

UNITED NATIONS ECONOMIC COMMISSION FOR EUROPE

Preparation of national reports for the third review and appraisal cycle of the implementation of the Madrid International Plan of Action on Ageing and its Regional Implementation Strategy (MIPAA/RIS)
2012 - 2017

Guidelines for National Focal Points on Ageing

May 2015

Adopted by the Bureau of the Working Group on Ageing

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Introduction

The United Nations Economic and Social Council in its resolution 2014/7 'Further implementation of the Madrid International Plan of Action on Ageing, 2002' (MIPAA) in view of the third review and appraisal cycle, stresses the importance of international cooperation and calls for countries to share information, experiences and good practices, to draw conclusions and to set priorities for the future in order to enhance MIPAA implementation.¹ Furthermore, on 13 February 2015, the Commission for Social Development adopted a draft resolution on 'Modalities for the third review and appraisal of the Madrid International Plan of Action on Ageing, 2002' (E/CN.5/2015/L.3) to be approved by the Economic and Social Council in July 2015. The resolution invites United Nations Member States to carry out the review and appraisal exercise and requests the Regional Commissions to assist and facilitate the review process, including holding regional conferences in 2017.

In the UNECE region, the first two cycles of review and appraisal of implementation of MIPAA and its Regional Implementation Strategy (RIS) were concluded with UNECE Ministerial Conferences in 2007 (León) and in 2012 (Vienna), hosted by Spain and Austria, respectively. The 2017 UNECE Ministerial Conference on Ageing, to be hosted by Turkey in Istanbul in 2017, is planned as a concluding regional event of the third review and appraisal cycle. **The national reports are a crucial part of the review and appraisal exercise.** By issuing these guidelines for national reports the UNECE secretariat together with the Working Group on Ageing and its Bureau is launching the process of the third review and appraisal of MIPAA/RIS in the region.

The present guidelines are designed to assist member States in reporting on the national follow-up to the MIPAA/RIS during the period 2012 - 2016. **They are intended for national focal points on ageing in charge of preparing the country report.** It is hoped that the outline provided in this document will help focal points to organize existing and newly-collected material into a concise document.

¹ http://www.un.org/ga/search/view_doc.asp?symbol=E/RES/2014/7

The guidelines consist of two parts:

- The first part addresses general requirements for the report
- The second part is prepared with the aim of guiding you in **structuring the core of your report on progress and involving all stakeholders in the reporting process.**

The second part of the guidelines could be sent out separately to all stakeholders, such as ministries, regional and local authorities, non-governmental organizations (NGOs), the private sector, social partners, academia and organizations representing the interests of older persons and of young persons – ensuring the recognition of both in the intergenerational context – to ask them to report on actions in their field of responsibility.

The guidelines in the second part map the four main goals of the 2012 Vienna Ministerial Declaration against the RIS commitments and the measures recommended by the Declaration. **The measures are provided for guidance to stimulate your and stakeholders' ideas – you are not expected to report on every measure, but rather to choose those most relevant to the situation in your country.** You may also consider commenting briefly on why other recommended measures do not seem relevant or up to date in your country. Your analyses should include what has been achieved (both successes and setbacks, as well as reasoning behind both), good practices, lessons learned, and finally a conclusion and recommendations for future actions (what is planned/needs to be done).

Reports should provide information on policies, strategies, legislation and special programmes on the implementation of the four main goals of the Vienna Declaration. The harmonized structure of country reports is helpful for summarizing ageing-related developments across the region and for exchanging experiences between member States. Your report could be used for a national publication on active ageing policies in your country.

It is suggested that the length of the country report should be approximately 6,000 to 8,000 words (12-16 A4 pages, single-spaced, excluding annexes), including an executive summary of 500 to 700 words.

For your information, all country reports received for previous cycles (2007 and 2012) can be found at: www.unece.org/population/mipaa/reviewandappraisal.html.

The deadline for submitting this report to the UNECE secretariat is 31 October 2016.

