

Inspire policy making by territorial evidence



ACPA – Adapting European Cities to Population Ageing: Policy challenges and best practices

Targeted Analysis

Inception Report

Inception Report

This applied research activity is conducted within the framework of the ESPON 2020 Cooperation Programme.

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ACPA – Adapting European Cities to Population Ageing: Policy challenges and best practices

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Disclaimer:

This document is an inception report.

The information contained herein is subject to change and does not commit the ESPON EGTC and the countries participating in the ESPON 2020 Cooperation Programme.

The final version of the report will be published as soon as approved.

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1 Introduction

1.1 Background

With this report we would like to present the results of the inception phase of the ESPON Targeted Analysis “Adapting European Cities to Population Ageing: Policy challenges and best practices” (ACPA).

The study started on the 10th of January 2019 and covers a period of twelve months. Its aim is to investigate the effectiveness of policies and initiatives supporting active and healthy urban ageing in eight European cities and city regions. This is done through three tasks: a) development of a conceptual and methodological framework for analysing ageing in cities, b) case studies in the eight stakeholder territories and c) identification of good practices and policy proposals.

1.2 Inception phase

The inception phase covers the first four weeks of the study. It is aimed at starting up the project; exchange of ideas and ambitions between the Client and the Contractor and incorporating the results into the scope and methodology of the study. During this period, the following concrete activities have been started or carried out by the Contractor:

- Kick-off meeting with ESPON EGTC and the stakeholder cities (10 January 2019);
- Internal consortium meetings;
- Exploratory dialogues with each of the stakeholder cities;
- Literature review;
- Additions to and refinements of the proposed methodology;
- Other preparations for task 1 and task 2 (e.g. template for the policy review and demographic analysis);
- Drafting of the inception report.

1.3 Contents of this report

According to the Terms of Reference, the inception report should contain the following elements:

“feedback on the comments received on the tender during the kick-off meeting and a brief description of the state-of-affairs of the project implementation, the analytical work and steps planned to be taken to ensure delivering the interim outputs as requested”.

This inception report provides the answer to these requests by means of the following chapters:

- Chapter 2 explains how we aim to incorporate the comments received on the tender during the kick-off meeting;
- Chapter 3 describes the other additions and refinements we have made to the study methodology, as well as miscellaneous preparations necessary for task 1 and 2;

- Chapter 4 identifies remaining topics that require further harmonisation with the stakeholder cities;
- Chapter 5 shows an updated and more detailed planning up to the deadline for the interim delivery.

2 Incorporation of feedback

2.1 Feedback by ESPON EGTC

During the kick-off meeting on the 10th of January 2019, the Client provided the Contractor with comments on the proposal. These comments related to three different aspects: our understanding of the tasks and services to be carried out, the quality and appropriateness of the proposed methodology and the organisation, planning and management of the contract. In this section, we discuss the characteristics of our proposal that need adjustment or more attention. For each aspect, we show how we plan to incorporate the suggestions provided by the Client.

More emphasis on population subgroups

The proposal provides reference to the various strategies of the stakeholder cities but does not elaborate much on the role that diversity among ageing populations plays in ageing policy. At the same time, it is known that many cities face a diverse composition of older people in their cities. The interest of the stakeholder cities is in changing dynamics among these groups and their experiences with ageing in an urban environment.

The demographic composition of the stakeholder cities is very diverse and is taken into account in our research. During the first dialogues with the stakeholder cities in the inception phase, one of the focal points was to get insights on the different groups and minorities. In some cities, these minorities get special attention and dedicated policies. For example, this is the case in Amsterdam (Turkish, Moroccan and Suriname minorities¹), Barcelona (Roma minority²), Göteborg (Finnish minority) and Greater Manchester (Pakistani, Chinese and Caribbean minorities³). In other cities, this is less of an issue, since the population is more homogenous. An example of such a city is Hengelo.

The desk research phase will be used to get more insights on the prevalent minority groups in every city and policies implemented to support their integration, where relevant. In the in-depth interviews with representatives of the elderly, and during the focus group sessions, the perception and specific wishes and needs of minority groups will be further examined. Communication with relevant stakeholders in the cities is key to achieving this goal. We are in contact with each of the stakeholder cities to validate the most important population subgroups that should be taken into account and make sure they are incorporated in the study.

¹ Municipality of Amsterdam (2018) Amsterdam in Cijfers 2018, 2. Bevolking.

² City of Barcelona (2011) Barcelona, Age-friendly city: Together we will build a city for all ages. Ajuntament de Barcelona: Consell Assessor de la Gent Gran de Barcelona.

³ Manchester City Council (2016) Older People in Manchester: A Profile of Residents Aged 65 and Over. Version 2016/05.

Relation between urban and non-urban ageing

The current proposal does not explicitly address the influence that patterns of urbanisation may have on ageing. It may well be that there are local differences in population ageing. For example, compared to suburban areas, in central city districts living conditions may be more favourable for older people or they may be more difficult due to the availability of services and higher traffic intensity.

The geographic delineation of the eight stakeholder cities varies significantly. As a result, some city areas (such as the Greater Manchester Area and also Hengelo in the Twente region) include districts of varying urban intensity, while other cities (such as Amsterdam) show a relatively more homogeneous urban pattern. Studying the hinterland of each stakeholder city in detail is beyond the scope of the study budget. In order to safeguard the feasibility of the study, we choose to focus predominantly on the urban areas of each stakeholder city. However, we will pay attention to patterns of urbanisation as much as possible.

We do this in multiple ways. First, in the demographic analysis we look at demographic patterns at the neighbourhood level. This means that differences between the core urban areas and more suburban parts of each city can become visible. Second, in the interviews, we incorporate patterns of urbanisation by speaking with a range of stakeholders from the different districts in each city on the one hand, and on the other hand by asking about the influence that local circumstances have on ageing policy. In our assessment of good practices, we will incorporate whether they transfer particularly well to a more urban or more rural setting. By doing this we can increase the relevance of the outcomes of the study for different urban-rural typologies. Lastly, in the focus groups, one of the topics of discussion will be how living conditions for older people are in different city districts.

Use of prior projects and research

The steering committee rightfully points out that the outcomes of prior European projects and the work of umbrella organisations should be used throughout the project.

In our desk research we pay particular attention to a range of past and ongoing (research) projects at the EU level. Many references used for the proposal were based on materials gathered from the stakeholder cities. We will complement this with prior and ongoing European projects – with particular attention to ESPON projects such as SeGi, ETRF, DEMIFER, TANGO and SPIMA. It is also interesting to use other information channels for the further elaboration of our study. Of particular interest is the work of umbrella organisations such as Eurocities and the European Innovation Partnership on Active and Healthy Ageing. The EIP has published a compilation of good practices related to ageing policy already.⁴ Urbact presents a set of seven

⁴ European Innovation Partnership on Active and Healthy Ageing (2013) Innovation for Age-Friendly Buildings, Cities and Environments. A compilation of good practices. First edition. Brussels: European Commission.

good practices on its online good practice database. Interreg Europe's Policy Learning Platform also provides several good practice examples on healthy ageing.

Methodological flexibility

Lastly, the use of the eight policy domains identified by the WHO and used in the methodological framework provides a good way to structure the research, but also leads to the risk of overlooking issues and developments that are city specific. Therefore, it may be necessary to be a bit flexible in the execution of the study framework.

