwise the outcomes of the network will disappear quickly, the knowledge becomes underused and the contacts will fall apart. Only one participant did not agree that the network should be secured, with the comment that “Such a network is extremely time consuming, demanding and impossible to do properly without adequate funding”<sup>2</sup>.

The organizational structure of the network which is formed by a steering committee and network members is supported by 86% of the project members. Others gave notice that changes were necessary; such as more research personnel in each country and the possibility to be in contact with each other more often, this however does not imply a whole different organizational structure. Only small changes are needed to optimize the structure of the EUNAAPA network.

For a seat in the steering committee there should be:

- Free nomination and election (82.4%)
- No limited term (68.4%)

### **Goals**

EUNAAPA has stated four main goals. To establish a network was defined as most important goal by 45% of the project members. Figure 4 shows which goal is rated as most important compared to the opinion of the steering committee members as well as the possible members.

### **National officer**

About 47% of the project members agreed to installing national officers for the communication between the steering committee and the members, while 53% was opposed. It was said that the burden of being a national officer could be too much and that active participation can only be achieved via intrinsic motivation.

### **Possible members**

#### **Goals**

About 40% of the possible members defined the first goal, establish a network, as the most important. In figure 4 the goals are shown, divided for target groups. Other future goals given by the possible members are:

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<sup>2</sup> This respondent was a collaborative project partner and did not receive funding from the project

- lobbying
- promoting physical activity on regional level
- creating and circulating practical and applicable physical activity programs
- to be a clearing house for projects and programs and for advocacy to the EU.

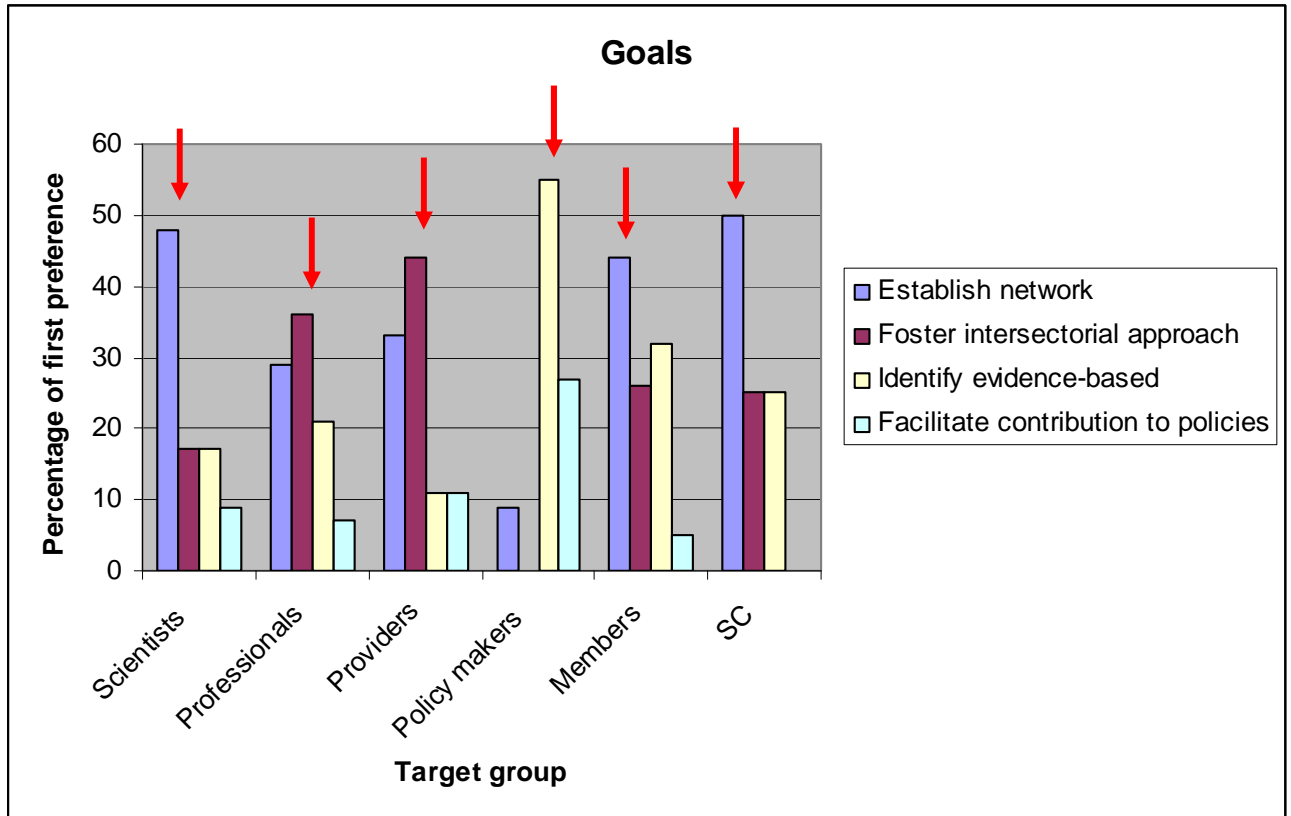


Figure 4: Goals rated as most important by steering committee, project members and possible members. Arrows indicate main goal per actor group.

### 3.3 Membership

#### Steering committee

The steering committee members find it important that:

- All (major) EU countries are represented in the network
- Members should come to the network voluntarily; no active recruitment of new members
- Membership should be organizational as well as individual
- No commercial organizations as network members
- All target groups should be network members

#### Project members

Most of the respondents (85%) gave notice that they would like to stay a member of the future EUNAAPA network. Only 3 members said no, due to retirement, change of profession and lack of time.

Of the 85% wanting to stay a member, 69% wanted to be an active member and have a role in the network (e.g. secretariat, contact person, project applicant etc.).

### Membership fee

Project members had different opinions on a membership fee: from 'no' (mentioned by most) to a maximum fee of €100,-, depending on what the membership involves and varying for different kind of members (active or passive).

### Possible members

About 77% of the possible members replied that they would like to become a member of the EUNAAPA network. Reasons given for not wanting to become a member were having not enough time and resources, not being an expert and having no specific interest in ageing or older people. Of the people who do want to become a member, 73 % wants to become a passive member and only retrieve information. Being a passive member implies that the results of the network can be used, without major effort.

The EUNAAPA network wants to include all target groups in the network as a member. Among the respondents of the possible members questionnaire who want to become a member of the future network, most target groups are included. Especially professionals/providers were positive to become a member and also more than half of the policy makers had interest in becoming a (passive) network member.

## 3.4 Funding

### Steering committee

The opinion of the steering committee on funding options is:

- No funding by membership fee
- Apply for project funding
- National funding
- Income from product sales

The steering committee members agree that money needs to be attracted for regular activities (website, conferences etc.). An option that was given was that national governments should pay for these regular activities.

### Project members

Out of all given funding options, most project members (63%) were in strong favor of project funding. Other options with a fairly high preference were public sponsors, commercial sponsors, gifts and income from product sales (figure 5).

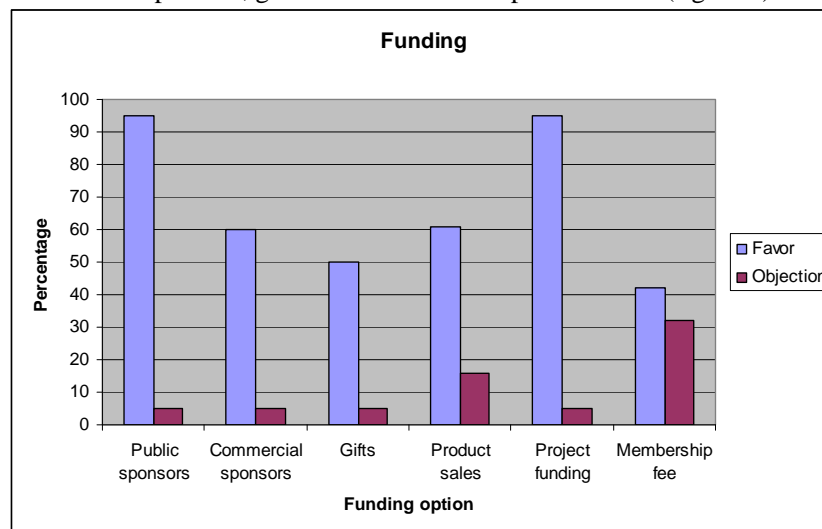


Figure 5 Opinion of members on several funding options

## PHEA

The PHEA agrees with the project members that public sponsors are a good funding option for a network. With commercial sponsors conflict of interests could arise, which should be avoided. National sponsors are good for a network, especially for small projects carried out within the network. For a major project, like the current project, project funds need to be attracted by for instance the European Commission.

## 3.5 Communication

### Steering committee

For the contact within the network the steering committee opts for:

- (Bi)annual planned contact
- Further communication by e-mail
- Possibly a members mailing list for up to date information
- Possibly a quarterly newsletter

### Project members

Project members favored annually or biannually communication, depending on the role members have within the network. About 53% prefer biannual contact with each other while 35% prefers annual or biannual contact between the steering committee and the members.

The way of communication should be mainly via e-mail. Newsletter and website also are strongly favored. Notably is that the newsletter should be initiated by the steering committee, not by members (see yellow bar in figure 6).