For additional background information you are referred to the following key documents available on the 'ageing' section UNECE Population Unit's website, www.unece.org/population/ageing:

- [Regional Implementation Strategy](#) (RIS) of the Madrid International Plan of Action on Ageing
- [Berlin Ministerial Declaration](#) – A Society for All Ages in the UNECE Region
- [León Ministerial Declaration](#) – A Society for All Ages: Challenges and Opportunities
- [Vienna Ministerial Declaration](#) – Ensuring a Society for All Ages: Promoting Quality of Life and Active Ageing
- [Guidelines for the review and appraisal of MIPAA](#): bottom-up participatory approach.

Outline of the report on the follow-up to the Regional Implementation Strategy of the Madrid International Plan of Action on Ageing in [country]

Part I

Executive summary

Approximately 500 to 700 words (1-1.5 A4 pages, single-spaced).

Please provide an executive summary according to the structure below:

- Methods used for this report; in particular, details of the bottom-up participatory approach used, if any
- Brief review of national progress in fulfilling (or lagging behind) the commitments of MIPAA/RIS. Include **three to five major achievements** since 2012 and **three to five important aspects to be improved in the future**
- Conclusion.

***Suggestion:** consider using a 'text box' or 'text table' format to highlight your country's major achievements and aspects to be improved in the future.*

General information

This introductory section should contain general information about the member State and the entities submitting the report, in particular:

1. Country name
2. Name and contact details of the author(s) of the report
3. Name and contact details of official national focal point on ageing
4. Name, reference, and date of adoption or status of preparation of national strategy, action plan or similar policy document on ageing (please attach relevant documents in the annex).

1. National ageing situation

Approximately 500 words (1 A4 page, single-spaced, excluding annexes).

This first section should include an overview of the national ageing situation with respect to demographic, social, economic and political developments, and in particular major challenges related to population ageing in the country.

One of the key objectives of the national reports is to allow member States to share good practices and

novel approaches to similar challenges and opportunities related to the ageing of their societies, taking into account the different contexts in which population ageing evolves.

Therefore, this section *may* consist of the following:

1. Presentation of **demographic indicators** that could help better understand the country's development regarding the issues discussed
2. Presentation of **key quantitative social and economic indicators** and features that may help to bring into focus the issues treated and to permit quantitative analysis
3. Brief **description of the social, economic and political situation**, which may help to understand the context in which ageing-related issues are dealt with in your country.

Suggestion: you may provide more detailed analytical tables and charts in the annex.

2. Method

Up to 500 words (1 A4 page, single-spaced, excluding annexes).

This section should deal with the methods used for an evaluation of policy actions taken towards the implementation of MIPAA/RIS within the framework of the ten commitments of RIS, under the four main goals of the 2012 Vienna Ministerial Declaration.

It is suggested that both a quantitative and a qualitative approach be used for assessing the impact of policy actions:

- **Quantitative information** can be taken from ongoing and new studies on ageing, both cross-sectional (assessing the impact of policies across several sectors) and longitudinal (observing a specific policy impact over a period of time).
- **Qualitative information** can be obtained through a **bottom-up participatory approach or other available qualitative data from recent research** (preferably undertaken since 2012). If member States wish to conduct new qualitative research for the purpose of this report, the participatory approach may be a suitable tool, as it calls for the involvement of older persons in assessing the impact of policy actions on the quality of their lives. This approach is flexible, and can be adapted to country-specific challenges and opportunities.²

Paragraph 4 of the Resolution E/CN.5/2015/L.3 on the Modalities for the third review and appraisal of the Madrid International Plan of Action on Ageing, 2002 “encourages Member States to establish or strengthen a national coordinating body or mechanism, as appropriate, in order to, inter alia, facilitate the implementation of the Madrid Plan of Action, including its review and appraisal.”

² For a detailed description of the bottom-up participatory approach see UNDESA (2006), ‘Guidelines for Review and Appraisal of the Madrid International Plan of Action on Ageing: Bottom-up Participatory Approach’ at <http://undesadspd.org/LinkClick.aspx?fileticket=yBeXlt-ApZ8%3d&tabid=333> .