To ensure that essential elements for cities are not left out, we start our search for policy initiatives at a much broader level, by looking at input delivered by the stakeholder cities. When we have an overview of policy initiatives for the cities, they are categorised along the eight WHO policy domains. Policy initiatives can fit one, or multiple WHO domains. It is possible that some policy initiatives do not fit this structure. This does not mean these initiatives are not relevant. It is indicative of a policy field that might have been overlooked in the overarching WHO structure. In this case, we will include the initiative and create a separate domain.

2.2 Feedback by stakeholder cities

The stakeholder cities provided the Contractor with points of attention and their additional interests as well during the kick-off meeting. The following topics can be distinguished among the input received. Here, we also show how we aim to use this information in the study.

Empowering cities in the ageing debate

Active ageing policy is a social challenge that has been taken up by many disciplines over the last decades. Exemplary disciplines range from medical science through psychology, sociology and social gerontology to engineering, urban planning and economics. According to the stakeholder cities, these disciplines have often studied the phenomenon of ageing solely from the perspective of their own discipline.

Supporting the elderly population to retain a high quality of life is a societal challenge that is as old as humankind itself. With the demise of the family based social support system in many European countries, the role of governmental organisations and healthcare providers in supporting the elderly has grown. In many cities, this has resulted in a broad network of support systems. As a result, the explicit role and responsibilities of each party is uncertain. The stakeholder cities are interested in their specific function within this playing field: Should they function as integrating platform, or are there other methods of coordination that could suffice? This also relates to skills of leadership: which actor in a city is best suited to take leadership in the policy debate?

In our study, we focus on good practices in the field of healthy ageing. Good practices can include both 'hard' and 'soft' measures. For example, governance patterns are likely to influence the effectiveness of the local authorities' policies. We expect to find good practices that relate to this theme, for example by introducing new methods for participatory policy making, or network structures between relevant organisations. A great example of how this could work can be found in the URBACT good practice 'Cooperation between generations for urban social renewal'⁵.

Partnerships through cities

Currently, many cities are developing active ageing policies. This provides ample possibilities of exchanging ideas and experiences between the cities. The question is how these partnerships can be set up and exploited efficiently.

This question can be tackled from two perspectives: local partnership and cooperation, and transnational cooperation. The latter is the core business of many European initiatives including Urbact, UIA, Eurocities, EIP and Interreg Europe. The eight stakeholder cities are actively involved in the WHO network of age-friendly cities and communities, the European Innovation Partnership on Active and Healthy Ageing, Eurocities and Urbact. From these initiatives, lessons can be drawn for other cities.

Local partnerships between neighbouring municipalities are less prominent. This is also highly dependent on the governmental structure of the individual countries and the degree to which the subsidiarity principle is followed. For cities with more individual responsibilities regarding healthy ageing, we expect it to be easier to cooperate with surrounding municipalities. Within our group of stakeholder cities, three cities are already engaged in intranational networks. Oslo is involved in the development of a national network of age-friendly cities and communities and has already worked closely with Trondheim, another Norwegian city member. Hengelo is part of the network Netwerkstad Twente. The Greater Manchester region is a type of network of local governments in its own right. We expect to find good practices regarding cooperation in these two cities in particular.

A broader scope

Even though ageing has been taken up by various disciplines, it tends to be a topic mostly studied from the perspective of health. The stakeholder cities have expressed an increasing desire for a framework that goes beyond health alone – taking into account other topics such as culture, housing, public space and transport as well.

⁵ URBACT (2019) Cooperation between generations for urban renewal: A local initiative connecting pensioners and the young, now extended throughout the town. Retrieved from: <https://urbact.eu/cooperation-between-generations-urban-social-renewal>.

With the use of the WHO framework, we can incorporate these broader topics into our research. At the same time, we will not ignore important developments in the stakeholder cities that do not exactly fit into the WHO framework.

City-specific interests

Finally, each of the stakeholder cities has expressed additional interests, originating from context specific local circumstances.

For example, the city of Amsterdam would like to know how innovation can be effectively used in ageing policy. In the smart city concept, the use of big data and technology (such as domotics⁶) can be a good way to make cities more age friendly. Additionally, the city of Barcelona has expressed interest in gender equality related to ageing policy. We will incorporate such additional interests in the demographic analysis (gender) and interviews for the respective case studies.

During the inception phase, we have further fine-tuned our study framework. This was done through additional desk research and through dialogues with most⁷ of the stakeholder cities. The next chapter discusses these refinements in more detail.

⁶ Also known as 'home automation', which is mostly known as the use of smart technology to measure and control various functions in a home. It is applicable to a wider context, such as in public space.

⁷ The city of Nantes is an exception. The research team could not get in contact with this stakeholder city in spite of multiple attempts. Additional effort will be made together with ESPON EGTC to accomplish cooperation with this city.

3 Additional methodological refinements

3.1 Demographic analysis

Task 1 of the ESPON ACPA project will start with a demographic analysis of the stakeholder cities and countries. The consortium will produce maps, figures and tables which show ongoing and future demographic trends and provide insights into the socio-demographic characteristics of older people. Data will be collected and visualized on three geographical levels:

Comparing the stakeholder countries with other countries in Europe

The Eurostat database contains different types of socio-demographic data which can be used to visualize the number of older people who live in different European countries and how the size of this population group has developed over time. Data are also available that show the number of older people by citizenship, health status and living arrangement. We envisage to produce at least the following figures and tables on the basis of these data sources:

- Line charts showing how the share of older people among the population in the stakeholder countries and selected other European countries has changed in the recent past, and how it is expected to change in the future;
- Population pyramids showing the current population structure by age and sex in each of the stakeholder countries and selected other European countries;
- A bar chart showing the remaining life expectancy of men and women at age 65 in the stakeholder countries and selected other European countries;
- Pie charts showing the older population in each stakeholder country by self-declared health status and living arrangement;
- A bar chart showing the older population in each stakeholder country by citizenship group.

Comparing the stakeholder cities with other municipalities/regions in their country

The National Statistical Institutes (NSI) of all stakeholder countries provide different statistics on municipal and/or regional level that make it possible to compare stakeholder cities and their regions to other municipalities or regions in the same country. Based on these data sources, the research team will produce a set of maps and figures for each country. Since the NSIs do not offer the same types of statistics, it will not be possible to produce the same maps and figures for all countries. Nonetheless, as far as available data permits, the following maps and figures are envisaged:

- Population pyramids showing the current population distribution by age and sex in the stakeholder city and the stakeholder country as a whole;
- A map showing how the share of older people among the total population has changed in the recent past, and is projected to change in the near future, by municipality or region;

- A map showing the remaining life expectancy of older people (at age 65), by municipality or region;
- Pie charts showing the older population in the stakeholder cities or regions and in the stakeholder countries as a whole by health status categories, living arrangement categories and/or ethnicity.