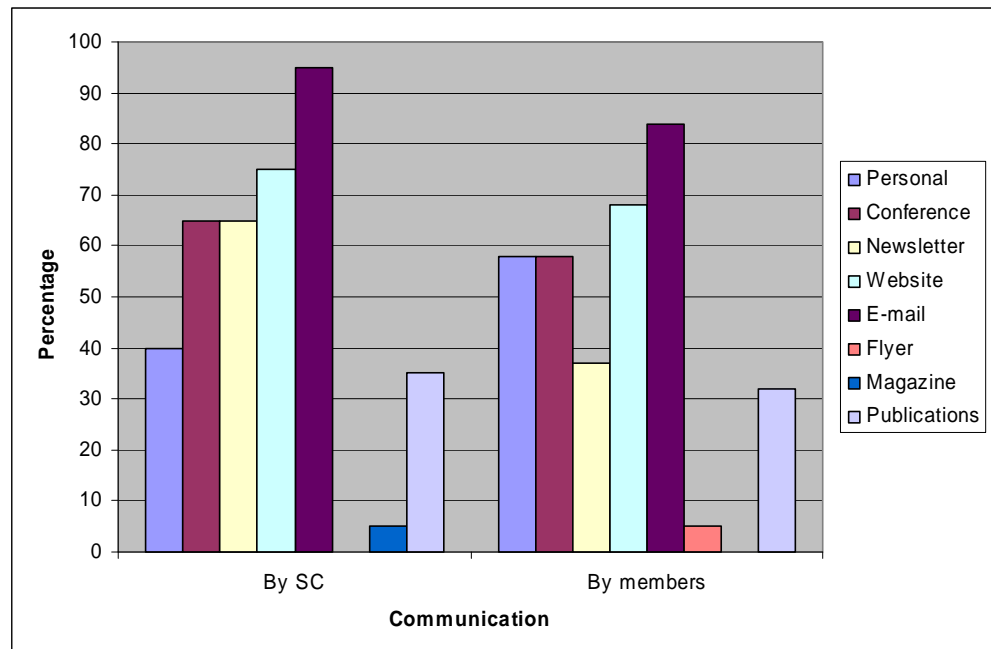


Figure 6 Ways of communication initiated by SC and members

**Possible members**

Possible members state that they want annual contact with the steering committee (56 %) as well as with the other members (42%). Others however, are satisfied with biannual contact (27 resp. 35%).

This contact should take place via e-mail with the steering committee, the members and for contact between steering committee and members. With the target groups, it is sufficient to communicate via the website. Another option would be a newsletter.

**Website**

Possible members indicate that it is not necessary to provide the website in all European native languages. Most argue that English maybe together with German and French will be sufficient. Possible members from Greece would like the website in their language, or at least a Greek summary.

The information on the website that is requested by possible members includes EUNAAPA projects, relevant publications, network activities, list of international events, published reports and contact information.

**3.6 Target groups****Steering committee**

According to the steering committee members, the strength of the EUNAAPA network is that disciplines are integrated. Policy makers and providers/professionals should be the first target group of the network. Secondly, the scientists and elderly representatives need to be targeted. The network goals need to correlate with the target groups that the network attracts.

**Project members**

The most important target groups that the network should aim for according to the project members are the policy makers, the physical activity providers and the elderly representatives (see figure 7). These three groups were rated most important by 90% of the respondents followed by scientists (85%). One respondent also pointed out that the general public should be a target group.



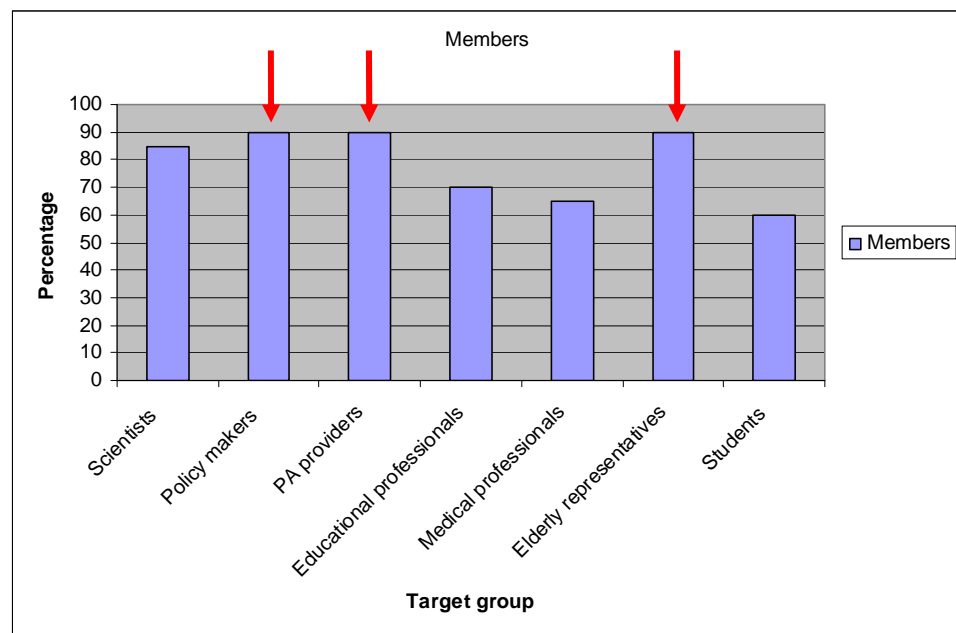


Figure 7 most important target groups according to the members on the questionnaire. Arrows indicate preferred actor group.

The best way to reach all the mentioned the target groups is via the EUNAAPA website. For the scientists, conferences are equally important as the website and for elderly representatives the newsletter is equally important. Communication can also take place through a newsletter.

### 3.7 Output

#### Steering committee

The output of the network should be mainly information and contacts. This information should be presented as guidelines and conferences. An other form of output is the implementation of the results into policy.

#### Project members

According to 90% of the project members, information is the most important output for the EUNAAPA network followed by contacts with other members/networking (85%). The information should be presented as best practice reports (80%) and guidelines (75%) (figure 8).

#### Possible members

The output requested by the possible members are mainly publications, followed by best practice reports. Guidelines were rated third (figure 8).

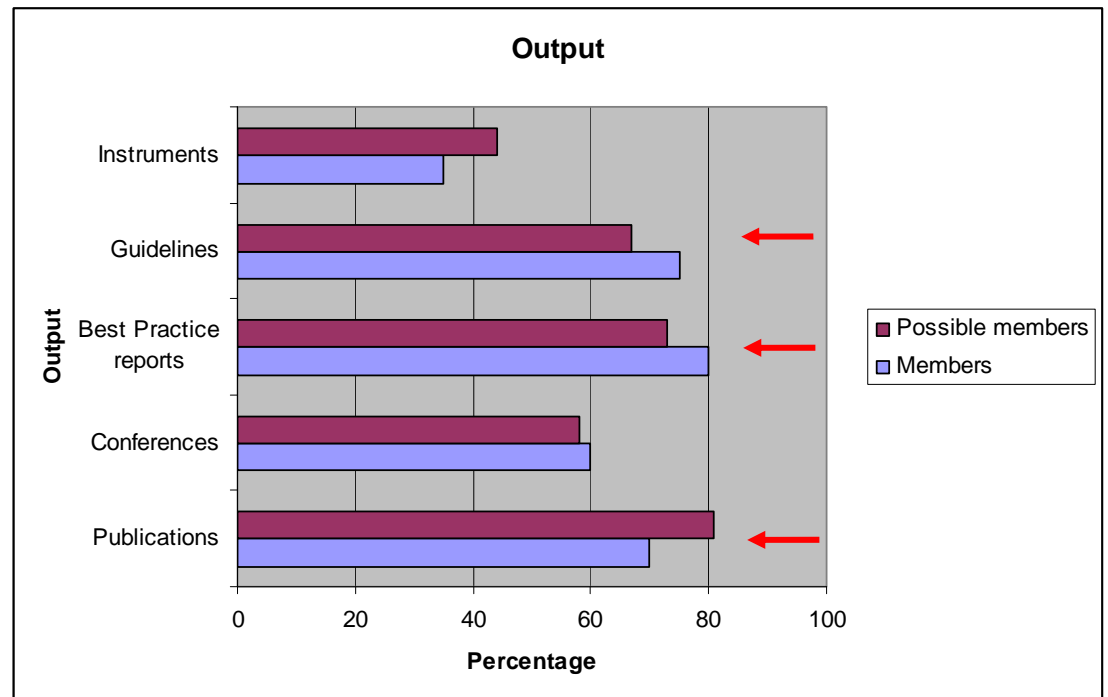


Figure 8 Output requested by project members and possible members. Arrows indicate main requested output.

In figure 9 it can be seen that preferences for type of output depend on background. Scientists and providers request mostly publications while professionals and policy makers prefer output in the form of best practice reports.

