



Agita Mundo, the Global Physical Activity Promotion Network Terms of Reference

1. Background

These Terms of Reference are the outcome of the decisions and agreements of the Meeting of the Agita Mundo Network in São Paulo on 7 October 2010.

2. Purpose of the Terms of Reference

The purpose of this document is to provide a framework for the functioning of Agita Mundo and to describe the strategic, technical and operational focus of its work.

3. Purpose and objectives of Agita Mundo

The purpose and the objectives of Agita Mundo have been outlined in the Declaration of São Paulo to promote Physical Activity in the World, approved in October, 2002.

According to this document, the purpose of Agita Mundo, the Global Physical Activity Promotion Network, is to promote physical activity as a healthy behaviour for people of all ages, nations, and characteristics. The specific objectives of Agita Mundo are to:

1. Advocate for physical activity and health through an annual Move for Health Day, other community-based and community wide events, and informing policy makers of the importance of physical activity to public policy.
2. Widely disseminate a clear, simple and consistently delivered message on the health and social benefits of at least 30 minutes of moderate physical activity every day
3. Stimulate the creation of regional and international networks for physical activity promotion and provide linkages between these networks.
4. Promote and disseminate about innovative approaches to develop alliances around the world to promote physical activity and good health.
5. Share good practices and effective strategies and programs through websites, meetings, workshops, and publications.

4. Programme of work

The programme of work provides an overview of the main planned events and activities of Agita Mundo. The programme is adopted by the members of Agita Mundo at their annual meetings, based on a proposal developed by the Agita Mundo Executive Board.

All members are provided in advance with the proposal of the Agita Mundo Executive Board for the work programme. They are provided with an opportunity to share their comments with the other members before the annual meeting. The decision about the adoption of the work programme or its elements is taken by the majority of the Agita Mundo members present at the annual meeting. This decision is binding, unless 10% or more of Agita Mundo members (including those not present at the annual meeting) request a written voting procedure within 3 weeks after communication of the decision. In this case, an electronic or mailing vote is carried out within another 3 weeks and the decision of this vote is binding.

5. Target members of the Network

Membership is open to organizations and institutions willing to contribute to the purpose and objectives of Agita Mundo.

6. Membership of the Network

Interested organizations and institutions are eligible to become members, if they fulfil the following criteria of membership:

- Signature of the Agita Mundo Network Adhesion Letter
- Provision of the necessary information as specified in the application procedure
- Appointment of a contact person
- Compliance with the responsibilities of their membership as set out in these terms of reference

Organizations and institutions whose activities or goals are contradictory to the goals and standards of Public Health are not eligible for membership in Agita Mundo.

Applications will be assessed by the Agita Mundo Executive Board. Successful applicants will be given a status of temporary members, until confirmation by the Agita Mundo Network at its next annual meeting. Following that meeting, accepted Members will receive an official letter of acceptance.

7. Roles and responsibilities

7.1. Secretariat

The Centro de Estudos do Laboratório de Aptidão Física CELAFISC in São Caetano do Sul, São Paulo, Brazil has been invited and has accepted to act as the Secretariat of the Network. CELAFISC is a NGO registered in Brazil and provides the legal structure for Agita Mundo.

Additional secretarial resources can be provided from other members of Agita Mundo (see point 8 below).

7.2. Chairperson

The Executive Board will be chaired by the Chairperson of Agita Mundo. Nominations for the chairperson can be made by members of Agita Mundo to the Executive Board at least two weeks before the last meeting or telephone conference of the Executive Board before the annual meeting. The Executive Board can make recommendations to the members based on the nominations.

The Chairperson is elected and can be re-elected to serve a 2 year term by the members. A maximum of two consecutive terms may be served.

From 2011 on, all members are informed in advance about the candidates and the recommendations of the Executive Board. They are provided with an opportunity to share their comments with the other members before the annual meeting. An electronic or mailing election is carried out so the results are available at the annual meeting.

7.3. Executive Board

The Executive Board constitutes the principal executive body for Agita Mundo and is responsible for providing guidance and strategic directions to the activities of the Network. The Executive Board is accountable to the Network.

The Executive Board is composed of eight to fifteen individuals representing member organisations of Agita Mundo as well as the different geographical world regions. For meetings or telephone conferences, members of the Executive Board can be represented by another individual from their organisation.