Comparing districts within each stakeholder city

During the last weeks, researchers from Nordregio have been in contact with stakeholder cities to obtain GIS shapefiles which are required to produce maps on a neighbourhood level. Depending on the stakeholder city in question, shapefiles were needed on the level of wards, districts, barrios, primärområde, buurten or similar. Based on these files, a small number of localized maps or tables will be created. If data availability permits, we plan to produce the following maps for each stakeholder city:

- A map showing the current share of older people among the total population;
- A map showing how the size of the older population has changed during the recent past. Where population projection on neighbourhood level exist for the stakeholder cities, the map will also show the expected change in the size of the older population in the near future.

The research team will also calculate gender ratios among the older population in the stakeholder cities. These ratios will be presented in chart form.

3.2 Literature review

In parallel to the demographic analysis, Nordregio – with the support of Ecorys UK – will conduct a literature review. The goal of the literature will be to obtain a comprehensive overview of the state of academic research on the topic of population ageing in urban environments. Central questions that motivate the review are the following:

- Which constraints and opportunities do older people experience in urban environments? How does this differ from rural environments or life in middle-sized towns?
- What are best practices to foster active urban ageing and prevent social isolation among older people?
- How do older people experience life in cities, and how does this differ by gender, ethnic background, age, health status and other socio-demographic characteristics?

In order to answer these questions, we will conduct a search for academic literature on Google Scholar. We will filter relevant literature by searching for different combinations of keywords. For each search, we will combine two keywords from the following lists, one keyword from the first list and one keyword from the second list (e.g. 'ageing' and 'urban' or 'seniors' and 'city').

First keyword: ageing OR old age OR older people OR seniors OR elderly

AND

Second keyword: city OR cities OR urban

We will repeat the search with the same keyword combinations on the abstract and citation database Scopus to ensure that we capture all relevant publications. Finally, we will screen relevant ESPON projects such as DEMIFER, SPIMA or TANGO for relevant research results.

Recommendations for literature that we have received from stakeholder cities will also be taken into account. Finally, Ecorys researcher James Whitley will attend the 'Doing Ageing differently'-conference in Manchester on 13. February 2019 and take due note of ongoing research projects or recent publications that are presented or mentioned and that should become part of the literature review.

All publications that we find with these strategies will be grouped by topic. These could coincide with the eight domains of liveability (e.g. housing, transportation, or civic participation), but additional topics areas may also emerge. When the literature search is completed, we will review the publications within each topic area that we have defined. The main conclusions, points of discussion and recommendations for each topic area will be summarized in a concise literature overview.

3.3 Policy review

A main step towards preparing the case studies and interviews in Task 2 is the policy review that consortium members from Ecorys and Nordregio will conduct during February and March. The policy review will provide in-depth information about the policies, programmes and initiatives that have been launched to adapt urban environments to the needs of ageing populations. The review consists of three steps:

First, researchers will conduct a thorough review of policies and initiatives at different territorial levels.

Policies and initiatives at global and European level

International and European organisations and institutions such as the World Health Organisation (WHO), the OECD and the European Commission (EC) have launched projects, published reports and toolkits and initiated networks to support public authorities in developing age-friendly urban environments. These include, for instance, the European Partnership on Active and Healthy Ageing, the OECD's Ageing Cities Report, the WHO's Global Age-friendly Cities Guide and AFEE tool⁸. The policy initiatives mentioned in the ToR will provide a starting point for the policy review. These key documents will be used as stepping stone for identifying other relevant policy initiatives at the global and European level through forward and backward snowballing techniques. If particular practices from ageing cities around the world are highlighted as good examples in the literature, these will be taken note of too.

⁸ WHO (2016) Creating age-friendly environments in Europe: A tool for local policy-makers and planners.

Policies and initiatives in the eight stakeholder cities

Manchester, Oslo, Göteborg, Amsterdam, Hengelo, Nantes, Zaragoza and Barcelona have all initiated different policies and programmes to promote active ageing and the inclusion of older people in their cities. In order to gain a full overview, consortium members have contacted the stakeholder cities and asked to be sent all available information (publications, reports, brochures etc.) on the cities' activities. The material that the consortium thus directly received from the stakeholder cities will be complemented by a google search. This search may reveal additional reports, reviews or commentaries on each cities' policies and programmes and their impact on older people's lives. Where relevant, national-level policies that set a frame to the cities' engagement shall also be taken into account.

As a second step, researchers will summarize the policies and programmes that are planned and implemented in each stakeholder city with the help of a template (see Annex 2 and 3). The template structure shall ensure that similar types of information will be collected for all cities and that this information is presented in a concise and comparable manner. The template structure consists of four sections which address:

1. the vision and goals that each city would like to achieve with their work;
2. the policies and initiatives that they implement in the eight different domains of age-friendly environments;
3. the achievements they have reached;
4. any success stories or challenges that they already identify in their work.

In a third step, researchers at Nordregio will combine the policy review summaries from the eight stakeholder cities and the review of international and European initiatives to one report. This report is the core output of the policy review.

3.4 Finalizing the conceptual and methodological framework: interviews and focus groups

After the kick-off meeting of the ESPON ACPA project in Bruxelles on 10 January 2019, researchers from the consortium have contacted the partners in each stakeholder cities to discuss the fieldwork in Task 2. Discussions revolved around the best timing to conduct interviews and focus group discussions and the identification of possible focus group participants and interview partners – both within the city administration and in relevant organisations that represent or work with elderly people. The researchers also discussed with each stakeholder city which groups of older people should be represented in the focus groups to reach the best possible insights. The stakeholder cities will provide the researchers with assistance in organising the focus groups, especially by finding suitable participants and locations in each city. Their support in preparing the fieldwork will be essential.

Annex 4 contains a preliminary list with the names of organisations and persons in each city that have so far been identified as possible interview or discussion partners. Our researchers are in a continued dialogue with the stakeholder cities to fill remaining gaps and finalize the list

of interview partners as soon as possible. The overall goal is to conduct at least 10 interviews within each city. This number includes both interviews with officials working in the city administrations and in external organisations.

In addition to that, a maximum number of one or two focus groups shall be conducted, each with around five participants. The small number of participants shall ensure that all participants are able to express their opinions and talk about their experiences in a calm environment and without time pressure. Focus group participants will also be welcome to bring a relative or other close person along to the meeting.

The tender document defined a list of indicative questions that shall guide the interviews and focus groups. The list will be reviewed and where necessary revised or extended based on the insights gained from the literature and policy reviews. Consortium members have also asked the contact partners in each stakeholder city whether they have any additional questions that they would like to see answered during the case studies. Additional input that we thereby obtained from the contact partners will be taken into consideration as well. In order to ensure that comparable information is collected and presented for each stakeholder city, Ecorys and Nordregio will create template structures that shall be used to compile and present the case study results. Again, the templates will be created towards the end of task 1 to ensure that any insights gained through literature and policy reviews can be taken into due consideration.

4 Planning until interim delivery

In the Terms of Reference, an elaboration is asked of the steps foreseen to successfully arrive at the interim delivery. In order to meet all requirements of the interim delivery, we have updated the planning for each of the subtasks. Below, we provide an overview of the planning per subtask. The indicated week numbers correspond to the calendar weeks of 2019. The full detailed planning of all activities until the interim delivery can be found in Annex 5. Some elements in the updated planning differ from the original planning in the proposal. This is due to the agreements that have been made during the kick-off meeting. For example, the deadline for the interim delivery has been set at 10 May during the kick-off meeting, whereas a date in April was foreseen in the proposal.