UNECE member States are encouraged to seek and incorporate the input of a broad diversity of stakeholders. The number and type of stakeholders to be consulted and the methods of consultation and compilation of feedback, however, are at the discretion of the country and will depend on each country's resources and goals.

In general this section should refer to **interactions with the different stakeholders** – such as ministries, regional and local authorities, non-governmental organizations (NGOs), the private sector, social partners, academia and organizations representing the interests of older persons and of young persons - especially in the context of intergenerational relations – and on how these interactions contributed to the report. A short paragraph and/or figure of the network view that captures the overall process and stakeholders' roles could be included in this section. Part II of the guidelines could be used to ask all relevant stakeholders for a report on their actions in relation to the implementation of the four main goals of the Vienna Ministerial Declaration.

If applicable, the links between the review and appraisal of MIPAA/RIS and other established monitoring mechanisms in your country should be discussed here.

***Suggestion:** if the national focal point on ageing is going to organize the process of bottom-up participatory assessment, s/he is encouraged to identify and engage one or more facilitators with expertise in using a participatory methodology. Such facilitators could come from academia or NGOs. See footnote 2 for reference.*

Part II

1. National actions and progress in implementation of MIPAA/RIS

Approximately 900-1,200 words for each of the four main goals of the Vienna Declaration, (2-3 A4 pages, single-spaced, excluding annexes).

This part of the report is expected to be divided into subsections. You should organize your reporting in terms of the four main goals of the Vienna Declaration and the corresponding commitments of RIS that are most relevant to your country (see the mapping table at the end of this document). Report on actions that have been taken to address ageing and improve the quality of life of older persons. Include positive results and setbacks, their impact and implications, challenges and opportunities encountered.

***Suggestion:** in reporting on each of the four Vienna Declaration goals, you may follow this general algorithm: instrumental assessment of action (e.g., policies, programmes, etc. that have been introduced) → impact assessment (outcomes of policy action) → analysis (what was successful and what did not work, and why) → conclusion and proposed way forward (what needs to be done).*

2. Conclusions and priorities for the future

Up to 1,000 words (no more than two A4 pages).

This final section should contain an overall summary of the findings, future challenges and opportunities related to ageing; recommendations for future actions to be taken; and policy adjustments. Identify priorities for further policy research and indicate your country's requests, needs and wishes with regard to the work of international organizations in the field of ageing.

Annexes

This section may contain any important and essential information/documents or statistical data that otherwise could not be included in the report itself.

UNECE member States are asked to provide an **annex with statistical data, using or based on the attached list of suggested indicators.**

Review and appraisal of national actions to fulfil commitments of MIPAA/RIS: mapping table

Four main goals of Vienna Declaration	Commitments of Regional Implementation Strategy of MIPAA	Recommended measures to implement MIPAA/RIS
<p>Goal 1: Longer working life is encouraged and ability to work is maintained</p>	<p>Commitment 1: To mainstream ageing in all policy fields with the aim of bringing societies and economies into harmony with demographic change to achieve a society for all ages</p> <p>Commitment 2: To ensure full integration and participation of older persons in society</p> <p>Commitment 3: To promote equitable and sustainable economic growth in response to population ageing</p> <p>Commitment 5: To enable labour markets to respond to the economic and social consequences of population ageing</p> <p>Commitment 8: To mainstream a gender approach in an ageing society</p>	<p>Promoting and supporting healthy lifestyles and well-being in work, preventing and controlling non-communicable diseases, and ensuring safe and healthy working conditions, including measures for appropriate work-life balance with flexible working time schemes, through the entire working career.</p> <p>Achieving higher employment rates of older men and women through appropriate incentives related to, inter alia, taxation and social security systems, age-friendly working conditions, flexible working time schemes, information, age-appropriate training and re-training programmes, and age management measures in the public and private sectors.</p> <p>Developing evidence-based labour market policies which recognize that youth and older persons' employment policies are complementary and beneficial to all. Promoting positive attitudes towards senior employees and combating age discrimination in the labour market.</p> <p>Making the transition to retirement more flexible and providing incentives for staying longer in the workforce in accordance with the individual's needs and aspirations.</p> <p>Carrying out pension reforms to adapt to demographic changes, including increasing longevity and, in certain member States, to the growing numbers of older persons working in the informal sector. Promoting the sustainability and adequacy of both public and private pension systems and ensuring universal coverage, as appropriate.</p> <p>Promoting the role of older workers as transmitters of knowledge and experience to younger workers.</p>

