

# **OPERATING RULES OF SLOVENIAN NETWORK OF AGE-FRIENDLY CITIES AND COMMUNITIES**

## **I. GENERAL PROVISIONS**

### **Article I**

These rules govern operating of Slovenian network of age-friendly cities and communities (Slovenian Network) and the relationship between the network, the involved towns and the coordinator of the network.

Slovenian network is included in a global Network of age-friendly cities and communities (Global Network). It follows the principles and the program of World Health Organization (WHO)'s initiative Age-friendly cities and rural areas and strategic direction of the European Union's initiative Age-friendly Europe by 2020. The purpose of global and Slovenian network is to find in circumstances of demographic changes solutions for healthy, active and dignified aging of population with sustainable costs. Communities and cities that are included in Slovenian network are also members of the global network.

Slovenian network cooperates with local authorities and residents in addressing the following challenges: changing demographic relations and maintaining friendly inter-generational relations in the community.

The coordinator of the Slovenian network is Anton Trstenjak Institute of Gerontology and Intergenerational Relations (Institute), which with the inclusion of the Slovenian network in global one, and in collaboration with WHO connects activities of cities and communities at national and global levels.

City or community in the Slovenian network complies with these rules.

## **II. PRINCIPLES**

### **Article II**

Slovenian Network of Age-friendly Cities and Communities follows the following principles:

- The network with the implementation of Age-friendly Cities and Communities program connects the Slovenian cities that have voluntarily decided to join.
- The network strengthens the social, cultural and infrastructural level of local communities and contribute to the friendliness of living in them. Special emphasis is on connecting generations and strengthening the solidarity among them.
- Activities of the network connects the national committee, composed of representatives of cities and communities.
- The network connects the cities and communities, irrespectively of its political, religious and other beliefs.

### **III. INCLUSION, RIGHTS AND OBLIGATIONS OF THE CITY OR COMMUNITY**

#### **Article III**

The community or city after preliminary informing of citizens decides to join Slovenian and global network of age-friendly cities and communities.

The decision to include is certified by city's or community's council. Membership statement and contract for the inclusion in Slovenian and global network of age-friendly cities and communities is signed by mayor for a period of 5 years.

#### **Article IV**

The Mayor of the community determines among community's employees the local coordinator of age-friendly community with a knowledge of English (the local coordinator).

The local coordinator immediately after the conclusion of the contract conducts all the necessary tasks for the registration of the community in the global network of age-friendly cities and communities. His other duties are: coordinating the community activities, linking the community with the network and the preparation of the annual report on the age-friendly community's activities not later than *31 January of the current year*.

#### **Article V**

City or community already in the preparatory phase of the inclusion in the network names an honorary committee of the local age-friendly city or community. In cooperation with the leadership of the community and the Institute the honorary committee monitors the preparation and the implementation of the community strategies and maintains the mission of age-friendly communities. To enter observations and suggestions regarding age-friendly communities the committee uses manuals - *Vadamecume*.

#### **Article VI**

After the inclusion of community in the network the mayor organizes local information-promotional event on the importance of ongoing network of age-friendly cities and communities.

City or community in the 5-year period regularly informs its residents in the local media (local newspaper, radio, TV, community's website), and in other ways (lectures, round tables, etc.) about the content, development and progress of age-friendly community or city as well about the domestic and foreign experiences in solving demographic tasks.

In accordance with WHO guidelines the city or community establishes and updates its profile page on the global page of age-friendly cities and communities and provides all the necessary information for promotional purposes of the network.

### **Article VII**

Taking into account the guidelines of the WHO and the European Union as well as the views of its citizens the city or community in the first two years of inclusion forms "Strategy for quality aging and intergenerational relations." An integral part of this strategy is a list of agreed activities with indicators, which will subsequently monitor their implementation. Each year it is estimated, which plans have been implemented.

### **Article VIII**

The city or community shall determine its own representative in the national committee of the Slovenian network of age-friendly cities and municipalities.

### **Article IX**

In the beginning of each year city or community reaches an agreement with the Institute on specific activities in which they will participate. City or municipality is obliged itself to provide the organization of trainings, events or meetings in which it expects the participation of the Institute as well to inform the Institute at least one month before the event.

