

STEP 1

- Convene a meeting of stakeholders (staff/students/community/etc)
- Familiarise yourself with the AgeFriendly World WHO Website - the Ten Principles compliment the thematic approach of the WHO Age Friendly Cities
- Review the AFU Principles and get consensus if all are in agreement.
- Each AFU member interprets the Ten Principles and applies it in their own way - you may wish to concentrate on specific aspects - ie Research, Intergenerational learning, internal policies etc it is completely your decision

STEP 2

- Establish a working group - ideally this should be multidisciplinary and have people on it who can make things happen.
- Draft Terms of Reference for the Group
- Establish a meeting schedule and set goals
- Divide out the tasks
- Map the Principles against activities - you will note this shows the opportunities and highlights areas you may not have considered
- Engage with as many stakeholders as possible to collect information
- Dont be overly concerned if you are unable to map all the Principles - a genuine commitment to the Ten Principles, concrete measures and clear actionable steps is a good way to focus
- When the mapping is completed bring it to Senior Management

STEP 3

- Present your evidence in a draft to Senior Management. Be prepared to answer questions relating to why you should do this. There may be a specific focus of interest which meets the objectives of a strategic plan or is closely aligned to the mission and vision of the institution.

STEP 4

- Finalise your document outlining how you meet the Ten Principles of an Age Friendly University and what you wish to achieve from being part of the network - for example increased visibility of older people in campus or opportunities for students/staff exchange.
- Send it with a confirmation letter from your President/Provost to Prof. Brian Mac Craith, President, Dublin City University and copy in the Age Friendly Coordinator.