The Executive Board makes decisions on a consensus basis, can define its own structure, and is assisted by the Secretariat. Nominations for membership of the Executive Board are made by members of Agita Mundo, at least two weeks before the last meeting or telephone conference of the Executive Board before the annual meeting.

Members of the Executive Board are elected to serve a 3 year term and can be re-elected by the members.

From 2011 on, all members are informed in advance about the candidates and the recommendations of the Executive Board. They are provided with an opportunity to share their comments with the other members before the annual meeting. An electronic or mailing election is carried out so the results are available at the annual meeting.

7.4. Advisory Board

Distinguished individuals can be invited by the Executive Board to serve in the Advisory Board for a two year term and also for repeated terms.

7.5. Task Forces, Working Groups and Committees

Ad-hoc task forces, working groups and committees may be established based on a proposal by the Executive Board to be endorsed by the annual meeting of the Network, for example to facilitate the implementation of specific projects and activities, as agreed in the programme of work of Agita Mundo.



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7.6. Members of Agita Mundo

By joining Agita Mundo, members express their willingness and commitment to contribute to the purpose and objectives of Agita Mundo.

By joining Agita Mundo, members also agree to:

- fulfil the criteria for membership;
- apply for membership by providing the basic information as required in the application procedure;
- contribute to Agita Mundo, technically or through other contributions (according to their possibilities), to allow the implementation of Agita Mundo activities, as described by the programme of work; and
- disseminate resources (information and other products) from Agita Mundo to their partners.

Members of Agita Mundo have the right to withdraw from Agita Mundo any time if they do not wish to continue their membership by giving a one month notice in writing.

8. Resources

Agita Mundo has no compulsory membership fee. Agita Mundo strongly encourages and welcomes voluntary contributions, either on a regular basis or as a single contribution, such as:

- financial contributions;
- in-kind contributions in terms of time and expertise;
- hosting of meetings of Agita Mundo;
- clearing house function for the collection of documents or case studies; or
- representation of Agita Mundo at expert meetings and conferences.

Contributions made to Agita Mundo do not imply a commitment for further contributions by the donors.

Financial contributions offered to Agita Mundo are reviewed and decided upon by the Executive Board.

9. Interactions and meetings

9.1. Annual meetings of Agita Mundo

Agita Mundo members are invited to the annual meeting of Agita Mundo which is usually hosted by CELAFISCS, another member or in conjunction with relevant international events such as the International Conference for Physical Activity and Health of the International Society for Physical Activity and Health ISPAH. The purpose of these meetings is to:

- review and discuss recent, relevant international developments as well as national approaches with regard to physical activity promotion,
- accept new members;
- inform about the election of members of the Executive Board and the Chairperson;
- decide upon changes in the Terms of References of Agita Mundo or its financing;
- discuss experiences and prepare future occasions of the World Day for Physical Activity
- adopt the annual work plan;
- review progress on ongoing activities;
- establish new ad-hoc task forces and working groups as necessary.

9.2 Meetings of ad-hoc task forces and working group

Under the coordination and guidance of the secretariat, meetings will be organized as needed.



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9.3 Collaboration with other relevant international organizations and institutions

In order to support collaboration with other international organisations and institutions, the Executive Board may establish new structures and organisational bodies to promote linkages, communication and regular exchange.

9.4 Other, topic oriented meetings

Other topic oriented meetings, e.g. congresses or conferences, can be recommended, supported, or organized by Agita Mundo upon decision by the Executive Board.

10. Revision of the Terms of Reference

These Terms of Reference will be reviewed on a yearly basis, based on proposals submitted at the meetings of Agita Mundo. Proposals for changes can be submitted at least two weeks before the last meeting or telephone conference of the Advisory Board before the annual meeting. Suggestions for future changes can be made and discussed at the annual meeting itself. However, in order to give all members of Agita Mundo the opportunity to form an opinion decisions will only be taken when the timeline mentioned above is respected.

All members are informed in advance about suggested changes to the Terms of Reference and the recommendations of the Executive Board. They are provided with an opportunity to share their comments with the other members before the annual meeting. The decision about changes in the Terms of Reference is taken by the majority of the Agita Mundo members present at the annual meeting. This decision is binding, unless 10% or more of Agita Mundo members (including those not present at the annual meeting) request a written voting procedure within 3 weeks after communication of the decision. In this case, an electronic or mailing vote is carried out within another 3 weeks and the decision of this vote is binding.