Task 1.1: Demographic analysis

Data for the maps and figures will be gathered and reviewed during weeks 6 to 8. The maps and figures will be produced during week 7 to 9. The result of this task will be a set of maps and figures for each stakeholder city and country.

Task 1.2: Literature review

The literature search on Scholar Google and Scopus will be conducted in weeks 6 and 7. During week 7, we will start to review the publications that we found in our search and summarize our findings. This process will continue until and including week 9. The literature review will be finished at the end of February 2019.

Task 1.3: Policy review

The first and second phase of the policy review as defined above will take place during weeks 6 to 9. All researchers have been asked to submit the policy review summaries for the stakeholder cities to Nordregio until 28 February 2019. In week 10 and 11, researchers at Nordregio will compile these summaries into one overall report.

Task 1.4: Finalizing conceptual and methodological framework

All team members created indicative lists of interview partners on 4 February 2019 (as shown in Annex 4). Remaining gaps will be filled, and the lists for both the interview partners and focus group participants per city will be finalized as soon as possible. The questionnaires for interviews and discussions with staff in city administrations, organisations and focus groups will be reviewed and finalized in week 9. During the same week, template structures that shall be used to present the case study material will be developed. After a discussion about the final framework for the case studies in week 10 between the project leaders at Ecorys and Nordregio, the templates will be sent out to all consortium members in week 11.

Task 2.1: Case study preparation

In weeks 7-9 the research team will be in contact with all interview partners to schedule the interviews. In the subsequent weeks, the feedback on the inception report received from the steering committee will be incorporated into the study framework. A protocol for the focus groups will be prepared as well. Lastly, the interviewees will receive the questionnaires for the interviews in advance to ensure good preparation and the research team will be briefed with instructions in an internal team call.

Task 2.2: Desk research and fieldwork

During weeks 12-19, the researchers are conducting the fieldwork, which involves doing interviews and focus groups. Halfway this period, an internal call is scheduled to discuss experiences and possible problems in the fieldwork.

Task 2.3: Case study analysis

Parallel to the fieldwork, each interview and focus group will be transcribed and coded with dedicated analysis software. In weeks 15-17, the interim report will be written. The last two weeks before the deadline are reserved to review the interim report by the project leader and other project members.

Annex 1: Overview of gathered documents per stakeholder city

Amsterdam

1. Policy documents

- Startnotitie Age Friendly City;
- Actieplan Age Friendly City;
- Voortgangsrapportage Age Friendly City;
- Programmaplan doelgroepenvervoer;
- Programma Ouderenhuisvesting;
- Informatie Aanpak Eenzaamheid;
- Studie Ruimte voor Zorg;
- Nota volksgezondheid;
- Coalitie akkoord;
- Convenant Age Friendly Cultural Cities;
- Verduurzaming Project twee keer kijken;
- Projectplan Silverscreen festival;
- Gehonoreerde onderzoeksaanvraag RAAK PRO;
- Overview in 1 slide of all products and services delivered through the Wmo policy.

2. Datafiles

- Factsheet Gezondheid in Beeld – uitkomsten van de vierjaarlijkse gezondheidsmonitor.

Barcelona

- Autonomous University of Barcelona (2014) Orientations to promote new opportunities for the diversity of aging in the city of Barcelona. Department of Planning and Processes With the collaboration of the Institute of Aging;
- Autonomous University of Barcelona (2016) Monitoring and evaluation of the municipal plan for the elderly 2013-2016. 2015 Follow-up Report. Department of Planning and Processes;
- Ajuntament de Barcelona (2011) *Barcelona age-friendly city. Voices of the Elderly*. Consell Assessor de la Gent Gran de Barcelona;
- Ajuntament de Barcelona (2019) Barcelona amigable con las personas mayores. Accessed from:
http://w110.bcn.cat/portal/site/ConsellAssessorGentGran/menuitem.ba90d7408fe5ba29bddb3e9520348a0c/baalpges.html?vnextoid=0000001013995618VgnV6CONT000000000RCRD&lang=es_ES (08-02-2019).

Gothenburg

For Gothenburg, policy literature is the most important. This includes different publications where the city's policy actions are described and where different concrete measures are presented. Two examples are:

- Nordic Welfare Centre's report about how different Nordic cities work towards becoming age-friendly (including initiatives taken in Gothenburg and Oslo: <https://nordicwelfare.org/wp-content/uploads/2018/03/A-better-environment-to-age-in.pdf>;
- A magazine published by the city of Gothenburg, presenting different concrete examples: https://goteborg.se/wps/wcm/connect/a42084b9-e86e-4447-9c1f-52ac8cc1559a/210x297_Magasin_En_stad_att_aldras_i_Leverans_K5.pdf?MOD=AJPERES&CONVERT_TO=url&CACHEID=a42084b9-e86e-4447-9c1f-52ac8cc1559a

Greater Manchester

| Document | Online source |
|---|---|
| Greater Manchester Age Friendly Strategy (summary) | https://www.greatermanchester-ca.gov.uk/media/1685/gm_age_friendly_strategy.pdf . |
| Greater Manchester Age Friendly Strategy (full) | https://www.greatermanchester-ca.gov.uk/media/1166/gm_ageing_strategy.pdf |
| The Future of Ageing in Greater Manchester - GMCA/ New Economy | http://nws.eurocities.eu/MediaShell/media/TheFutureofAgeinginGreaterManchester.pdf |
| Developing a strategy for age-friendly Greater Manchester - Chris Phillipson | http://hummedia.manchester.ac.uk/institutes/micra/news/report.pdf |
| (Film 3 minutes) Greater Manchester Ageing Conference 2017 | https://www.youtube.com/watch?v=YZagsaisuHc |
| GM Ageing Conference 2017 report | http://hummedia.manchester.ac.uk/institutes/micra/news/GM-Ageing-Conference-2017-Report-final.pdf |
| Rightsizing: Reframing the housing officer for older people | https://www.greatermanchester-ca.gov.uk/media/1168/rightsizing_msa_final3.pdf |
| Social Isolation and Older Black, Asian and Minority Ethnic People in Greater Manchester - Camilla Lewis and Natalie Cotterell | https://www.ambitionforageing.org.uk/sites/default/files/Social%20Isolation%20and%20Older%20BAME%20People%20in%20GM_0.pdf |
| Social isolation among older people in urban areas: A review of the literature for the Ambition for Ageing programme in Greater Manchester - Tine Buffel, Samuele Remillard-Boillard and Chris Phillipson | http://hummedia.manchester.ac.uk/institutes/micra/Handbooks/Buffel%20Tine%20-%20A5%20Brochure%20-%20Social%20Isolation.pdf |
| Social isolation in later life - the role of co-production with older people - Anna Goulding | https://www.ambitionforageing.org.uk/sites/default/files/Social%20isolation%20in%20later%20life%20the%20role%20of%20co-production%20with%20older%20people.pdf |