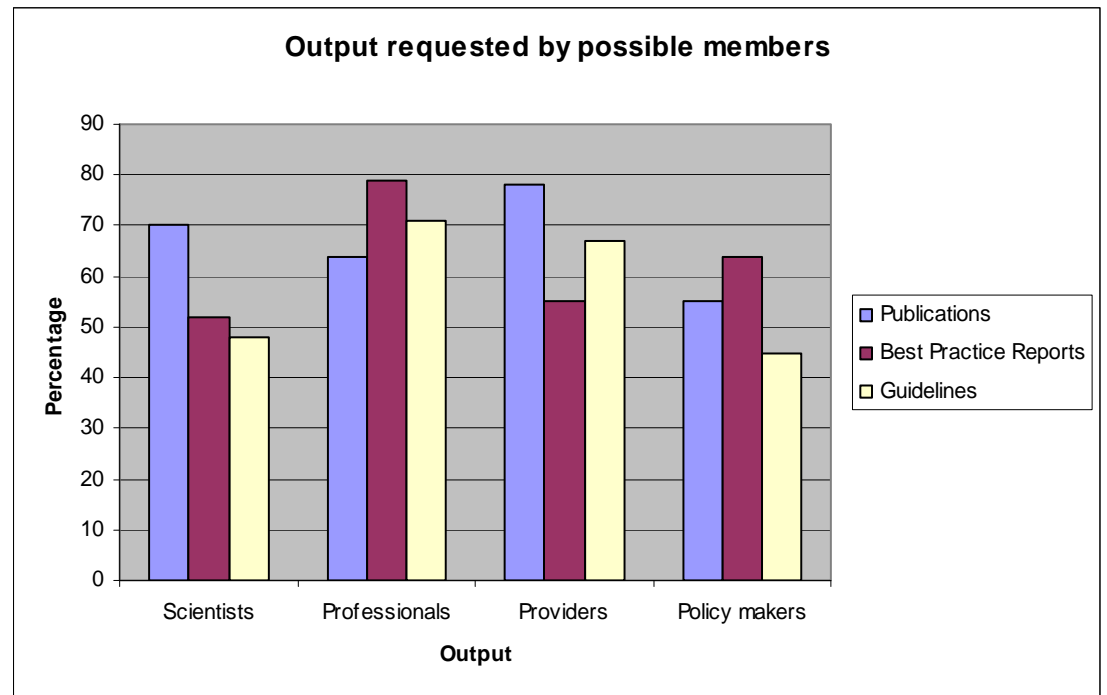


Figure 9 Output requested by possible members according to their background.

### 3.8 Similar networks

A description of the discussed topics in similar networks can be found in table 4.

Table 4 Similar networks on important topics for a network

	<b>PROFANE</b>	<b>HEPA</b>	<b>THENAPA II</b>	<b>EGREPA</b>
<i>Organizational structure</i>				
<b>Organizational structure</b>	Steering committee	Steering committee	Steering committee	Board of management
<b>Forming steering committee</b>	Coordination centre and work package leaders	Nomination		Election
<b>Term</b>	(During the project)	3 years	(No network after the project so steering committee during the project)	2 years (twice re-election)
<b>Roles</b>	- Steering and advisory group - Coordination centre	- Chair - Secretariat	- Chair All steering committee members have same importance	- President - Treasure - Secretariat - etc.
<i>Membership</i>				
<b>Members</b>	Only network members; open membership on website	Only network members	Only project members. Not possible to become a member of the network	Four different kinds of memberships
<b>Membership fee</b>	No	No	No	Yes
<i>Funding</i>				
<b>Funding</b>	Only funding for the website Project that has ended was funded by EC	Only funding for secretariat by Swiss government	Funding by EC for the project. 1 year additional funding applied for	Income from fees, dues, assessments, gifts etc.
<b>National funding</b>	Yes	No	Yes some countries receive additional national funding	
<i>Communication</i>				
<b>Communication</b>	During project, SC met 3 times a year. Further communication via phone	Annual meetings also open for non members. Further communication via e-	Biannual network meetings. Further communication via e-mail and phone	Members reunion every two years

	or e-mail	mail		
<b>Website language</b>	English	English, German, French, Russian	English	English
<i>Target groups</i>				
<b>Target groups</b>	Professionals/Providers Elderly	Scientists and policy makers	Educational professionals are the main target group of the network. Members are scientists	Scientists
<i>Output</i>				
<b>Output</b>	- Reports - Hosted meetings - Guidelines	- Brochures - Conferences - Best practice reports - Annual meetings	- Active ageing cards - Exercise DVD - Brochures	
<b>Unique value</b>	- Network is widely known - Informal contacts existed before starting network - Divers background knowledge	Divers backgrounds are involved, policy makers and scientists work together	The importance given to educational professionals. Also implementing across Europe simultaneously	

### 3.9 Unique value of EUNAAPA

#### 3.9.1 *Steering Committee members*

In the interviews with the steering committee members it was asked what, in their opinion, is the unique value of the EUNAAPA network.

##### Box 1: opinions on the uniqueness of EUNAAPA by the five SC members

- *“The EUNAAPA network has been developed on a friendship base, with people knowing each other for years. This gave us a stable and strong starting point, which is now extended with a lot of new friends. Physical activity and ageing is currently a rather small area of research, but with a huge potential for the future. Our challenge is to overcome implementation problems and give relevant parties a good access to best practices and best evidence measurement and programs in the area”.*
- *“The uniqueness of EUNAAPA is in the common sense and the common view of the status in Europe. There is a common understanding in the network about the next step to be taken. There is agreement. The network is informal and also formal. There is a safe environment to work in and a good atmosphere. This makes the network work”.*
- *“The unique value of the EUNAAPA network is that it is an interdisciplinary group, in the research field. There is fundamental research and also applied research. The combination of these forms of research with the policy makers makes a good combination”.*
- *“The unique value of the network is that it is not only focused on assessment and programs, but also on implementation of the results into policy and again into research. The network gives information to influence different professions”.*
- *“The unique value of EUNAAPA is that there is an inter –sectorial group of people working in the network. The network follows the process from policy to implementation to the field and is not only research oriented. The EUNAAPA network is maintaining a good scientific approach in any phase of the process”.*

The current steering committee members see the unique value of EUNAAPA as being based on friendship, which creates a nice and secure environment to work in. Hereby, there is room to find a common view and agreement between the people involved.

The interdisciplinary character of the people involved in the network has a great advantage. Fundamental researchers and applied researchers have a different view on aspects that can all be touched in this collaboration. Having multiple disciplines from several countries working together gives the broadest view and the opportunity to be

involved in the whole process into policy and implementation. This is only possible when the knowledge and background of the network members provide the possibility to do so. In being involved in the whole process, more insight in which information is necessary, and how it needs to be presented makes the process from science to policy and implementation work.

The EUNAAPA network does not only focus on assessment and programs. The goal is to disseminate the knowledge and implement in policy and practice, to give relevant parties good access to best practice and best evidence. For dissemination and implementation, the end users (e.g. policy makers, professionals/providers) of research are necessary in the network. Therefore, several of these end users have been included in the project. Policy makers, providers/professionals and elderly representatives have been invited to national workshops in all countries to discuss the needs and opportunities of these parties. This exchange platform creates awareness of the needs and opportunities of parties other than their own, which is necessary to see the usefulness of the collaboration. The same people that were invited to participate in either this workshop or another aspect of the EUNAAPA project were defined as possible members for the future EUNAAPA network. This will continue their involvement as relevant actors in the network. In this way a bridge can be build by the EUNAAPA network between several disciplines, in order for scientific results to make it into policy.

#### 3.9.1.1 *The unique value of the similar networks*

In the interviews with the similar networks it is asked what the unique value of their network is. There was no interview with the EGREPA network.

##### Box 2:

###### HEPA

“The power of the network is that diverse backgrounds are involved. Policy makers as well as scientists to optimally reach the network goals”.

###### PROFANE

“One of the success factors is the reputation and that the network is widely known. Also, the enthusiasm and fierceness of the 25 partners which are very diverse in background for broad knowledge. Informal connections were already there before the network started. The process of getting to know the rest of the members can be skipped”.

###### THENAPA II

“The importance of the THENAPA II network is the importance that is given to preparing educational professionals and also the promotion of physical activity for the elderly throughout Europe. By this, the elderly can all be triggered to be more active, which enhances the quality of life of the elderly”.

Both HEPA and PROFANE find their unique value in incorporating several backgrounds in their network. This is also mentioned as being a unique value of the EUNAAPA network. Also, the friendly basis on which the network is started is mentioned by both PROFANE and EUNAAPA.

### **3.10 Overview of results**

Table 5 summarizes the opinions of all relevant actors on all relevant topics. This will be used in the next chapter to look for consensus and draft a first version of a framework of the future network.



