

## Best Practices

# The municipality presents itself (“La commune se présente”) – Strassen

Held every two years at the Paul Barblé Cultural Center, the event “La commune se présente” (the municipality presents itself) brings together municipal services, associations, clubs, and local partners in one place. Participants can learn about existing services, discover projects supported by the municipality, and interact directly with local stakeholders.

Welcomed by the Service of intercultural living together and invited to participate in activities on site, residents are encouraged to get actively involved in the social, cultural, and sporting life of the municipality.

## Objectives

- Bring services of the municipality in direct contact with citizens
- Offer citizens an opportunity to test certain activities on site (e.g. mini sport games, quiz, etc.)
- Contribute to residents feeling “at home” by building connections and links between the citizens and the service providers
- Facilitate contact of the citizens with local decision makers

## Methods

- Recruitment of the services and associations and organisation of a preparatory meeting to agree on the programme (stands + activities) and support staff (e.g. CCVEI members)
- Organisation of the logistic: room, material, catering, security measures
- Recruitment of the participants-newcomers (those who registered in the municipality within the last 12 months) by sending personalised letters
- Communication of the event to all the citizens by all communication means (www, local magazine, social media, screens in the town)



## Budget

The following elements should be ensured in the budget:

- Material for stands
- Gifts for the new residents
- Costs of the personnel involved
- Catering

## Materials

- Large, accessible room
- Tables, chairs, pin-walls for stands
- Access to electricity
- Small stage with a microphone and loudspeakers
- Material for catering (if provided)

## Periodicity

Every second year

## Evaluation indicators

- Number of registrations at reception
- Number of associations/organisations and municipal services involved
- Number of visitors
- Feedback from visitors
- Feedback from associations/organisations and municipal services involved



## Practical advice - DO's

- Design this event in an interactive and friendly way
- Choose the date and time (convenient for services but also available for citizens; if a weekend would be selected, it is recommended to announce the date very soon to the other services to avoid overlaps with other events in the communal agenda)
- Favor personal contact with citizens who arrive alone or seem to be isolated
- If possible, engage the CCVEI into a role of "Welcomers"
- Offer a small gift to the participants, especially to the newcomers
- Offer the event regularly so that those who miss it in one year can participate on other opportunity

## Practical advice - DONT's

- Avoid speaking only in one language
- Avoid inviting adults only: adapt the event for families who will come with children
- Do not forget to mobilize citizens from the localities of the municipality

## Contact person/Possible partners

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