| Document | Online source |
|--|---|
| Researching Age Friendly Communities: Stories from older people as co-investigators - Tine Buffel | http://hummedia.manchester.ac.uk/schools/so ss/brochures/Age-Friendly-Booklet.pdf |
| An introduction to co-production for the Ambition for Ageing programme - Anna Goulding | http://hummedia.manchester.ac.uk/institutes/micra/New%202016/Goulding%20Anna%20-%20Ageing%20Programme%20Booklet%20MICRA%20(digital).pdf |
| (Film 15 mins) Researching Age-Friendly Cities - Tine Buffel, University of Manchester | https://www.youtube.com/watch?v=WXELgwHQ34o |
| World Health Organization: Towards an Age-friendly World | Link: http://www.who.int/ageing/age-friendly-world/en/ |
| Research and Evaluation Framework for Age-friendly Cities - Sophie Handler | http://hummedia.manchester.ac.uk/institutes/micra/A%20Research%20and%20Evaluation%20Framework%20for%20Age-friendly%20Cities_web%20version.pdf |
| Asset-based Approaches and Inequalities - Ambition for Ageing | https://www.ambitionforageing.org.uk/sites/default/files/Briefing%20Note%20on%20Assets%20and%20Inequalities.pdf |
| A Handbook for Cultural Engagement with Older Men - The Whitworth | http://hummedia.manchester.ac.uk/institutes/micra/WEB%20A%20Handbook%20for%20Cultural%20Engagement%20with%20Older%20Men.pdf |
| Age-friendly Culture: some things can't be confined to a box - Esme Ward | http://documents.manchester.ac.uk/display.aspx?DocID=31582 |
| An Alternative Age-friendly Handbook - Sophie Handler | http://hummedia.manchester.ac.uk/institutes/micra/Handbooks/Age-friendly%20Handbook_LARGE%20PRINT%20VERSION.pdf |
| Old Moat: Age-friendly Neighbourhood Report - Stefan White, Chris Phillipson and Mark Hammond | http://hummedia.manchester.ac.uk/institutes/micra/OLDMOATREPORT110413.pdf |
| Addressing worklessness and job insecurity amongst people aged 50 and over in Greater Manchester - Centre for Ageing Better and the Centre for Local Economic Strategies | https://www.ageing-better.org.uk/sites/default/files/2017-11/Addressing%20worklessness%20and%20job%20insecurity%20amongst%20people%20aged%2050%20and%20over%20in%20Greater%20Manchester.pdf |
| Health warning for employers: Supporting older workers with health conditions - Centre for Ageing Better | https://www.ageing-better.org.uk/sites/default/files/2018-04/Health-warning-for-employers.pdf |
| The Golden Generation? Wellbeing and inequalities in later life - James Nazroo | http://hummedia.manchester.ac.uk/institutes/micra/news/2017/golden-generation-report-2017.pdf |

| Document | Online source |
|---|---|
| Age-friendly Transport in Greater Manchester - are we getting there? Greater Manchester Older People's Network Report | http://www.manchestercommunitycentral.org/sites/manchestercommunitycentral.co.uk/files/Transport%20Report%20GMOPN.pdf |

Hengelo

Hengelo has provided a set of policy documents in the broader sense. Since the municipality does not have policies specifically for elderly people, the policy landscape is scattered. The following documents were shared:

- Healthcare:
 - Visienota 'Met respect..';
 - (concept) werkagenda wonen en zorg;
 - (concept) werkagenda gezondheid;
 - Mantelzorgbeleid;
 - Toegankelijkheid en bereikbaarheid.
- Housing:
 - Woonvisie;
 - Onderzoek naar wonen.
- Poverty:
 - To be determined.

The following organisations can provide relevant information:

| Organisation | Comments |
|-------------------|---|
| Wijkkracht | Website: www.wijkkrachthengelo.nl . Welzijn Ouderen Hengelo (WOH) is part of Wijkkracht and a strong networking organisation. Together with other (local) organisations WOH focuses on helping elderly people to live an independent life as long as possible. WOH regularly publishes an information booklet for elderly and caretakers. |
| Kennispunt Twente | Website: www.kennispunttwente.nl . |
| GGD Twente | Website: www.ggdtwente.nl |
| Vitaal Twente | Website: www.vitaaltwente.nl . Vitaal Twente connects organisations to implement technological innovation in a sustainable way. |
| Menzis | Extensive cooperation with health insurance company Menzis on multiple themes. Website: www.werkagendaMenzisgemeenten.nl |

Nantes

The city of Nantes has not responded to our request for useful literature. Still, a couple of sources can be mentioned:

- Ville de Nantes (2015) Bien vieillir à Nantes, Des services dédiés aux personnes âgées;
- Ville de Nantes (2014) Equality, integration, citizenship: City of Nantes public policy towards foreigners;
- Conseil Nantais pour la Citoyenneté des Etrangers (CNCE) (2014) EU-MIA Research Report;
- Nantes Metropole (2015) Les personnes âgées et leur logement sur Nantes Métropole Données de cadrage et projections;
- Mickael Balc, Mickaël Blanchet (2013) Politiques de la vieillesse dans la région Pays de la Loire;
- Mickaël Blanchet (2015) Les personnes âgées vulnérables en ville. Entre assistance et « silver market ». L'exemple de l'agglomération nantaise;
- Béatrice Chaudet and François Madoré (2017) Intégration spatiale des résidences avec services seniors en France: stratégies d'implantation et de diffusion;
- Fraisse L and Bia Zafinikamia ML (2010) City Report, Nantes, WILCO Publication no. 25.

Oslo

The following materials were provided:

- Helse – og omsorgsdepartementet (2015) Demensplan 2020. (Ministry of Health and Care Services: Dementia plan 2020) Available in Norwegian;
- Oslo Kommune (n.d.) Brosjyre Oslo: En Aldersvennlig by. WHO's globale nettverk av aldersvennlige byer. (Brochure Oslo: An age -friendly city. The WHO's network of age-friendly cities) Available in Norwegian;
- Oslo kommune (2015) Demensplan 2015-2020. Bydel Nordstrand. (Dementia plan 2015-2020. District Nordstrand) Available in Norwegian;
- Oslo kommune (2016) Demensplan 2020. Et mer demensvennlig samfunn. Bydel St. Hanshaugen. (Dementia plan 2020: A more dementia-friendly society. District St. Hanshaugen) Available in Norwegian;
- Oslo Kommune (2016) Ditt aldersvennlige Oslo. Oslo kommunes medvirkningskonferanse, 7. mars 2016. (Your age-friendly Oslo. Oslo municipality's collaboration conference) Available in Norwegian;
- Oslo Kommune (2017a) Handlingsplan for: Aldersvennlig by. Trygg og mangfoldig eldreomsorg. Byrådssak 174/17 og 175/17. (Action Plan for an age-friendly city. A safe and diverse elderly care) Available in Norwegian;
- Oslo Kommune (2017b) Prosjekt Alders- og Demensvennlig Bydel 2015-2017. Oslo kommune Bydel Nordre Aker. (Project Age and dementia friendly city district 2015-2017. District Nordre Aker) Available in Norwegian;
- Oslo Kommune (2017c) Sluttrapport. Prosjekt Alders og Demensvennlig Bydel: Aktiv og trygg i et inkluderende og tilgjengelig nærmiljø. Bydel Nordre Aker 2015-2017. (Final report: Project Age and dementia friendly city district: Active and safe in an including community) Available in Norwegian;

- Oslo Kommune (2017d) Strategisk boligplan for eldre med hjelpebehov. Vedlegg til byrådsbudsjetten 2018 og økonomiplan 2018 – 2021. (Strategic housing plan for the elderly in need of assistance) Available in Norwegian;
- Oslo Kommune (2017e) Folkehelseplan for Oslo 2017-2020: Helse og trivsel for alle – vårt felles ansvar. (Public health plan for Oslo 2017-2020: Health and trust for all – Our common responsibility) Available in Norwegian.