Table 5 Overview of results

	<b>Current steering committee</b>	<b>Project members</b>	<b>Possible members</b>	<b>PHEA</b>
<i>Organizational structure</i>				
<b>Steering committee for daily management</b>	Current structure should be maintained	Only some adjustments to current structure are necessary	--	--
<b>Network needs more formal structure</b>	More formal structure is needed	Yes	--	Important to create a formal network since this was one of the project goals where the project got funded for
<b>Network goals</b>	Goals need to be clear to SC and all members	Goals need to be clear	Goals need to be clear	It is important for a network to have clear goals and objectives for the members and to attract funds
<b>Roles</b>	There need to be some roles in the SC	--	--	--
<b>Forming steering committee</b>	-Nomination by SC - Free nomination and election	Free nomination and election	--	--
<b>Steering committee term</b>	There is a need for a stable group Answers given between 5-8 years with possibility of re-election	- No term - Answers were between 2-8 years with sometimes possibility for re-election	--	--
<i>Membership</i>				
<b>Members</b>	<b><u>Different opinions:</u></b> some SC members say only individuals, other say only organizations. Membership should be open for individuals and organizations in the field.	Membership should be open for individuals and organizations	--	--

<b>Membership fee</b>	<b><u>Different opinions:</u></b> - No option, will cost more than will bring in - Only option when staying scientific network	<b><u>Different opinions:</u></b> - Willing to pay fee 0-100 Euro - Membership should be free	<b><u>Different opinions:</u></b> - Willing to pay fee 0-100Euro - Membership should be free	--
<i>Funding</i>				
<b>Public sponsors</b>	Is ok	In favor	--	Is ok for a network
<b>Commercial sponsors</b>	Can be ok. Confusion of interests is big issue to consider	In favor	--	Depends on network, watch out for confusion of interests!
<b>Project funding</b>	In favor	In strong favor	--	Good option for network, depends on kind of network it will be
<b>National funding</b>	In favor	--	--	National funding is a good option for networks, also when small projects are done
<b>Income from product sales</b>	Opinions vary objection, no opinion and in favor	In favor	--	--
<i>Communication</i>				
<b>Communication</b>	- Newsletter/website for communication to members - Annual meeting for communication to members	- Com with SC biannual via e-mail/website - With target groups, annual via e-mail/website	- With SC annual via e-mail - With members annual via e-mail	--
<b>Website language</b>	Not necessary to provide the website in all European native languages	Only English or additional German and French	Only English or additional German and French	--
<b>National officer for communication</b>	Steering committee should be a small group, a national officer for each country will only lead to more	The results on the questionnaire were <b>50-50</b>	--	--

	work and different information versions <b><u>There are different opinions. 50-50 yes/no</u></b>			
<i>Target groups</i>				
<b>Target groups</b>	Policy makers – professionals/providers – elderly representatives – scientists <b><u>Different opinions:</u></b> Some SC members put scientists on the second place, others say this group is more realistic to become the members of the network	1) Policy makers – professionals/providers 2) Scientists – elderly representatives	Questionnaire is sent to all the previous target groups. Mainly scientists responded	Strength is to also have policy makers in the network
<i>Output</i>				
<b>Output</b>	Information and contacts should be the main output of the network	- Information and contacts. - Information in the form of best practice reports and guidelines	Publications are wanted by the possible members but mostly scientists participated in the questionnaire. Second and third place are best practice reports and guidelines	--
<b>Events</b>	<b><u>Different opinions:</u></b> - Network is not meant to hold annual scientific meetings - Network needs to hold annual members meetings	62.5% of the responding members say that conferences should be a network output	58.3% of the responding possible members would like conferences as network output	--
<b>Publications</b>	Network is not meant for the generation of publications Some SC members are in favor of making publications	Third most wanted output	Most wanted output (mostly scientist filled in the questionnaire)	--

## 4 Analysis of results

In this section, the results are critically analysed and compared between actors. For every topic, a text for the framework is proposed. Where there is lack of consensus between the different actors, the proposed text will be discussed during the members meeting in order to reach consensus. Here, they are presented as discussion points.

### 4.1 Organizational structure

From table 1 shows visible that the opinion of the steering committee and the project members were the main information sources regarding the organizational structure.

Looking at table 5, it becomes clear that the opinion of the steering committee is supported by the current project members on most of the aspects. Only some changes are needed according to the members, but the current structure with the steering committee in charge of the daily management, can be maintained.

Some disagreement arises in the formation of the steering committee. The steering committee is in favor of nomination by the steering committee, whereas the project members want free nomination and election. Also the term for a seat in the steering committee leads to some disagreement. Further discussion is needed on this issue before a decision can be made.

In making an inventory on similar networks in the field of ageing and physical activity, most networks show the same structure; a steering committee (or board of management) in charge of (daily) management and network members retrieving information. The PRoFaNE network has all four work package leaders within the steering committee group. This is not necessary for the EUNAAPA network since a small group of steering committee members was requested, but if there will be a next major project, it is advised for the project leader to take a seat in the steering committee. The communication between the network and the project will improve and decisions can be made without indirect meetings. This will reduce the workload that comes with a project for the steering committee as well as for the project leader.

#### Goals

In figure 4 it is shown that the background of the respondent is an important determinant for which goal is judged as most important. Scientists, current project members and the current steering committee members all favor establishing a network as the most important goal of the EUNAAPA project. It should be noted that most members and steering committee members are scientists. The professionals and providers share the opinion of fostering an inter-sectorial approach, whereas the policy makers find it most important to find evidence based ways to promote physical activity. These goals differ but can be reached by one and the same network. The EUNAAPA network has an inter-sectorial approach in including people from several disciplines in its research. This research leads to evidence based ways to promote physical activity. This shows that it is important to include all parties in the network to reach the ultimate objective of the EUNAAPA network to improve the health, wellbeing and independence of older people throughout Europe by the promotion of evidence-based physical activity. This can only happen if a bridge is build for collaboration between all parties.

**Discussion points:**

- How will new steering committee members be chosen?
- Do members have a formal say in the decision making process of the steering committee?
- Is there a restricted term for a seat in the steering committee?

**4.2 Membership**

From the results of the surveys it shows that there are different opinions regarding membership (table 5). Within the steering committee there are people in favor of individual membership, but some also want organisational membership. The current project members indicate that membership should be open for individuals as well as organisations.

Also the possibility of a membership fee leads to some disagreement. Both project and possible members argue that membership should be free of charge. A minority is willing to pay a memberships fee up to €100,-. Within the steering committee, most say that membership should be free. One steering committee member however said that a membership fee is the only way of funding the network when the network will include scientists.

When looking at the similar networks (table 4 and 6), membership is mostly on individual basis with no membership fee and members are equal. Only the EGREPA network charges a membership fee in becoming a member of the network (see table 6). Since no telephone interview with an EGREPA member could be arranged, no reason is known for requiring a membership fee. Also the EGREPA network is the only network that has different forms of membership.

Table 6 Membership in similar networks

<b>Networks</b>	<b>Membership</b>	<b>Membership fee</b>
<b>PRoFaNE</b>	- Open on website - Individual	No
<b>HEPA</b>	- Open - Organization/Institutional	No
<b>THENAPA II</b>	- Only current project partners	No
<b>EGREPA</b>	- Voting members - Student member - Honorary/Emeritus member - Institute member	Yes, amount depending on kind of member

In making the proposal, the terms “active” and “passive” members are used. A member is active when the member participates in the network, for instance in a project or by becoming a national officer. A passive member only retrieves information from the network and is not actively involved in generating this information. Whether “active” and “passive” are the correct terms, will be used is discussed in the members meeting.

**Discussion points:**

- Do members need to be connected to an organization or can also individuals join?
- Is there need for a distinction between active and passive members (terminology)?

**4.3 Funding**

The following funding options were rated by the steering committee, the project members in the members questionnaire and the PHEA (table 7).

Table 7 Opinion of SC, project members and PHEA on funding options

Funding option	Current SC	Project members	PHEA
Membership fee	✓ / X	✓ / X	-
Public sponsors	✓	✓	✓
Commercial sponsors	X	✓	X
Project funding	✓	✓	✓
National funding	✓	✓	-
Product sales	X	✓	-

Funding of the network is mainly necessary for regular activities such as a website, administration and meetings. As addressed in the members section, funding by membership fee is supported by some, and rejected by most. For public sponsors, project funding and national funding there is no disagreement. All actor groups are in favor, or even in strong favor of these funding options.

The network should be careful in attracting commercial sponsors, while conflict of interests could arise. The risk for conflict of interests was also pointed out by the PHEA. Some steering committee members as well as the project members however are in favor of funding by commercial sponsors.

Income from product sales (best practice reports, advice) still needs some discussion. Opinions vary from objection to favor so consensus must still be reached.

The similar networks receive their funding from similar sources as described above (see table 8).

Table 8 Funding of similar networks

Network	Funding
<b>PRoFaNE</b>	- Website funding by HELP THE AGED - (had EC and national governmental funding for project but ended)
<b>HEPA</b>	- No funding; once donation from Swiss government for secretarial costs
<b>THENAPA II</b>	- Funding by EC - Some countries additional national governmental funding
<b>EGREPA</b>	- Membership fee - (?)

**Discussion points**

- Is income from product sales and/or consulting fees a good funding option?
- Is commercial sponsorship allowed?

**4.4 Communication**

The project and possible members agree that the communication should best be through e-mail and website. The members request communication with the steering committee to be biannual, the possible members annual. The target groups and the members should be in annual contact, also via e-mail and/or website. The steering committee also suggests a newsletter for communication. This newsletter should be initiated by the steering committee but when there is a project, the newsletter should be made by the project leader.

