



**World Health
Organization**

WHO Network of European Healthy Cities Network



**Terms of Reference
and accreditation
requirements for
membership in the
Network of European
National Healthy
Cities Networks
Phase VI (2014-2018)**





**World Health
Organization**

REGIONAL OFFICE FOR **Europe**

**Network of
European National
Healthy Cities
Networks**

Terms of Reference and accreditation
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European National Healthy Cities Networks
Phase VI (2014-2018)



ABSTRACT

This document outlines Terms of Reference and accreditation requirements for membership in the Network of European National Healthy Cities Networks and explains the application process for National Networks interested in joining this Network.

Keywords

CAPACITY BUILDING
CITIES
HEALTH POLICY
INTERNATIONAL COOPERATION
URBAN HEALTH
URBAN POPULATION

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CONTENTS

	<i>Page</i>
PART 1. TERMS OF REFERENCE OF THE NETWORK OF WHO EUROPEAN NATIONAL HEALTHY CITIES NETWORKS, PHASE VI (2014-2108)	2
1. MISSION	2
2. OVERALL GOALS.....	2
3. FUNCTION	3
4. AIMS, OBJECTIVES, STRATEGIES AND ACTION	3
5. METHODS OF WORKING IN PHASE VI	4
PART 2. ACCREDITATION PROCESS	5
DECLARATION FOR NATIONAL NETWORKS THAT WERE ACCREDITED IN PHASE V	7



Part 1. Terms of reference of the Network of WHO European National Healthy Cities Networks, Phase VI (2014-2108)

This paper is in two parts. Part 1, the terms of reference describe the strategic, technical and operational scope of the work of the Network of European National Healthy Cities Networks and the requirements for national healthy cities networks to become an accredited member of the Network. Part 2 presents the process for accrediting national healthy cities networks to the Network.

1. Mission

National networks represent the engine for inspiring, motivating and supporting cities in the WHO European Region to achieve the overall goals and objectives within each phase of the WHO European Healthy Cities Network. They are a resource to their countries and to WHO and are an important partner of the WHO Regional Office for Europe in country-level endeavours for developing health. National networks are an integral part of the Healthy Cities movement in Europe.

Healthy cities and national networks are key vehicles for delivering the WHO Health 2020 policy framework, with opportunities for increased collaborative leadership across levels of government to gain improved health equity and health and well-being outcomes at all levels.

The mission of the Network of European National Healthy Cities Networks within each phase is to support national networks and cities and towns across the WHO European Region in achieving the requirements of each phase. In Phase VI (2014–2018), the focus is on the Health 2020 strategic goals of: improving health for all, reducing health inequalities and improving leadership and participatory governance for health. Designated healthy cities will participate actively in developing and supporting their national networks and are required to be members of a national network, if it exists.

2. Overall goals

The goals of the Network of European National Healthy Cities Networks are:

- to work in partnership with WHO to influence national policies that will create more favourable political, social, economic and administrative conditions nationally to support cities to deliver improved health outcomes locally;
- to be a platform for knowledge exchange and learning between cities and national networks;
- to enhance cooperation between national networks and national governments that will promote the national standing of healthy cities in the context of policies for health development;
- to contribute to and support the development and dissemination of tools, evidence, policy and practice expertise and knowledge that will support health in all cities and countries;



- to motivate towns and cities to join the healthy cities movement and to promote solidarity and cooperation between national networks and countries in the European Region; and
- to formalize links and work closely and creatively with relevant strategic and other global and European partners from statutory (constitutional) networks, institutions and platforms where the partnership will advance Phase VI goals and themes and where there will be mutually beneficial relationships.

3. Function

The Network of European National Healthy Cities Networks has three main functions: political, strategic and technical. These functions are supported through information exchange, monitoring and evaluation and training processes. Success in fulfilling these requires that each national network actively strive to promote the overarching action elements on which healthy cities were founded:

- action to address the determinants of health, equity in health and the principles of health for all and sustainable development;
- action to integrate and promote European and global public health priorities;
- action to put health on the social and political agenda of cities; and
- action to promote participatory governance and integrated planning for health.