Additional materials gathered include:

- Helsedirektoratet (2016) Gode liv i Norge: Utredning om måling av befolkningens livskvalitet. Rapport IS-2479. (The Norwegian Directorate of Health. Good lives in Norway: Investigations into the measuring the quality of life in the population) Available in Norwegian;
- Helse – og omsorgsdepartementet (2018) Meld. St. 15 (2017-2018): Leve hele livet. (Ministry of Health and Care Services. Government White Paper no. 15: Living life to the fullest) Available in Norwegian;
- Folkehelseinstituttet (2014) Helse hos eldre i Norge. Updated 2018. (The Institute of Public Health: Health amongst the elderly) Available in Norwegian: <https://www.fhi.no/nettpub/hin/grupper/eldre/> ;
- Folkehelseinstituttet (2018) Helsetilstanden i Norge. Kortversjonen og sammendrag. (The state of Health in Norway. Short version and summary) Available in Norwegian;
- Oslo kommune (2014) Seniorsmelding: Selvstendige, aktive og trygge eldre. Byråds sak 66/14. Bystyremelding nr.1/2014. (White paper on the elderly: Independent, active and safe.) Available in Norwegian;
- Oslo kommune (2016) Oslo+: En aldersvennlig by. Program for tjenesteinnovasjon. Programplan. (Oslo+: An age-friendly city. Programme for service innovation. Program plan) Available in Norwegian.

Zaragoza

- Zaragoza City Council (2014) 1. Zaragoza. Age-friendly city. Plan of Action 2014-2017;
- Zaragoza City Council (2017) New Elderly: Assessment of needs and demands. Social Rights Department;
- Zaragoza City Council (2018) Technical Office for the Elderly 2017 Report. Community Social Services. Social Rights Department. Zaragoza City Council (2018) Final Evaluation report of the Plan for Aging-Friendly Cities 2014-2017;
- Zaragoza City Council (2019) Personas Mayores. Programas. Accessed from: <https://www.zaragoza.es/sede/portal/derechos-sociales/personas-mayores/programas> (08-02-2019).

Annex 2: Template for policy review

Age-friendly policies in the eight stakeholder cities

(Template to summarize the main insights from the policy review)

Please use this template to summarize the insights you gained from the policy review in your stakeholder city. We will all probably collect very detailed information to help us prepare for the interviews. The goal here is not to describe every detail, but rather to give a short overview of the main policies, programmes and activities that are implemented in each city. The team at Nordregio will then combine these summaries into one report. We have split the template structure into four sections, and we have defined questions for each section that you may use as guidance to draft the summary. We are aware that you may not be able to answer each and every question for each city and policy domain. That is fine. Recommended length for the summary is roughly 5 pages.

Please send the summaries until **28 February** to Mats (mats.stjernberg@nordregio.org) and Nora (nora.sanchezgassen@nordregio.org).

1. Goals:

(Please write a few short paragraphs here – text, not bullet points. You can use the questions below as guidance.)

- a. **Background:** Why did the municipality/city decide to become more age-friendly? When and how was this topic put on the political agenda?
- b. **Overall vision:** Which overall goals does the municipality/city try to achieve with its work? How shall life be like for older people living in the city?
- c. **Concrete targets:** Has the city/municipality defined clear targets that it wants to reach until a certain point in time?

2. Policies and their implementation:

(Please fill in the table in Annex 3 regarding policies and their implementation in relation to the eight domains of age-friendly environments. If the table does not give you enough space, you can also write a few paragraphs here in addition to that and describe the work in the different domains in more detail.)

- a. **Goals:** Which concrete goals does the municipality/city want to reach in relation to this domain?
- b. **Key actions:** How is it trying to reach these goals? Which policies, programmes or initiatives are put into place? What is the time horizon for the different activities/policies and at what stage in the implementation process are they?

- c. **Responsibility in city organisation:** Which departments/groups/persons are responsible for implementing the different policies? Which actors are involved?
- d. **Involvement of stakeholder groups:** Does the city try to engage external stakeholders in its work (e.g. civil sector organisations, companies, associations)? Which role do they play?
- e. **Involvement of elderly people/Gender dimension/Representation of minorities:** Does the city try to actively engage elderly people in its work? How did the city/municipality administration get in touch with older people, and what is their role? How is the gender perspective reflected in this work, and does the municipality try to involve minority groups, people in need of care and other hard-to-reach groups?

3. Achievements and next steps:

(Please write a few short paragraphs here – text, not bullet points. You can use the questions below as guidance.)

- a. **Achievements:** What has the city/municipality achieved so far? Have some of the goals or targets already been reached?
- b. **Next steps:** What does the city/municipality plan for the near future? What kind of goals or milestones shall be reached next and until when?

4. Success stories and challenges:

(Please write a few short paragraphs here – text, not bullet points. You can use the questions below as guidance.)

- a. **Success stories:** Does the city/municipality itself emphasise particularly successful experiences or activities in its reports/publications?
- b. **Challenges:** Does the city/municipality point to any particular challenges that they face in their work and how they try to address them?

Annex 3: Policy overview template

| | Goals | Key actions | Responsibility in city organisation | Involvement of stakeholder groups | Involvement of older people / Gender dimension / Representation of minorities |
|---|---|---|--|--|---|
| | Which concrete goals does the municipality/city want to reach in relation to this domain? | How is it trying to reach these goals? Which policies, programmes or initiatives are put into place? What is the time horizon for the different activities/policies and at what stage in the implementation process are they? | Which departments/groups/persons are responsible for implementing the different policies? Which actors are involved? | Does the city try to engage external stakeholders in its work (e.g. civil sector organisations, companies, associations)? Which role do they play? | Does the city try to actively engage elderly people in its work? How did the city administration get in touch with older people, and what is their role? How is the gender perspective reflected in this work, and does the municipality try to involve minority groups, people in need of care and other hard-to-reach groups? |
| Domain 1: Outdoor spaces and built environment | | | | | |
| Domain 2: Transport and mobility | | | | | |

| | Goals | Key actions | Responsibility in city organisation | Involvement of stakeholder groups | Involvement of older people / Gender dimension / Representation of minorities |
|--|--------------|--------------------|--|--|--|
| Domain 3: Housing | | | | | |
| Domain 4: Social participation | | | | | |
| Domain 5: Social inclusion and non-discrimination | | | | | |
| Domain 6: Civic engagement and employment | | | | | |
| Domain 7: Communication and information | | | | | |
| Domain 8: Community support and health services | | | | | |