The website should contain information about:

- Projects – Current projects of the EUNAAPA network should be described extensively. The work package goals, methods and deliverables should easily be found in the website. Also previous projects and results should be available on the website.
- Not only general EUNAAPA projects should be described on the website, also smaller projects performed in groups of network members have to be visible, either described on the website or with a link to another website.
- Activities – The activities organized or attended by the EUNAAPA network are requested on the website. Examples of activities are conferences, meetings and presentations where EUNAAPA is present.
- Publications – Articles, guidelines and best practice reports published by the network need to be present on the website.
- Contact information – Who to reach and how to reach them is important if members or possible members have questions about the network. Name and e-mail address are minimally necessary on the website.
- Forum – With a forum, members can stay in contact with each other and discuss issues openly.

The website should be in English, possibly with additional languages German and French. Almost all (pos.) members agree with this. Notable is that almost all Greeks request the website in their language or at least a Greek summary of the website.

A national officer for communication between the steering committee and the members is wanted by half of the members and half of the steering committee members. It is said that “A national officer for each country will lead to more work and different information versions” but also that “Someone needs to take responsibility regarding communication”.

**Discussion points:**

- Should a national officer be appointed in every participating country?

#### 4.5 Target groups

The members were asked in the members questionnaire what the target groups of the EUNAAPA network should be. Figure 7 shows that policy makers, providers and elderly representatives need to be the first target groups of the network. The scientists come second.

If the results of the members are compared to the results of the steering committee, as in table 9, it shows that the only difference is that the steering committee rates the older persons representatives in the second target group, where the members say that they should also be a first target group.

Table 9 target groups according to steering committee compared to opinion members

EUNAAPA	Current steering committee	Project members
<b>First target group</b>	- Policy makers - Providers	- Policy makers - Providers - Elderly representatives
<b>Second target group</b>	- Scientists - Elderly representatives	- Scientists

Looking at the main target groups of the similar networks (table 10), the EUNAAPA network has some target groups that have not been addressed yet by the other networks.

Table 10 Target groups of similar networks

Network	Target group
<b>PRoFaNE</b>	- Providers/Professionals - Elderly
<b>HEPA</b>	- Scientists - Policy makers
<b>THENAPA II</b>	- Educational professionals
<b>EGREPA</b>	- Scientists

This outlines the unique value that is also given by the steering committee members. The EUNAAPA network includes multiple disciplines as their target groups in the network. Also, EUNAAPA is the only network besides HEPA that particularly includes policy makers as a target group. The HEPA network does not specifically aim for the



elderly but the whole population. It can be said that the EUNAAPA network is the only network in aging and physical activity that has policy makers as a target group.

#### Discussion points

- Is there a need for a distinction in target groups (first and second importance)?

#### 4.6 Output

The output that the network should generate is mainly contacts and information. This information should be presented as guidelines, best practice reports and publications. This is according to both the members and the possible members.

Figure 9 shows that background is an important determinant to what output is preferred. Scientists and providers request publications as the primary output, policy makers and professionals prefer best practice reports. For the target group elderly representatives, there is no requested output type. No one in this target group filled out the possible members questionnaire so no results could be taken into account.

Comparing this to the main output of the similar networks in the field of ageing and physical activity it shows that there are not many differences. Except for THENAPA II, which provides a masters program, but this network mainly aims for educational professionals.

**Table 11: Output of similar networks**

Network	Output
PRoFaNE	- Reports - Guidelines - Publications - Meetings, Events
HEPA	- Brochures - Best practice reports - Annual meetings
THENAPA II	- Masters program - Ready to use output - DVD - Active ageing cards - Brochures
EGREPA	- Publications (?) Not sure since no interview took place

## 5 Discussion in members meeting

The results and analysis lead to a framework proposal (See appendix 2 for the proposed framework). This proposal contained some discussion points for the current steering committee and the project members to decide upon. Most of them followed out of the analysis and synthesis of the results of the surveys. Some discussion points were added by the WP7 leader during writing of the first draft of the framework. After discussion, the proposal will be adjusted to form the framework for the future network.

### 5.1 Discussion in the members meeting

The several discussion points will be presented together with a short summary (if relevant) of the discussion and reached conclusion.

- **Do members have a formal say in the decision making process of the steering committee?**

The members want some say in the decisions made by the steering committee. It is however said that the steering committee also needs some degrees of freedom, if all decisions need to be made with all the members it will be a very slow process. Therefore the steering committee needs to be trusted with these decisions since the members chose these steering committee members to make the decisions.

It is decided that:

1. the steering committee will take all necessary decisions to facilitate the network
2. the steering committee is approved by the members and will be confirmed (or not) by the members every two years.

- **Is there a restricted term for a seat in the steering committee?**

It is decided that:

1. All steering committee members need to be confirmed every two years. Otherwise there is no restriction.

- **How do new steering committee candidates be chosen?**

It is decided that:

1. all steering committee members and network members can nominate members for a position in the steering committee.
2. an election will decide who will become a new steering committee member.

- **Do members need to be connected to an organization or can also individuals join the network?**

It is decided that:

1. membership is on an individual basis
2. this individual can be connected to an organization, but the membership stays individual.

- **Is there a need for a distinction between active/passive members? Are active and passive members the correct term?**

Active and passive are not the correct terms. When joining the network you have to be active. The correct terms need to be member and guest. If you sign op on the website,

you are a member. If you do not want to sign up but do want information, you are a guest.

It is decided that:

1. only active members can be part of the network, and will be named 'member'
2. any one wanting information but who won't become a member will be called 'guest'

- **Is income from product sales and/or consulting a good funding option?**

If the EUNAAPA network wants to spread their knowledge, no fee should be appointed to it.

It is decided that:

1. Income from product sales and consulting fees are not a good option for funding the network.

- **Is commercial sponsorship allowed?**

Since it would be unwise to restrict any form of sponsorship a priori, it is decided to formulate no restriction on sponsoring of the network. This has to be looked at when such a situation arises. Any conflict or interest should be avoided.

It is decided that:

1. no restriction on funding is to be formulated in the framework.

- **Are there other points for the evaluation of the network?**

It is decided that:

1. evaluation points are the amount of members, website hits, the number of renewed memberships

- **Do the network activities have to be spelled out?**

As long as the activities are in line with the goals and objectives of the network, the activities can be executed by the network.

It is decided that:

1. The activities of the EUNAAPA network can be diverse and do not need to be spelled out.

- **Is there a need for a distinction in target groups (first and second)?**

The target groups identified do not need to be rated in order of importance.

It is decided that:

1. All target groups are of equal importance.

## 5.2 Final framework for the future EUNAAPA Network

The outcomes of the discussion with the project members led to the adjustment of the proposal which led to the final framework. This framework was published on the EUNAAPA website, for the members to suggest some final adaptations. Since no comments on the second proposal were made it was finalized in August 2008. The framework is presented in box 3.

Box 3: 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 two 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

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## 6 Discussion and conclusion

The first objective of this seventh work package (WP7) of the EUNAAPA project was to establish a mechanism/framework to secure the existence of the EUNAAPA. In several steps a framework was developed and approved by the members of the EUNAAPA project. This process has resulted in a concise framework which clarifies the different roles of its members and relates to the goals and objective the Network has set itself. In order to make a smooth transition from project to network the good things from the past (being informal, have active members, free membership) have been maintained and necessary steps for the future have been added (formal election of Steering Committee, clarification about funding, focusing on relevant target groups).

For the building of the framework all relevant actors were contacted for input. Most of these actors had similar ideas about the future network. Where there were discrepancies, these were solved by discussion between the project members. Thereby the current project members had a strong vote on the final framework. On the other hand, most of them indicated they would like to remain active and will thereby serve as the backbone of the future network.

Since it cannot be established how many contacts received the survey, it was difficult to estimate the response level among the possible members. Also there were countries that were very well represented with 20% of total responses and countries that were absent. Nevertheless, more than 75% of the possible members indicated that they would like to join EUNAAPA in the future. Combined with the fact that 25% of them (especially providers, professionals and policymakers) wanted to become active, these are important chances for the future network. Efforts should be put in contacting these persons for the new network.

Unfortunately, when looking at the different target groups, no representatives of older adults responded to our survey. This leaves a question whether in their perspective the current Network is designed in the right way. Further action should therefore be taken to include them in the network as soon as possible.

Since ‘the proof of the pudding is the eating’, the next year will be crucial for the new EUNAAPA Network. The framework will have to be put in use by addressing several points:

- Confirmation of steering committee (SC)
- Registration of members
- Start up communication with members and target groups
- Appointing national officers
- Dividing roles within the SC
- Attracting and keeping members active within the network
- Attracting members from European countries which are not in the current network
- Securing funding for basic activities

The surveys held under possible members indicated that the different target groups of the network had different ideas about the communication and output that served them best. This information should be taken into account when providing the results of the EUNAAPA project and future outcomes of the network to the target groups. A new Network website which is being developed can be a first step into this.