4. Aims, objectives, strategies and action

The Network of European National Healthy Cities Networks has two aims:

- to support national networks in assisting member towns and cities to improve health improve equity and reduce health inequalities; and
- to increase the number of national healthy cities networks within the WHO European Region and to support the capacity of national networks to deliver high-quality services to cities within national healthy cities networks.

Objectives

The objectives of the Network are:

- to strengthen the capacity and improve the quality and sustainability of healthy cities and national networks through training and capacity-building activities;
- to contribute to developing and disseminating tools, knowledge and guidance documents for cities and national healthy cities networks;
- to develop and promote a database of good practice for healthy cities and national networks;
- to provide a mechanism that will support exchange and twinning between cities and national networks;
- to support national networks in monitoring and evaluating the actions and achievements of national networks in implementing Phase VI; and
- to increase the number of cities in the WHO European Region adopting the healthy cities goals, actions and principles and the number of accredited national healthy cities networks in the WHO European Region



Strategies and action

The Network's Phase VI action plan will present how the mission, aims and objectives of the Network will be delivered within the Phase VI framework. The strategic directions and action plan of the Network will be reviewed regularly and updated to reflect decisions and recommendations made at the joint annual technical and business conference of the WHO European Healthy Cities Network and the Network of European National Healthy Cities Networks and the annual event for training the coordinators of the Network.

5. Methods of working in Phase VI

WHO will be supported by WHO collaborating centres, thematic subnetworks, experts in various fields and WHO advisory committees. Several WHO units and programmes are expected to provide direct technical input to the WHO European Networks during Phase VI. Subnetworks in Phase VI will be reviewed and strengthened to provide support to cities. External institutions with appropriate experience and expertise will carry out the secretariat functions of the WHO European Networks during Phase VI.

Networking. Members have several networking options. A technical and business conference of the WHO European Healthy Cities Network and the Network of European National Healthy Cities Networks is held annually and represents the most important decision-making event for national networks. It also acts as a learning and sharing experience event. In addition, an annual business and training event is held for national network coordinators. National network coordinators can actively participate with the members of the Network of European National Healthy Cities Networks through increased electronic communication mechanisms.

Capacity-building and tool development. As part of WHO's strategic and technical leadership for Phase VI, a Phase VI implementation package is being developed to support cities in delivering the Phase VI framework at the local level. The package will comprise guidance and tools as well as services aimed at advancing the capacity of cities to understand and implement Health 2020 within their own societies. Training and learning activities will be conducted that are relevant to implementing and evaluating healthy cities approaches.

Support structures and mechanisms. These include the WHO Regional Office for Europe; the Secretariat of the WHO European Network (consisting of one or more external institutions with complementary roles); WHO collaborating centres; the Advisory Committee of the Network of European National Healthy Cities Networks; and other internal WHO and external partners. Technical support, training and learning activities will be conducted that are relevant to implementing and evaluating healthy cities approaches and according to the needs of national network coordinators. Tools and resources to support implementation will be developed. Evidence and knowledge of good and effective practice will be documented and shared. WHO will identify a focal person to support national networks.

Partnerships. The WHO European Healthy Cities Network and Network of European National Healthy Cities Networks will formalize links and work closely and creatively



with relevant strategic global and European partners, including networks of cities, institutions, nongovernmental organizations and platforms where the partnership will be mutually beneficial.

WHO will encourage Member States to include the political chairs of national healthy cities networks in country delegations to relevant and appropriate sessions of the WHO Regional Committee for Europe or other high-level meetings.

Part 2. Accreditation process

Accrediting national networks is a means of promoting consistency and high standards across all national healthy cities networks. Accreditation has four elements:

- political commitment at the level of the steering committee of the national network;
- capacity to manage, coordinate and implement activities to support cities in delivering Phase VI and other healthy city programmes;
- strategic planning with defined products and expected outcomes; and
- networking at the local, national and international levels.

The accreditation of a national network focuses on both the function of the network at the national level and the commitments and standards of its member cities. All national networks are eligible to become members of the Network of European National Healthy Cities Networks. The Network is open to all Member States in the WHO European Region. National networks will strengthen their efforts throughout Phase VI (2014–2018) to actively support their members in improving health and to increase the proportion of cities to meet the minimum accreditation requirements for national network cities.