Annex 4: Interview list

| Stakeholder city | Name of organisation/institution | Interviewee function | Notes |
|------------------|--|--|--|
| Amsterdam | Municipality of Amsterdam | Policy advisor public health and social policy | |
| | Municipality of Amsterdam | Programme manager housing | |
| | Municipality of Amsterdam | (policy advisor public space | |
| | Municipality of Amsterdam | Project manager mobility | |
| | Municipality of Amsterdam | Project manager culture and arts | |
| | Municipality of Amsterdam | Project manager co-research project | |
| | Municipality of Amsterdam | Project manager public space | |
| | Cliëntenbelang Amsterdam (interest group for vulnerable groups) | T.B.D. | |
| | WMO advisory board Amsterdam | T.B.D. | |
| | Network of Older People Advisory Boards (NOAR) Amsterdam | T.B.D. | |
| | Joint Older People Advisory Boards from the various city districts | T.B.D. | |
| Barcelona | City council | T.B.D. | |
| | Municipal Council for Social Welfare | T.B.D. | Multiple interviews to ensure all policy domains are covered |
| | Elderly Advisory Council | T.B.D. | Multiple interviews to ensure all policy domains are covered |

| Stakeholder city | Name of organisation/institution | Interviewee function | Notes |
|--------------------|---|---|---|
| | Friends of the Elderly Foundation | T.B.D. | |
| | University of Barcelona | T.B.D. | Classrooms for the Elderly program |
| | Caritas | T.B.D. | |
| Göteborg | Municipality of Göteborg - Senior Göteborg | T.B.D. | |
| | Municipality of Göteborg | Network for health promotion and prevention of disease (nätverket funktionsgruppen för hälsofrämjande och förebyggande enheterna) | |
| | Municipality of Göteborg | Real estates office, development division (utvecklingsavdelningen från fastighetskontoret) | |
| | Municipality of Göteborg | Park division (Park- och naturförvaltningen) | |
| | Municipality of Göteborg | Traffic planning (Traffikkontoret) | |
| | City of Gothenburg pensioners (Göteborgs Stads pensionärsråd) | T.B.D. | |
| | SPF (interest group) | T.B.D. | Besides these interest groups, the existence of volunteer organisations is being explored |
| | SKPF (interest group) | T.B.D. | |
| | PRO (interest group) | T.B.D. | |
| | RPG (interest group) | T.B.D. | |
| Greater Manchester | (A number of) Greater Manchester Councils | T.B.D. | |
| | Greater Manchester Health and Social Care Partnership | T.B.D. | |

| Stakeholder city | Name of organisation/institution | Interviewee function | Notes |
|-------------------------|--|--|--|
| | Age UKs in Greater Manchester | T.B.D. | |
| | Greater Manchester Academic Health Science Network | T.B.D. | |
| | University of Manchester, Manchester Metropolitan University and the University of Salford | MICRA | |
| | Greater Manchester Centre for Voluntary Organisation | T.B.D. | |
| | Greater Manchester Housing Providers | T.B.D. | |
| Hengelo | Municipality of Hengelo | Team urban planning | |
| | Municipality of Hengelo | Team health | |
| | Wijkkracht | Director, Project leader/neighbourhood manager; ageing policy expert | |
| | Vitaal Twente | Professor of Rehabilitation Technology | |
| | OZJT (Organisation for Youth and Health Twente) | T.B.D. | |
| | Municipal Health Agency Hengelo (GGD) | Policy advisor Sports and healthy lifestyle | |
| | Menzis (health assurance organisation) | Policy advisor Social wellbeing | |
| Nantes | T.B.D. | T.B.D. | |
| | Nantes City Council | T.B.D. | More than one interview could be envisaged |
| | Nantes office of pensioners and older people (ORPAN) | T.B.D. | |
| | Conseil Nantais pour la Citoyenneté des Étrangers | T.B.D. | |
| | Voisin-Age Project | T.B.D. | |
| | Monalisa movement | T.B.D. | |

| Stakeholder city | Name of organisation/institution | Interviewee function | Notes |
|------------------|---|----------------------|--|
| | L'agence Loire-Atlantique développement | T.B.D. | |
| | Centres locaux d'information et de coordination (CLIC) | T.B.D. | |
| | Recently built care facilities for elderly dependants (EHPAD) | T.B.D. | |
| | Nantes public centre for social activation (CCAS) | T.B.D. | |
| | Centre de Prévention Bien Vieillir Agirc-Arrco - Pays de la Loire | T.B.D. | |
| | Service d'aide aux personnes agees de Nantes | T.B.D. | |
| Oslo | City council department for the elderly, health and social services | T.B.D. | Two separate interviews |
| | Urban Environment Agency | T.B.D. | |
| | Planning and Building services | T.B.D. | Two separate interviews |
| | Environment and transport council | T.B.D. | |
| | Cultural department | T.B.D. | |
| | Council for Immigrant Organisations in Oslo | T.B.D. | |
| | Central Council of Pensioners | T.B.D. | Two separate interviews |
| | District council of pensioners | T.B.D. | Two separate interviews (with different districts) |
| Zaragoza | City Council | T.B.D. | Multiple interviews to ensure all policy domains are covered |

| Stakeholder city | Name of organisation/institution | Interviewee function | Notes |
|-------------------------|---|-----------------------------|--------------|
| | Federation of the Zaragoza neighbourhood | T.B.D. | |
| | Aragon regional Council of Elderly People | T.B.D. | |
| | Federico Ozanam Foundation | T.B.D. | |
| | Ramon Rey Ardid Foundation | T.B.D. | |

Annex 5: Detailed planning until interim delivery

| | | | February | | | | | March | | | | | April | | | | May | |
|-----------------------------|---|--|----------|--------|--------|--------|--------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|--|
| Subtask | To-do list | Responsibility | Week 5 | Week 6 | Week 7 | Week 8 | Week 9 | Week 10 | Week 11 | Week 12 | Week 13 | Week 14 | Week 15 | Week 16 | Week 17 | Week 18 | Week 19 | |
| 1.1 Demographic analysis | Contact municipalities to obtain Shape-files for maps | Nordregio | | | | | | | | | | | | | | | | |
| | Decide on final list of maps, figures and tables | Nordregio | | | | | | | | | | | | | | | | |
| | Data review and compilation | Nordregio | | | | | | | | | | | | | | | | |
| | Create maps, figures and tables | Nordregio | | | | | | | | | | | | | | | | |
| 1.2 Literature review | Decide on list of keywords for document search | Nordregio | | | | | | | | | | | | | | | | |
| | Document search on Scholar google | Nordregio with assistance from Ecorys UK | | | | | | | | | | | | | | | | |

| | | | February | | | | | March | | | | | April | | | | May | |
|----------------------|---|--|----------|--------|--------|--------|--------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|--|
| Subtask | To-do list | Responsibility | Week 5 | Week 6 | Week 7 | Week 8 | Week 9 | Week 10 | Week 11 | Week 12 | Week 13 | Week 14 | Week 15 | Week 16 | Week 17 | Week 18 | Week 19 | |
| | Document search on Scopus | Nordregio with assistance from Ecorys UK | | | | | | | | | | | | | | | | |
| | Evaluation of literature and drafting of report | Nordregio with assistance from Ecorys UK | | | | | | | | | | | | | | | | |
| 1.3 Policy review | Review of relevant policies on global and European levels and drafting of summary | Nordregio | | | | | | | | | | | | | | | | |
| | Contact partners in stakeholder cities and ask for information on policies and programmes | Ecorys and Nordregio | | | | | | | | | | | | | | | | |
| | Google search for additional | Ecorys and Nordregio | | | | | | | | | | | | | | | | |