The second objective, demonstrating the impact of EUNAAPA on public agencies, policy makers and professionals, will be dealt with in more detail in the final evaluation



report of work package 3. In WP7 this topic was dealt with in relation to the unique value of EUNAAPA. Since there are several other networks in the field of physical activity and ageing it was necessary to clearly determine what differentiates EUNAAPA from them. According to the steering committee and the analysis of and interviews with the other networks this unique value of the EUNAAPA Network lies in:

- being an Action oriented network
- being an inter-sectorial group which also incorporates explicitly policymakers as a target group
- focussing on implementation but maintaining a scientific approach

With (some of the) other networks it shares an informal and interdisciplinary quality. All of these qualities together make EUNAAPA a unique network. Nonetheless, effort should be put into communication with other networks in order to achieve a strong European coalition of Networks to work efficiently to improve the quality of life for older adults through improving physical activity throughout Europe.



## A Questionnaires project members + possible members

questionnaire_members
<b>1. Default Section</b>
<b>* 1. Please start with your name</b> <input type="text"/>
<b>* 2. What is your role in the current EUNAAPA network?</b> <input type="checkbox"/> Associated partner <input type="checkbox"/> Associated lead partner <input type="checkbox"/> Collaborative partner <input type="checkbox"/> Cooperating country <input type="checkbox"/> Steering committee member Other (please specify) <input type="text"/>
<b>* 3. Do you think it is necessary to secure the EUNAAPA network in a formal way when the EUNAAPA project will end in August 2008?</b> <input type="radio"/> Yes <input type="radio"/> No Please specify <input type="text"/>
<b>2. Organizational structure</b>
<b>* 1. Currently, the EUNAAPA network consists of a steering committee and network members. The steering committee is involved in daily management of the network. Is there a need to change this structure in a future EUNAAPA network?</b> <input type="radio"/> Yes <input type="radio"/> No
<b>3. Organization</b>
<b>* 1. What would your ideal network structure be?</b> <input type="text"/>
<b>4. Organization</b>

**questionnaire\_members**

**\* 1. EUNAAPA has stated four main goals. Which of these goals is the most important?**

	First importance	Second importance	Third importance	Least importance
Establish a self sustainable network to facilitate the promotion of evidence-based physical activity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Foster an inter-sectorial approach to the promotion of physical activity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Identify evidence-based, cost effective and acceptable ways to promote physical activity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Facilitate contribution of evidence-based physical activity promotion policies in Europe	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other goals (please specify)	<input type="text"/>			

**2. How should the steering committee be formed?**

Free nomination and election

Nomination by steering committee

Other (please specify)

**3. Is there a need for a national officer for each country through which the communication between the steering committee and the members can take place?**

Yes

No

Comment

**4. Should there be a restricted term for a seat in the steering committee?**

Yes

No

**5. Steering committee term**

**\* 1. What should be the term for a seat in the steering committee?**

**6. Membership**

questionnaire_members
<p><b>* 1. Do you want to stay a member of a future EUNAAPA network after the end of the project?</b></p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
<b>7. Membership</b>
<p><b>* 1. Why don't you want to stay a member of the future EUNAAPA network?</b></p> <div style="border: 1px solid black; height: 30px;"></div>
<b>8. Membership</b>
<p><b>1. What role would you like to have in a future EUNAAPA network?</b></p> <p><input type="checkbox"/> A passive member</p> <p><input type="checkbox"/> An active member (secretarial, website, contact person, national officer, project applicant etc.)</p> <p><input type="checkbox"/> Steering committee member</p> <p>Other (please specify)</p> <div style="border: 1px solid black; height: 15px;"></div>
<p><b>* 2. How much would you be willing to pay as a yearly membership fee? ( in Euro)</b></p> <div style="border: 1px solid black; height: 15px;"></div>
<p><b>3. Membership of the EUNAAPA network should be:</b></p> <p><input type="radio"/> Individual</p> <p><input type="radio"/> Organizational</p> <p><input type="radio"/> Both</p> <p>Other (please specify)</p> <div style="border: 1px solid black; height: 15px;"></div>
<b>9. Communication</b>

**questionnaire\_members**

**\* 1. In the future EUNAAPA network there should be regular planned contact:**

	None	Annually	Biannually	Monthly
Between members	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Between steering committee and members	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Between steering committee and target-groups	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Between members and target-groups	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
From the EUNAAPA network towards the general public	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**\* 2. In what way should the communication take place? (multiple answers possible)**

	Personal	Conferences	Newsletter	Website	E-mail	Flyer	Magazine	Publications
By steering committee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
By members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input type="text"/>							

**10. Funding**

**\* 1. Do you have objections or wishes for the following funding options?**

	Strong objection	Objection	No opinion	In favor	Strong in favor
Public sponsors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Commercial sponsors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gifts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Income from product sales (e.g. best practice reports or interventions)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Project funding	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Membership fees	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (please specify)	<input type="text"/>				

**11. Target -group**

**questionnaire\_members**

**\* 1. What should the target -groups of the EUNAAPA network be?  
(multiple answers possible)**

Scientists  
 Policy makers  
 Physical activity providers  
 Educational professionals  
 Medical professionals  
 Elderly representatives  
 Students

Other (please specify)

**\* 2. How should these target-groups be reached?  
(multiple answers possible)**

	Website	Newsletter	E-mail	Flyer	Magazine	Publications	Conferences
Scientists	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Policy makers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical activity providers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Educational professionals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medical professionals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Elderly representatives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(Other)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**12. Output**

**\* 1. What kind of output should the future EUNAAPA network generate?  
(multiple answers possible)**

Information  
 Practical 'ready to use' output for professionals  
 Advise / Consultant  
 Contacts / Networking

Other (please specify)

**questionnaire\_members**

**\* 2. In what way should this output be presented?**  
**(multiple answers possible)**

Publications  
 Conferences  
 Best practice reports  
 Guidelines  
 Instruments

Other (please specify)

---

**13. Website**

**\* 1. What information would you like to see on the EUNAAPA website?**  
**(multiple answers possible)**

<input type="checkbox"/> Projects	<input type="checkbox"/> Publications	<input type="checkbox"/> Organizational structure
<input type="checkbox"/> Activities	<input type="checkbox"/> Contact information	<input type="checkbox"/> Forum
<input type="checkbox"/> Funding	<input type="checkbox"/> Goals	<input type="checkbox"/> Join the network
<input type="checkbox"/> Members	<input type="checkbox"/> Objectives	<input type="checkbox"/> Reports
<input type="checkbox"/> Events	<input type="checkbox"/> Links	<input type="checkbox"/> Evaluations

Other (please specify)

**\* 2. Would you or your organization be interested in playing an active role in managing the EUNAAPA website in the future?**

Yes  
 No

**\* 3. Is it necessary to provide information in all European native languages?**

Yes  
 No

Please specify

---

**14.**



**questionnaire\_members**

**1. Do you have any other comments?**

questionnaire\_possible\_members

### 1. Background information

**\* 1. What is your country?**

Please select your country

Country

**\* 2. What is your background?**

Science (university/research institute)

Policy maker / Government (physical activity/health promotion, urban development etc.)

Professional (medical doctor, nurse, fitness instructor, physiotherapist, social worker etc.)

Provider (public health agency, leisure and recreational centers, welfare organization, fitness/sport club etc.)

Elderly representative

Other (please specify)

**\* 3. At what level do you work?**

National

Regional

Local

**\* 4. Are you a member of other networks concerning elderly and/or physical activity?**

No

Egrepá

Profane

Thenapa

Thenapa II

HEPA Europe

Other (please specify)

**5. What is your role in this network?**

A Passive member (only to get information)

An Active member (secretarial, website, contact person, project applicant etc.)

A board member

**questionnaire\_possible\_members**

**6. How did you first hear of the EUNAAPA network?**

Media

Contact with EUNAAPA member/partner

Participant in one of the work packages of the EUNAAPA project

Conference

EUNAAPA website

Internet (other websites)

Referral

Other (please specify)

\_\_\_\_\_

---

**2. Organizational structure**

**\* 1. EUNAAPA has stated four main goals. In your opinion, how important are these goals?**

	First importance	Second importance	Third importance	Least importance
Establish a self sustainable network to facilitate the promotion of evidence-based physical activity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Foster an inter-sectorial approach to the promotion of physical activity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Identify evidence-based, cost effective and acceptable ways to promote physical activity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Facilitate contribution of evidence-based physical activity promotion policies in Europe	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**2. Are there other goals that the future EUNAAPA network should have?**

\_\_\_\_\_

---

**3. Membership**

**\* 1. Would you be interested in becoming a EUNAAPA network member?**

Yes

No

---

**4. Membership**

\_\_\_\_\_

**questionnaire\_possible\_members**

**\* 1. What role would you like to have as a member?**

A passive member (only to get information)

An active member (secretarial, website, contact person, national officer, project applicant etc.)

