

## **Application Procedure to Become A Member of the Alliance for Healthy Cities**



The Alliance for Healthy Cities is an international network aiming at protecting and enhancing the health of city dwellers. The Alliance is a group of cities and other organizations that try to achieve the goal through an approach called Healthy Cities with close collaboration with World Health Organization. We believe that international cooperation is an effective and efficient tool to achieve the goal. And we promote the interaction of people who are in the front line of health and quality of life issues.

It is now expected that local governments from various countries and regions will participate in the Alliance as a mechanism for improving their capacity to respond to health and quality of life needs through the Healthy Cities approach. The Alliance will provide opportunities to share experiences of Healthy Cities, recognize and promote outstanding practices and innovations within Healthy Cities, mobilize resources for Healthy Cities, and develop new knowledge and technology for the advancement of Healthy Cities through international collaboration.

### **1. Membership Categories and Eligible Entities**

**Full Member:** city governments, governing units of cities/municipalities/equivalent organizations

**Associate Member:** individuals; non-city entities such as non-government organizations, national government agencies, private organizations, international agencies or academic institutions

## 2. Procedures to Become a Member

### **Full Member**

- (1) Submit Form A and Form B-1 to the Secretariat.
- (2) Submit the following required documentation to the Secretariat (in hard copies and electronic copies):
  - 1) written policy statement in support of Healthy Cities
  - 2) future vision and goal
  - 3) profile of the city (baseline data)
  - 4) analysis of priority health problems

→ (Review)

Note: Administrative procedure for the membership recognition may take 6-8 weeks from submission of documents above.

→ (Upon recognition of membership status by the Steering Committee, Secretariat will send an invoice of membership fee to the applicant)

→ (Secretariat will send a signature form to the applicant to be signed by its Mayor or equivalent)

→ (Recognition letter will be sent to the applicant)

- (3) Submit the signature form (sent from the Secretariat) to the Secretariat with the signature of Mayor (or equivalent) to agree to the Charter of the Alliance for Healthy Cities.

- (4) Pay the membership fee (US\$500) and handling fee (US\$25) for the year 2008 according to the invoice issued. Membership fees are based upon the calendar year (1 January to 31 December) and remain constant regardless of the date within that year when a member joins.

→ (A certificate will be sent to the applicant upon the receipt of the membership fee)

- (5) Submit the following optional documentation (if any) to the Secretariat (in hard copies and electronic copies) :
  - intersectoral coordination mechanism in place
  - mechanism for community participation
  - local action plan to resolve the problems
  - a set of indicators for monitoring and evaluation
  - a system of information dissemination and sharing

Membership privileges in the Alliance can only begin when receipt of documents (1), (2), and (3) described above, gaining recognition of a membership status of an applicant by the Steering Committee, and acknowledgement of membership fee by the Secretariat.

## **Associate Member**

- (1) Submit Form A and Form B-2 to the Secretariat.
- (2) Describe relation of the applicant to Healthy Cities projects/ programs/ activities in the box of number 3 of Form B-2. Applicant is able to submit other related documents/materials if any.  
→ (Review)  
Note: Administrative procedure for the membership recognition may take 6-8 weeks from submission of documents above.  
→ (Upon recognition of membership status by the Steering Committee, Secretariat will send an invoice of membership fee to the applicant)  
→ (Secretariat will send a signature form to the applicant to be signed by director/head/representative (or equivalent) or individual)  
→ (Recognition letter will be sent to the applicant)
- (3) Submit the signature form (sent from the Secretariat) to the Secretariat with the signature of director/head/representative (or equivalent) or individual to agree to the Charter of the Alliance for Healthy Cities.
- (4) Pay the membership fee (US\$500) and handling fee (US\$25) for the year 2008 according to the invoice issued. Membership fees are based upon the calendar year (1 January to 31 December) and remain constant regardless of the date within that year when a member joins.  
→ (A certificate will be sent to the applicant upon the receipt of the membership fee)
- (5) Submit the following documentation (if any) to the Secretariat (in hard copies and electronic copies) :
  - written policy statement in support of Healthy Cities (if applicable)
  - future vision and goal of the a Healthy City (if applicable)
  - profile of the city/community/neighbourhood (baseline data, if applicable)
  - analysis of priority health problems (if applicable)
  - others

Membership privileges in the Alliance can only begin when receipt of documents (1), (2), and (3) described above, gaining recognition of a membership status of an applicant by the Steering Committee, and acknowledgement of membership fee by the Secretariat.
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### **3. Membership Fee**

Annual Membership Fee 2008

For each year: January 2008 (or date of enrollment) - December 2008

Full membership                      US\$ 525

Associate membership              US\$ 525

(Annual Membership Fee US\$500 + Handling Fee US\$25)

Handling fee: It is expected that bank charges (an unknown amount to be incurred in your country and US\$25 to be incurred on a Japanese bank) will be incurred on both sides of Alliance members and the Secretariat. Because of the limited financial resources of the Alliance, we would like to ask the Alliance members to bear both of the bank charges and remit US\$525 in total to the Secretariat.