In submitting an application to WHO, national networks will indicate that:

- at least 70% of their members have endorsed the minimum national network accreditation requirements
- they are committed to working with and contributing to the Network of European National Healthy Cities Networks; and
- they fulfil the minimum accreditation requirements of the Network of European National Healthy Cities Networks.

The accreditation process comprises two components: a one-page summary declaration; and a questionnaire for new national network to demonstrate how the minimum accreditation requirements are met. National networks accredited in Phase V (2009–2013) will submit the one-page summary declaration. Information related to fulfilling the minimum accreditation criteria will be available in the previous year's completed annual reporting template.

National networks that were accredited in Phase V will submit their applications for Phase VI to WHO during the second half of 2013. New national networks can submit applications for accreditation any time but are encouraged to do this before June 2015. National networks accredited to the Network of European National Healthy Cities



Networks will receive a WHO certificate, which will be presented to them formally at the annual technical and business conference.

Minimum accreditation requirements for national networks applying to the Network of European National Healthy Cities Networks

As a minimum, each national network should:

- make a political commitment to Health 2020 and to the WHO European Healthy Cities Network Phase VI framework;
- identify a national network coordinator with technical and administrative resources;
- be formally organized under a clear set of byelaws, or a constitution, accepted by its members;
- have a steering committee with a national or city political representatives and stakeholders representing the Health 2020 policy framework and Phase VI overarching goals and core themes;
- outline a plan of activities with defined products each year of the phase, including national network meetings, and have the capacity and resources to support cities to deliver Health 2020 and the Phase VI framework;
- attend the annual technical and business conference of the WHO European Healthy Cities Network and the Network of European National Healthy Cities Networks;
- attending business and training meetings of the Network of European National Healthy Cities Networks, where resources permit;
- agree to make an annual financial contribution to WHO, which will be paid starting in the year within which the application for accreditation to WHO is made;
- complete and submit the annual reporting template questionnaire to WHO within the specified time period; and
- demonstrate the active participation of designated cities.

Minimum requirements for cities application to a national healthy city network

As a minimum, each national network city will:

- make a commitment to Health 2020 and to implementing the WHO European Healthy Cities Network Phase VI framework;
- provide a political resolution from the city demonstrating commitment to the accreditation requirements;
- identify a coordinator or focal point with resources;
- have a steering committee with a political representative;
- show visible evidence of healthy city activities through an annual action plan and the required reporting mechanisms, for example, in the annual reporting template for the national networks; and
- attend meetings of the national network.



Declaration for national networks that were accredited in Phase V

The *[name of national network]* hereby applies to join the Network of European National Healthy Cities Networks. This declaration confirms that the *[name of national network]* has met the minimum requirements for membership as laid out in the terms of reference and accreditation requirements.

We hereby confirm that the *[name of national network]* endorses the goals, aims, objectives and actions of the Network of European National Healthy Cities Networks.

The *[name of national network]*:

1. make a political commitment to Health 2020 and to the WHO European Healthy Cities Network Phase VI framework;
2. has at least 70% of its members fulfilling the membership criteria that follow the four action elements of healthy cities;
3. has a coordinator with technical and administrative resources;
4. is formally organized under a clear set of byelaws, or a constitution, accepted by its members;
5. has a steering committee with political representatives and stakeholders that represent Phase VI goals and core themes;
6. will support cities in delivering Health 2020, Phase VI goals and core themes and other activities;
7. can demonstrate that its actions actively support member cities in achieving healthy city Phase VI goals and other activities through completion of the annual reporting template;
8. is committed to attending the annual business and technical conferences of the WHO European Healthy Cities Network and the Network of European National Healthy Cities Networks; and
9. will actively strive to increase the number of cities that meet the minimum requirements of the Network of European National Healthy Cities Networks.

The *[name of national network]* promises to fulfil the responsibilities of the Network of European National Healthy Cities Networks by:

1. providing relevant information to WHO and the Network of European National Healthy Cities Networks as required and regularly updating that information, including completing the annual reporting template;
2. paying an annual contribution to WHO of US\$ 1000 per year;
3. disseminating resources (information and other products) from the Network of European National Healthy Cities Networks and WHO to its member cities;
4. taking the initiative to promote healthy cities at the national level; and
5. act as a link between the Network of European National Healthy Cities Networks and the member cities.