Four main goals of Vienna Declaration	Commitments of Regional Implementation Strategy of MIPAA	Recommended measures to implement MIPAA/RIS
<p>Goal 2: Participation, non-discrimination and social inclusion of older persons are promoted</p>	<p>Commitment 1: To mainstream ageing in all policy fields with the aim of bringing societies and economies into harmony with demographic change to achieve a society for all ages</p>	<p>Reducing material deprivation, poverty and social exclusion among older persons, especially older women, and facilitating the access of older persons to resources to meet their needs.</p>
		<p>Taking measures to combat discrimination based on sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation.</p>
	<p>Commitment 2: To ensure full integration and participation of older persons in society</p>	<p>Empowering people to realize their potential for physical, mental and social well-being throughout the life course and to participate fully in society according to their needs, desires and capacities.</p>
		<p>Ensuring lifelong access to various forms of high quality education and training, including in advanced technologies.</p>
	<p>Commitment 4: To adjust social protection systems in response to demographic changes and their social and economic consequences</p>	<p>Facilitating participation of older persons in political, economic, cultural and social life.</p>
		<p>Facilitating participation of older persons, particularly women, in decision-making processes at all levels, both directly and through organizations of older persons across civil society.</p>
	<p>Commitment 6: To promote life-long learning and adapt the educational system in order to meet the changing economic, social and demographic conditions</p>	<p>Combating ageism through awareness campaigns and by encouraging media and other opinion-making actors to give an age-balanced image of society and highlight the positive aspects of ageing.</p>
		<p>Developing non-discriminatory images of older persons, and disseminating information about ageing as a natural phase in individual development. Involving older persons in the planning, implementation and evaluation of such media programmes.</p>
	<p>Commitment 8: To mainstream a gender approach in an ageing society</p>	<p>Promoting easy access of young and older persons to information and education related to ensuring their dignity and their human rights.</p>
		<p>Improving the collection and sharing of data, statistics and qualitative information for monitoring better the quality of life and dignity of older persons, including cases of violation and abuses of their rights, in order to design and implement appropriate evidence-based policy measures.</p>
	<p>Commitment 7:</p>	<p>Safeguarding the dignity of older persons, particularly those with disabilities, and fostering their sense</p>

Four main goals of Vienna Declaration	Commitments of Regional Implementation Strategy of MIPAA	Recommended measures to implement MIPAA/RIS
<p style="text-align: center;">Goal 3: Dignity, health and independence in older age are promoted and safeguarded</p>	<p>To strive to ensure quality of life at all ages and maintain independent living including health and well-being</p> <p style="text-align: center;">Commitment 8: To mainstream a gender approach in an ageing society</p>	<p>of belonging and self-esteem through measures aimed at, inter alia, combating any form of prejudice, neglect, abuse and discrimination.</p> <p>Strengthening measures of health promotion, care and protection, as well as disease and injury prevention at all ages, thus lowering the probability of illness and disability, and helping to ensure high physical and mental functioning, independent living, as well as active participation throughout the life course.</p> <p>Giving special attention to preventive measures, early diagnosis and to the treatment, care, especially long-term care, and social protection of persons with Alzheimer's disease and other dementias, while ensuring their dignity and non-discrimination in society.</p> <p>Respecting self-determination and dignity as core values through the end of life of an individual. This in particular should be the principal attitude in nursing and medical practice, including long-term and palliative care.</p> <p>Aiming to ensure that older persons maintain the highest possible level of health, social and functional capacity before, during and after natural and man-caused disasters by enhancing coordinated support.</p> <p>Facilitating access to age-appropriate, affordable and effective high-quality goods and services and improving mobility through age-friendly environments.</p> <p>Developing innovative methods and technologies for reliable, affordable and safe support and care of older persons at home.</p> <p>Ensuring 'ageing in place' by promoting services and support to the individual and the family to enable older persons to continue living for as long as possible in their own environment and community. These services should take into account the special needs of women, in particular those who are living alone.</p> <p>Promoting architectural alterations and innovative housing design aimed at adapting to the changing needs and functional abilities of persons as they age.</p> <p>Supporting self-help arrangements of older persons for independent or assisted living, including inter-generational housing facilities, and acknowledging that individual needs are assessed and properly addressed, whether in an institution or at home.</p>