### **Article X**

Every year the city or community pays the contractual fee amount to the Institute and the Institute carries out the tasks listed in the rules.

The amount of annual fee for the inclusion in the Slovenian network for the first two years is:

- a) The community with 2000 residents ..... 1.800 EUR
- b) the community from 2000 to 4000 residents ..... .. 2.600 EUR
- c) the community from 4000 to 10000 residents ..... 3.500 EUR
- d) the community from 10000 to 20000 residents ..... 4.500 EUR
- e) the community with more than 20000 residents ..... .. 6.000 EUR

The amount of the contractual fee for second year that exceeds 2.000 EUR, may be considered as a part of the consideration for the introduction of the new pre-arranged program for quality aging and intergenerational relations, which is conducted by the Institute. This option applies to those involved cities or communities, which perform their administrative activities related to the network independently and which put a special emphasis on the introduction of new content for the development of age-friendly communities.

The 3-year *forward* annual fee for all communities with more than 2000 residents is 2.000 EUR, for communities with less than 2000 residents is the annual fee 1.500 EUR.

## **Article XI**

After the expiry of the 5-year cycle of inclusion in Slovenian Network of age-friendly cities and communities the city or community may decide for next cycle under then prevailing conditions.

The member of the Slovenian network of age-friendly cities and community is exceptionally the city or community that is no longer contracted with the Institute, if the city or community fulfill the following requirements: successful integration of community in the network, continuation with its basic age – friendly activities, regularly reporting on the performed activities.

## **IV. TASKS OF THE INSTITUTE**

### **Article XII**

The Institute performs for community or city, included in Slovenian age-friendly network, the following activities:

- In the preparatory phase of inclusion of city or community in Slovenian age-friendly network it provides professional and organizational consultancy, information and all the necessary materials. (Activities for the inclusion of city in the Slovenian network, The recommendations for the composition of the honorary committee, The guidelines for the preparation of 5-year development program or strategy, New programs for age-friendly communities and local intergenerational centers)
- It trains the local coordinators and provides help with carrying out their duties.
- It cooperates with the involved municipality or town by establishing, training and operating the local honorary committee of age-friendly city or municipality. It provides the necessary number of manuals - Vademecume for the work of the local honorary committee..
- In cooperation with local coordinator, it performs administrative activities at the WHO level and at a national level (registration, setting up a profile page) related to the inclusion of city or community in the network.
- It actively participates in preparing and performing the local information-promotional event, which is taking place, when the city or the community joins Slovenian network.
- It participates in the preparation of local strategies for quality aging and intergenerational relations with the mayor, with the local coordinator, with the honorary committee and other stakeholders of age-friendly city or community. For that purpose it can prepare for the city or community a basic assessment of development needs in this field for the city or community.
- By providing professional knowledge and using its empirical experiences it cooperates with the city or municipality by regularly informing its residents about demographic issues of aging and intergenerational relations, through lectures and

roundtables, and in other agreed ways and by using local media.

- On the domestic and international level, it promotes achievements of included city or community and if agreed it represents it.

- In the first year of membership in the network it provides three meetings of representatives of the age-friendly city or community/general public with at least one expert from the Institute. In the next few years it provides one visit per year. The purpose of these meetings is an organizational consulting and education about an age-friendly network initiative.

- The annual achievements of the communities are until the 28 February of the current year estimated in accordance with the principles of gerontology and intergenerational relations.

- The Institutes convenes and leads the meetings of the national committee of age-friendly cities and communities at least once a year.

- For included cities and communities, the Institute preferably performs its programs for quality ageing and intergenerational relations as stated into paragraph 3 of Article X of these rules.

- Cities and communities can be preferably included into proposals for this kind of calls, if agreed.

## **V. TRANSITIONAL AND FINAL PROVISIONS**

### **Article XIII**

The rules were adopted 13.02.2015 in Ljubljana by a coordinator of the Slovenian Network of Age-friendly Cities and Communities, Anton Trstenjak Institute of Gerontology and Intergenerational Relations.

The rules come into force on adoption.

Director of the Institute,  
mag. Ksenija Ramovš