### **4. Closing date for application**

Membership recognition for 2008 will be processed upon the receipt of complete application documents by each of the following closing dates.

December 10, 2007

February 29, 2008

April 30, 2008

June 30, 2008

August 31, 2008

### **5. Contact to the Secretariat:**

Address:            Secretariat of the Alliance for Healthy Cities  
                          c/o Dr. K Nakamura  
                          Promotion Committee for Healthy Cities  
                          International Health and Medicine  
                          Graduate School of Tokyo Medical and Dental University  
                          Yushima 1-5-45, Bunkyo-ku, Tokyo, 113-8519, JAPAN

Phone:             +81 3 5803 5188

Fax:                +81 3 5283 5866 / +81 3 3818 7176

E-mail:            [alliance.ith@tmd.ac.jp](mailto:alliance.ith@tmd.ac.jp)

URL:               <http://www.alliance-healthycities.com/>

[Form A]

**Application Form: Application for a member of the Alliance for Healthy Cities**

This form is for use by cities, municipalities, non-city entities (non-government organization, national government agencies, private organizations, international agency academic institutions), or individuals, **to apply for membership of the Alliance for Healthy Cities.**

This application form should be submitted to the Secretariat of the Alliance of Healthy Cities. (c/o Dr. Keiko Nakamura, Promotion Committee for Healthy Cities, International Health and Medicine, Graduate School of Tokyo Medical and Dental University, Yushima 1-5-45, Bunkyo-ku, Tokyo 113-8519, JAPAN; **Fax +81 3 5283 5866 / +81 3 3818 7176; e-mail: alliance.ith@tmd.ac.jp.**)

We (I) approve the Charter of the Alliance for Healthy Cities and would like to become a member of the Alliance for Healthy Cities.

1. Full name of city, municipality, organization, or individual to become a member
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2. Full name of Mayor/Governor, representative of organization; Title/Position
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3. Membership Status [please tick]

- |  |  |
|--|--|
| <input type="checkbox"/> Full Member<br>(City Government, Governing Unit of City,<br>Municipality) | <input type="checkbox"/> Associate Member (tick one of below)<br><input type="checkbox"/> Individual<br><input type="checkbox"/> NGO<br><input type="checkbox"/> National government agency<br><input type="checkbox"/> Private organization<br><input type="checkbox"/> International agency<br><input type="checkbox"/> Academic institution |
|--|--|

4. We (I) enclose information sheet (*Form B-1 or Form B-2*) with this form.  YES
5. We (I) send required documentation.  YES
6. We (I) enclose a signature form by mayor (representative of the organization) for the Charter of the Alliance for Healthy Cities.  YES
7. We (I) understand that there will be a fixed annual base fee (currently standing at US\$500/year) covering one calendar year (1 January to 31 December) for recognized members.  YES
8. We (I) will submit optional documentation when they are ready.  YES
9. Signature of Mayor/Governor of city/municipality/town, representative of organization, or individual (for individual membership)

Signature: ..... Date: .....

**Information Sheet for Full Member (City/Municipality/Town)**

**The Alliance for Healthy Cities**

**Contact person's details**

Name: Title:  
City: Country:  
Address:  
Organization: Section:  
Telephone: Fax:  
E-mail: Web site:

**1. Mayor/Governor details**

Name of mayor/governor:  
Title:  
Date elected/appointed (designated): Term of office (years):

**2. Population**

Population size of your city (recent statistics):

**3. Healthy City Project**

**Coordinator**

Name of coordinator (or equivalent):  
Title: Date appointed:

**Starting date of your Healthy City Project** Date started:

**4. Attendance at General Assembly**

Our mayor and/or coordinator and/or substitution will participate in General Assembly of the Alliance for Healthy Cities (every 2 years).  YES

**5. Membership fee**

The city agrees to pay an annual base fee.  YES

**6. Submission of documentation**

The city will send the following:  YES

- 1) written policy statement in support of Healthy Cities
- 2) future vision and goal
- 3) profile of city (baseline data)
- 4) analysis of priority health problems