Four main goals of Vienna Declaration	Commitments of Regional Implementation Strategy of MIPAA	Recommended measures to implement MIPAA/RIS
Goal 3 ctd.		<p>Ensuring a continuum of affordable, high-quality care, ranging from arrangements for primary and community-based care to various forms of institutional care.</p> <p>Recognizing and improving the situation of informal and formal carers, including migrant carers, through training and dignified working conditions, including adequate remuneration.</p> <p>Recognizing and supporting family carers, who are mostly women, in accomplishing their demanding tasks, including provisions for reconciliation of work and family duties, as well as social protection measures.</p>
<p>Goal 4: Intergenerational solidarity is maintained and enhanced</p> <p>Goal 4 ctd.</p>	<p>Commitment 1: To mainstream ageing in all policy fields with the aim of bringing societies and economies into harmony with demographic change to achieve a society for all ages</p> <p>Commitment 4: To adjust social protection systems in response to demographic changes and their social and economic consequences</p> <p>Commitment 8: To mainstream a gender approach in an ageing society</p> <p>Commitment 9: To support families that provide care for older persons and promote intergenerational and intra-generational solidarity among their</p>	<p>Promoting and strengthening multigenerational dialogue and intergenerational learning by all stakeholders, including governments, non-governmental organizations, the private sector, the media and the general public.</p> <p>Improving cooperation between youth organizations and older persons' organizations.</p> <p>Recognizing the value of and fostering the joint volunteering of people of all ages.</p> <p>Designing and implementing educational campaigns for the general public, particularly the younger generations, on issues of population and individual ageing. These should include teaching about healthy, active ageing as part of the life course into the curricula of all educational institutions, while also raising awareness among older persons on issues, living conditions and challenges of the younger generations.</p> <p>Considering that solidarity between generations also means adequate and sustainable social protection of older persons, while recognizing that older men and women continue to make important contributions to their communities in various ways, including continued employment, performing non-paid caring of younger and older family members, participating in volunteering as well as cash and in-kind transfers to benefit younger members of their families and communities.</p> <p>Developing and implementing socially responsible, financially sound and sustainable strategies encompassing the needs, capacities and expectations of current and future generations while promoting equal opportunities for their self-determination.</p>

Four main goals of Vienna Declaration	Commitments of Regional Implementation Strategy of MIPAA	Recommended measures to implement MIPAA/RIS
	members	
Regional cooperation	Commitment 10: To promote the implementation and follow-up of the regional implementation strategy through regional co-operation	Activities undertaken by your country to strengthen cooperation among UNECE member States in the field of ageing (e.g. participation in international meetings, exchange of information with member States and with the UNECE Secretariat).
		Opportunities provided for civil society to cooperate in this process.
		Activities in connection with the United Nations Commission for Social Development, e.g. incorporating ageing into the Sustainable Development Goals beyond 2015.
		Assistance requested or received from the UNECE Secretariat and/or other entities of the United Nations system in the implementation of MIPAA/RIS (if so, consider providing a brief evaluation) Possible needs for assistance.