| | | | February | | | | | March | | | | | April | | | | May | |
|---------|--|----------------------|----------|--------|--------|--------|--------|--------------------------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|--|
| Subtask | To-do list | Responsibility | Week 5 | Week 6 | Week 7 | Week 8 | Week 9 | Week 10 | Week 11 | Week 12 | Week 13 | Week 14 | Week 15 | Week 16 | Week 17 | Week 18 | Week 19 | |
| | documents and information on stakeholder cities | | | | | | | | | | | | | | | | | |
| | Review of relevant policies in stakeholder cities | Ecorys and Nordregio | | | | | | | | | | | | | | | | |
| | Fill in policy review template and send to Nordregio | Ecorys and Nordregio | | | | | | Dead- line 28 Feb | | | | | | | | | | |
| | Combine results from policy reviews on global and European levels and stakeholder cities into one report | Nordregio | | | | | | | | | | | | | | | | |

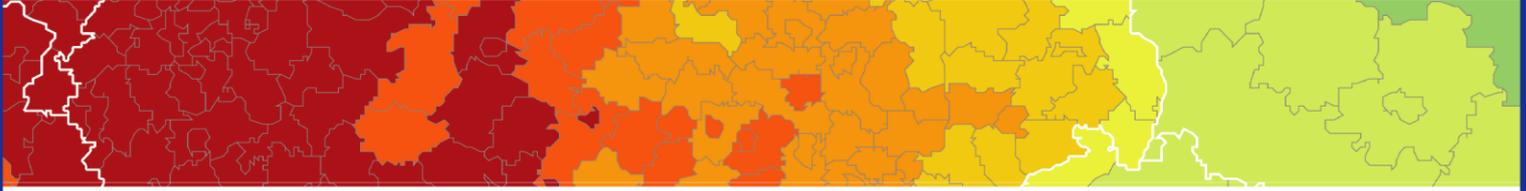
| | | | February | | | | | March | | | | | April | | | | May | |
|--------------------------------|---|--|----------|--------|--------|--------|--------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|--|
| Subtask | To-do list | Responsibility | Week 5 | Week 6 | Week 7 | Week 8 | Week 9 | Week 10 | Week 11 | Week 12 | Week 13 | Week 14 | Week 15 | Week 16 | Week 17 | Week 18 | Week 19 | |
| 1.4 Finalizing framework | Send list of interview partners for each city to Ecorys | Ecorys and Nordregio | | | | | | | | | | | | | | | | |
| | Review and adjust questionnaires for case studies as defined in tender | Nordregio with assistance from Ecorys NL | | | | | | | | | | | | | | | | |
| | Creation of templates that shall be used to present case study material | Nordregio with assistance from Ecorys NL | | | | | | | | | | | | | | | | |
| | Phone/skype meeting to discuss final framework | Nordregio and Ecorys NL | | | | | | | | | | | | | | | | |
| | Compilation of final set of templates and | Nordregio with assistance from Ecorys NL | | | | | | | | | | | | | | | | |

| | | | February | | | | | March | | | | | April | | | | May | |
|-------------------------------|--|--|----------|--------|--------|--------|--------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|--|
| Subtask | To-do list | Responsibility | Week 5 | Week 6 | Week 7 | Week 8 | Week 9 | Week 10 | Week 11 | Week 12 | Week 13 | Week 14 | Week 15 | Week 16 | Week 17 | Week 18 | Week 19 | |
| | materials that can be used for case studies | | | | | | | | | | | | | | | | | |
| 2.1 Case study preparation | Schedule interviews and focus groups | Ecorys and Nordregio | | | | | | | | | | | | | | | | |
| | Incorporate feedback on inception report by steering committee | Ecorys and Nordregio | | | | | | | | | | | | | | | | |
| | Steering committee meeting (physical or teleconference) | TBD | | | | | | | | | | | | | | | | |
| | Send questionnaires to interviewees | Ecorys and Nordregio | | | | | | | | | | | | | | | | |
| | Create protocol for focus groups | Nordregio with assistance of Ecorys NL | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | |

| | | | February | | | | | March | | | | | April | | | | May | |
|--------------------------------|---|----------------------|----------|--------|--------|--------|--------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|--|
| Subtask | To-do list | Responsibility | Week 5 | Week 6 | Week 7 | Week 8 | Week 9 | Week 10 | Week 11 | Week 12 | Week 13 | Week 14 | Week 15 | Week 16 | Week 17 | Week 18 | Week 19 | |
| | Phone/skype meeting with all researchers to discuss last questions about field work | Ecorys and Nordregio | | | | | | | | | | | | | | | | |
| 2.2 Case study fieldwork | Execution of interviews with local authority officials | Ecorys and Nordregio | | | | | | | | | | | | | | | | |
| | Execution of focus groups | Ecorys and Nordregio | | | | | | | | | | | | | | | | |
| | Internal call with all researchers to discuss experiences with the field work | Ecorys and Nordregio | | | | | | | | | | | | | | | | |
| | Execution of interviews with initiative stakeholders | Ecorys and Nordregio | | | | | | | | | | | | | | | | |

| | | | February | | | | | March | | | | | April | | | | May | |
|---|--|--|----------|--------|--------|--------|--------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|--|
| Subtask | To-do list | Responsibility | Week 5 | Week 6 | Week 7 | Week 8 | Week 9 | Week 10 | Week 11 | Week 12 | Week 13 | Week 14 | Week 15 | Week 16 | Week 17 | Week 18 | Week 19 | |
| 2.3 Case study analysis | Transcribe interviews and enter into Atlas.TI / NVIVO / MAXQDA | Ecorys and Nordregio | | | | | | | | | | | | | | | | |
| | Coding and further analysis of interview transcripts | Ecorys and Nordregio | | | | | | | | | | | | | | | | |
| Other tasks to meet interim delivery requirements | Writing of interim report: remaining parts from task 1 | Nordregio | | | | | | | | | | | | | | | | |
| | Writing of interim report: first case study results | Ecorys and Nordregio | | | | | | | | | | | | | | | | |
| | Create preliminary outline of the Practical Guide | Ecorys NL with help of Ecorys UK and Nordregio | | | | | | | | | | | | | | | | |

| | | | February | | | | | March | | | | | April | | | | May | |
|---------|--|-------------------------|----------|--------|--------|--------|--------|---------|---------|---------|---------|---------|---------|---------|---------|---------|-------------------------|--|
| Subtask | To-do list | Responsibility | Week 5 | Week 6 | Week 7 | Week 8 | Week 9 | Week 10 | Week 11 | Week 12 | Week 13 | Week 14 | Week 15 | Week 16 | Week 17 | Week 18 | Week 19 | |
| | Review interim delivery | Ecorys NL and Nordregio | | | | | | | | | | | | | | | | |
| | Prepare files for the maps and figures in the delivery (incl. vector format) | Nordregio | | | | | | | | | | | | | | | | |
| | Hand in interim delivery | Ecorys NL | | | | | | | | | | | | | | | Dead-line 10 May | |



ESPON 2020 – More information

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