Names

Signature:

Political chairperson:

National network coordinator

Date:



Additional requirements for national networks applying to the WHO Network of European National Healthy Cities Network who have not previously been accredited

Please provide the following information electronically to infohcp@euro.who.int, WHO Regional Office for Europe:

1. a list of the members of the national network, describing how they meet the minimum requirements for membership of the national network, including the political commitment;
2. an action plan of activities for the year ahead of the national network;
3. contact details for the national network coordinator, specifying the technical and administrative resources available to the national network;
4. a list of members (with title or function and identify whether they have decision-making authority) of the national network's steering committee, including the political representatives;
5. a translated copy (or summary) of the national network's byelaws, or constitution, accepted by the steering committee and members; and
6. the completed annual reporting template questionnaire for the previous year.



Annex 1.

**REQUIREMENTS FOR ACCREDITING NATIONAL NETWORKS TO BE
MEMBERS OF THE NETWORK OF EUROPEAN NATIONAL HEALTHY
CITIES NETWORKS**

Healthy city element	Minimum requirements
1. Political commitment: endorsement of principles and strategies	Make a political commitment or declaration to Health 2020 and the WHO European Healthy Cities Network goals and requirements in Phase VI
2. Infrastructure	<p>Identify a coordinator or focal point with technical and administrative resources and annual programme budget</p> <p>A steering committee with city and national political representation and partners representing Phase VI goals and themes</p> <p>Formal organization of the network under byelaws or a constitution</p> <p>Clear membership requirements for cities that follow the four elements of healthy city action</p>
3. Products and outcomes	<p>Regular business meetings with member cities</p> <p>Action plan with visible evidence that the national network actively supports its member cities</p> <p>Completing the annual reporting template that reports on national network activities and contributing to the Network publications and newsletters</p> <p>Systematic monitoring and evaluation of the network's annual programme of work or action plan</p> <p>Dissemination of information and services to members</p>
4. Networking	<p>Attend annual WHO Healthy Cities business and technical conferences</p> <p>Website, WebEx and e-mail address</p> <p>Two national network member cities to attend the annual WHO business and technical conference, self-funded or national network funded, where resources permit</p> <p>Proactively networking with other national healthy cities networks; other national networks or partners that will be mutually beneficial</p>
5. Annual financial contribution	Make annual financial payment to WHO



Annex 2.

MEMBERSHIP REQUIREMENTS FOR CITIES APPLYING TO BE A MEMBER OF A NATIONAL HEALTHY CITIES NETWORK

Healthy city element	Minimum requirements	Ideal requirements (in addition to minimum requirements)
1. Political commitment: endorsement of principles and strategies	<p>Make a political commitment to the WHO Health 2020 and WHO European Healthy Cities Network Phase VI framework</p> <p>Political commitment by city mayor to participate in the national network through a council resolution</p>	<p>Local partnership agreements with sectors, departments, institutions and nongovernmental organizations</p> <p>Full commitment to work on Phase VI goals</p>
2. Infrastructure	<p>Identify a coordinator or focal point with administrative and office support and resources</p> <p>An intersectoral steering committee, with a city political representative</p>	<p>Full-time coordinator and additional support staff to work in the healthy city office</p>
3. Products and outcomes	<p>A range of healthy city activities such as action to address inequality in health, promoting healthy living, supporting vulnerable groups or healthy urban planning</p> <p>Annual report and annual reporting template submitted to the national network and exchange of information</p>	<p>A plan or programme for delivering the Phase VI framework</p> <p>A city health profile, a city health development plan or the equivalent</p> <p>Formal annual reporting mechanism and monitoring of progress</p>
4. Networking	<p>Attend national network meetings</p>	<p>Attend national network meetings and where resources permit, the annual WHO technical and business conference</p> <p>Active participation in national network training and learning events</p> <p>Web site and WebEx</p>



Annex 3

**HEALTH 2020: A EUROPEAN POLICY FRAMEWORK SUPPORTING
ACTION ACROSS GOVERNMENT AND SOCIETY FOR HEALTH AND
WELL-BEING**

http://issuu.com/whoEurope/docs/health2020_policyframework_strategy?e=3185028/1506880



Terms of Reference and accreditation requirements for membership in the Network of European National Healthy Cities Networks – Phase VI (2014-2018)

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