A board member

---

**5. Membership**

**\* 1. Why don't you want to become a EUNAAPA member?**

---

**6. Membership**

**\* 1. How much would you be willing to pay as a membership fee? (in Euro)**

---

**7. Communication**

**1. How often would you like to be in contact with the network members?**

	None	Annually	Biannually	Monthly
Contact with network steering committee	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contact with network members	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**2. In what way should this communication take place?**

	Personally	Conference	Newsletter	Mail	E-mail	Website	magazine
With steering committee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
With members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Between steering committee and members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
With target-groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other (please specify)

---

**8. Output**

**questionnaire\_possible\_members**

**\* 1. What kind of output from the network would be interesting for you?**

Publications

Conferences

Best practice reports

Instruments

Guidelines

Other (please specify) \_\_\_\_\_

---

**9. Website**

**\* 1. What information would you like to see on the EUNAAPA website?**

<input type="checkbox"/> EUNAAPA projects	<input type="checkbox"/> Network goals
<input type="checkbox"/> Network activities	<input type="checkbox"/> Objectives
<input type="checkbox"/> Funding information	<input type="checkbox"/> Links
<input type="checkbox"/> List of members	<input type="checkbox"/> Information on the organizational structure of the network
<input type="checkbox"/> List of (inter)national events in the area of physical activity and elderly	<input type="checkbox"/> Discussion forum
<input type="checkbox"/> Relevant publications	<input type="checkbox"/> Published reports from the network
<input type="checkbox"/> Contact information	<input type="checkbox"/> Evaluations of the network

Other (please specify) \_\_\_\_\_

**\* 2. Is it necessary to provide information in all European native languages?**

Yes

No

Please specify \_\_\_\_\_

---

**10. Contact**

**1. If you would like to stay in contact with the EUNAAPA network, please write down your name and e-mail address.**

Name \_\_\_\_\_

E-mail address \_\_\_\_\_

**questionnaire\_possible\_members**

**2. Do you have any other comments?**

## B Proposal Framework future EUNAAPA Network

### TNO Kwaliteit van Leven

Notitie

Nederlandse Organisatie voor  
toegepast-natuurwetenschappelijk  
onderzoek / Netherlands Organisation  
for Applied Scientific Research



**To**  
All members of the EUNAAPA Network

**From**  
TNO Quality of Life

**Subject**  
Proposal framework future EUNAAPA network

www.tno.nl

T  
F

**Datum**  
12 juni 2008

**Onze referentie**

#### 1 Objective of WP7

2 In the original agreement the following objectives were stated for WP7:

- 3 1. Identify funding sources for the EUNAAPA
- 4 2. Establish a mechanism/framework to secure the existence of EUNAAPA and
- 5 to demonstrate (*in order to attract funding sources*) the impact of EUNAAPA
- 6 on public agencies, policy makers and professionals. This mechanism
- 7 potentially includes:
  - 8 a. The development of support for vocational to graduate level and
  - 9 organizations involved in the certification and training of health and
  - 10 exercise professionals (e.g. Universities with Gerontology courses
  - 11 etc.)
  - 12 b. The engaging of Grey Power and other advocates for interests of
  - 13 older people to lobby for EUNAAPA
  - 14 c. The offering of consultant services of EUNAAPA on a fee-for-
  - 15 service basis

16 Due to cuts in budget the first objective was deleted from the final agreement with the

17 European Commission. The second part of the second objective (demonstrate the

18 impact) is also an integral part of WP3 and won't be further discussed here.

19 The ideas stated under a-c were originally linked to the proposed financial plan and

20 aren't therefore obligatory. When relevant they will be taken into account.

21 This paper describes the proposal for a framework for the future EUNAAPA network.

22 This framework is part of the results of WP7. Together with additional information on

23 impact, sustainability etc., the final framework will be part of the final report for WP7.

24

#### 25 Methods

26 To gather information for describing the framework a survey into the ideas about the

27 future EUNAAPA network was held in the following groups:

- 28 1. Current EUNAAPA partners: web based survey (n=22)
- 29 2. Current Steering Committee members: structured interviews (n=5)
- 30 3. Possible future members of EUNAAPA: web based survey (n=56)
- 31 4. EC/PHEA representative: structured interview (n=1)
- 32 5. Analysis of (n=4) and interviews (n=3) with other networks in the field of
- 33 physical activity and/or older persons

34 Data on the following topics have been collected:

- 35 - Organization
- 36 - Goals
- 37 - Membership
- 38 - Communication
- 39 - Funding





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- 40 - Target groups  
41 - Output  
42

#### 43 **Results**

44 In order to be brief not all results will be published. More details will be presented at  
45 the members meeting and in the final report.  
46

#### 47 **Organization**

48 The current structure with the steering committee in charge of the daily management  
49 and active network members can be maintained. Only some additional changes are  
50 necessary according to 14% of the members (for instance "secretarial help is  
51 requested").  
52

#### 53 **Goals**

54 The goals of the EUNAAPA network are currently not clear to everyone involved in  
55 the network. It is important that the goals are officially spelled out and agreed upon so  
56 each person is working in the same direction. To have clear goals as a network is also  
57 important for attracting funds.  
58

59 In the possible members group it was asked which of the four goals (from the  
60 EUNAAPA project) they found was the most important. Table 1 presents the results.  
61

62 *Table 1 Most important goals according to respondents from four target groups\**  
63

	Scientists (n=23)	Professionals (n=14)	Providers (n=9)	Policymakers (n=11)
establish network	48	29	33	9
Forster inter-sectorial approach	17	36	44	0
Identify evidence based	17	21	11	55
Facilitate contribution to policies	9	7	11	27

64 \* due to missing cases columns do not add up to 100  
65

66 Although the number of respondents is small, some differences are very clear.  
67 Especially providers/professionals find other goals more important compared to policy  
68 makers. Scientists seem to be most interested in establishing a network.  
69

#### 70 **Membership**

71 Membership should be open for individuals as well as for organizations. In  
72 organizations there should be an individual responsible for the actions in the network.  
73 There is no membership fee in becoming a member of the network. Members will not  
74 be recruited to become part of the network, intrinsic motivation for being a member is  
75 best. Sixty percent of the current (project)members indicated they wanted to be an  
76 active member of the Network and 27% of the possible members.  
77

#### 78 **Communication**

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79 The general communication should be bi-annual and take place via e-mail. Some  
80 members requested an annual members meeting, or a meeting every other year. This is  
81 of most importance when there is no general project, to keep the network and the  
82 members together. Also a newsletter is a tool for the communication with network  
83 members and network target-groups.

#### 84 **Funding**

85 Most members and steering committee members are in favor or strong favor of  
86 applying for a project for network funding. Further all possible ways of attracting  
87 funds are welcome, as long as it is not a commercial organization.

#### 88 **Target –groups**

89 The target-groups of the network should in the first place be policy makers and  
90 physical activity providers. In the second place come scientists and elderly  
91 representatives. This is according to both the steering committee and the members.

#### 92 **Output**

93 The steering committee and the members agree that the output of the network should  
94 be mainly information and contacts. The possible members request this information  
95 mainly in the form of publications, best practice reports and guidelines. A critical note  
96 is that 40% of the responding possible members are scientists, who will have more  
97 interest in publications than policy makers, who are determined to be the first target  
98 group of the network. Table 2 presents the preferences for four different groups.

99 *Table 2 Percentage of respondents (possible members) from four target groups that favor  
100 different kinds of output (more answers possible)*

	Scientists (n=23)	Professionals (n=14)	Providers (n=9)	Policymakers (n=11)
Publications	70	64	78	55
Conferences	30	64	67	55
Best practice reports	52	79	55	64
Guidelines	48	71	67	45
Instruments	39	43	22	36

101

#### 102 **Proposal to secure the existence of EUNAAPA**

103 Based on these results a draft proposal has been made for discussion with the  
104 EUNAAPA members (for the actual proposal, see appendix).

#### 105 **Discussion**

106 First of all the **organisational** structure has been defined. In general the current  
107 structure with the Steering Committee (SC) has been subscribed. The nomination-  
108 election procedure for the SC has been formalised and the tasks of the SC have been  
109 spelled out. In order to keep an informal way of working possible, the SC can decide  
110 between them how to divide tasks.

111 From the results it became clear that in order to sustain as a network, the heart of the  
112 network needs to exist of active members. Together with the SC they take part in  
113 realizing the goals and objectives of the network. In order to reach as many persons as  
114 possible a 'passive' membership is installed, for which everyone interested in the work  
115

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120 of EUNAAPA can sign up. The terminology of 'active' vs. 'passive' needs to be  
121 further looked at.  
122 Contrary to the active members, passive members only receive information regularly  
123 and can be invited to take part in EUNAAPA activities. Since active members become  
124 part of the network to take part in the Networks activities, membership is personal.  
125 Apart from the membership of the steering committee, there are no official functions  
126 within the network. For each country a national officer is appointed. The position of  
127 National Officer serves mainly as a way to facilitate communication between members  
128 and the SC. Also persons who are interested in joining EUNAAPA can contact the  
129 national officer in their country for further information. This way possible language or  
130 cultural barriers can be avoided.  
131 Concerning funding, several possibilities arise. Most respondents favour project  
132 funding. For certain activities which have direct costs, such as maintaining the  
133 network website, additional structural funding needs to be found. There was some  
134 discussion about receiving income from selling products (reports etc.) and asking fees  
135 for consultation.  
136  
137 Next to organisational aspects, the **content** and work of the Network has been defined.  
138 The goal and vision have been drafted earlier by the SC when the Network was  
139 founded.  
140 The goals/objectives, target groups and output of the network are closely related to  
141 each other. These need to be brought more in line with each other or differentiated for  
142 different target groups. Most current members, future members and SC-members think  
143 policy makers are one of the most important target groups, while the current project  
144 seems to have problems in attracting especially this group to participate in work  
145 packages, workshops and conference.  
146 Policy makers are especially interested in getting information about evidence-based,  
147 cost effective and acceptable ways to promote physical activity. They aren't that  
148 interested in fostering inter-sectoral approaches or sustaining the network. In this  
149 respect they are clearly different from for instance providers and professionals.  
150 Unfortunately there were no respondents from the group of representatives of older  
151 persons. Therefore it remains unclear what kind of goals or output they find the most  
152 interesting.  
153 Looking at the different kinds of output EUNAAPA should provide, apart from  
154 providing information and connecting target groups, again there are differences  
155 between target groups. With the exception of providing instruments for which there is  
156 not much interest, all the other kind of output is wanted by one or more target groups.  
157  
158 **Conclusion**  
159 The future EUNAAPA Network is primarily an action network with active members  
160 who support the goal and objectives of the Network. Each person interested in the  
161 work of EUNAAPA can sign up to be informed about its activities.  
162 The prime activities are providing information to all relevant target groups on the  
163 promotion of physical activity in older persons. In order to achieve this there needs to  
164 be differentiation in activities, communication methods and output for all relevant  
165 target groups. Extra effort should be put in attracting and binding policy makers and  
166 representatives of older persons to the network.  
167

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**APPENDIX**

**Proposal framework future EUNAAPA network**

**Procedure**

This proposal is to be discussed at the EUNAAPA members meeting in Verona June 18<sup>th</sup> 2008. If possible consensus is to be reached on the layout of the framework.  
Depending on the outcome of the discussion the framework will be finalized and integrated into the final report of WP7.  
If the discussion during the meeting leads to substantial changes in the proposal, members will be given the opportunity to give comments on the adapted version before the report is submitted to the EC/PHEA.  
During the last session of the EUNAAPA end conference (preliminary) results of WP7 will be presented. A reaction from other networks is expected and will be taken into account for the final report.

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**Onze referentie**

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## 213 **A. Organizational structure**

### 214 **Terminology**

215 The following terms are used in this proposal:

216 **Active member/partner:** member of the network who is actively involved in the  
217 network

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

220 **Passive member/member:** member of the network who is not actively involved in the  
221 network but interested in the work of network

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

223 **Target group:** group of professionals working in the field of physical activity and  
224 ageing that have been identified as a target for the network activities  
225

### 226 **Steering Committee**

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

### 229 **Tasks of the Steering Committee**

230 The tasks of the SC include:

- 231 - secure the network
- 232 - coordination of all Network activities
- 233 - facilitate communication
- 234 - connecting members
- 235 - initiate projects (applications) and activities

236 All major decisions are made within the SC. They are entitled to do so without  
237 consulting (individual) members.

238 Discussion Point: Do members have a (formal) say in this? If so, when and how?

### 239 **Election of SC**

240 New members of the SC have to be elected by the Network members. Every Network

241 member can nominate themselves or other members for a position in the SC. SC

242 members are elected if they have the support of a majority of the members (50% + 1).

243 The SC is entitled to nominate members.

244 Discussion point: Alternative: the current SC can nominate and support candidates for  
245 the SC, members are also entitled to nominate themselves.

### 246 **Term and number of seats in SC**

247 There is no term restriction for a seat on the SC. If current SC members leave the SC,  
248 a new member is to be elected.

249 There are five (permanent) members of the SC. The SC can be temporarily enlarged  
250 with the project leader for the term of the project.

251 There is one chair of the SC which also chairs the Network. Roles are to be decided  
252 and divided by the SC members themselves.

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## 254 **2. Membership**

255 Every person working in the field of physical activity and older persons can join the  
256 network. Membership is on a personal basis.  
257 The EUNAAPA Network aims to include members from all European countries. Apart  
258 from attracting members from countries not yet represented in the network no active  
259 recruitment will be done.  
260 Discussion Point: do members have to be verbonden aan a organisation or can also  
261 individuals join (e.g. physical therapists who work alone)?  
262 Are there grounds for refusal or verwijdering?

### 263 **Active membership/partner**

264 Only persons that are willing to become active can join the network. An active  
265 contribution can come from being a partner in one of the projects, organising network  
266 meetings, participating in a member group act as a national officer etc. All these  
267 activities are coordinated by the SC.  
268 A national officer is appointed in every participating country by the SC. National  
269 officers serve as a way for communication for the SC and (active) members in the  
270 respective country (for instance to avoid cultural/language difficulties).

### 271 **Passive membership/member**

272 Persons that wish to join the network but do not want to become active can register for  
273 the newsletter and will receive all information about Network activities and can  
274 participate in the networks activities.  
275 Discussion Point: does there have to be a distinction between active/passive members?  
276 Discussion Point: are these correct terms? Another option would be to call active  
277 members 'partners' and passive members 'members'  
278

### 279 **Membership fee**

280 There is no fee for becoming a passive member. Active members contribute to the  
281 network by taking part in activities, organizing meetings etc.  
282

## 283 **3. Funding**

### 284 **Regular activities**

285 In order to finance regular activities of the network (administrative, website, meetings  
286 etc.) funds can be applied for as long as they are not linked to commercial  
287 organisations. (Part of the) costs for which no additional funding can be found will be  
288 carried out by active members in kind. For essential activities such as maintaining the  
289 website regular funds need to be attracted and secured.  
290 Discussion Point: is selling EUNAAPA products (reports etc.) an option for getting  
291 funds?  
292 Discussion Point: is consultation by EUNAAPA for fees an option for getting funds?

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294 **Project activities**

295 Separate funding needs to be gathered for project activities. EUNAAPA has no legal  
296 or financial responsibility for these activities.

297

298 **4. Evaluation mechanism**

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

302 Every year monitoring:

- 303 - number of active/passive members
- 304 - visits to the website

305 Discussion Point: other points?

306 Every two year:

- 307 - impact on designated target groups

308 Discussion Point: other points?

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

311 Remark: Since the development of an evaluation mechanism is part of WP3, this topic  
312 will be finalised when the final report of WP3 is finished

313

314

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315 **B. Contents**  
316

317 **Network**

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

320 **Vision**

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

322 **Goal**

323 The network has the goal to use evidence-based strategies to improve health and  
324 quality of life among older people in Europe through physical activity  
325

326 **Objectives of EUNAAPA Network**

- 327 1. To identify, disseminate and promote evidence-based practice in physical  
328 activity for all older people in Europe.  
329 2. To select or develop evidence-based guidelines for practice in the area of  
330 ageing and physical activity.  
331 3. To provide information, and expert advice to policy makers, providers and  
332 professionals in the fields of ageing, physical activity, and health.  
333 4. To influence the development of educational curricula and standards of  
334 competence for professionals involved in the provision of physical activity for  
335 older people.  
336 5. To develop synergies among researchers, providers and professionals in the  
337 fields of ageing, physical activity, and health.  
338 6. To support policymakers in inter-sectoral approaches to the promotion of  
339 physical activity among all older people  
340 7. To cooperate with other organisations relevant to the promotion of physical  
341 activity among all older people  
342 8. To involve older people in the development and implementation of network  
343 activities  
344

345 **Communication**

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

350 **Website**

351 The SC is responsible for an easy accessible, up to date and well maintained network  
352 website which contains all relevant information. This includes: information on  
353 projects, relevant publications, network activities, list of relevant events, contact  
354 details, published EUNAAPA reports, funding information, members list, relevant



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355 links, objectives and goals of the network, evaluation results, discussion forum and  
356 information on the organizational structure of the network.  
357 The Network site will be linked to separate project websites.

### 358 **PR**

359 Active Public Relations and information on the existence of the Network are necessary  
360 in order to achieve the networks goals. 'Grey Power' and other advocates for interests  
361 of older people could be contacted to be informed on and lobby for the network.  
362 Target groups which were difficult to contact or to participate in the EUNAAPA  
363 network, like representatives of older people, policy makers etc. should be addressed  
364 specifically.  
365

### 366 **Activities**

367 The activities of the EUNAAPA network can be diverse, as long as they are in line  
368 with the goal and objectives as stated.  
369 These may include:  
370 - projects  
371 - consultation services  
372 - organising meetings/conferences  
373 - publications of guidelines, best practice reports  
374 - support the certification and training of health and exercise professionals  
375 Discussion Point: do these activities need to be specified?  
376 Discussion Point: If yes, which activities are to be mentioned?

### 377 **Target Groups**

378 The following primary target groups are identified:  
379 - policymakers  
380 - professionals/providers  
381 In addition the following target groups are addressed:  
382 - scientists  
383 - older persons representatives  
384 Discussion Point: does there need to be a distinction between target groups (in  
385 primary/secondary or in general) within the network?

### 386 **Output**

387 In general the EUNAAPA network aims to inform and to get in contact with and  
388 connect the various target groups. The output of the EUNAAPA Network depends on  
389 what target groups needs to be reached:  
390 1. policymakers: best practice reports, publications and conferences  
391 2. professionals: best practice reports, guidelines, publications/conferences  
392 3. providers: publications, conferences/guidelines, best practice reports  
393 4. scientists: publications, best practice report, guidelines  
394

395  
396 **EUNAAPA NETWORK FRAMEWORK V1.0**  
397 Leiden, June 2008