

**INTERCULTURAL CITIES**  
BUILDING BRIDGES, BREAKING WALLS

## MISSION DESCRIPTION FOR ICC COORDINATORS

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The Intercultural Cities Programme (ICC) is a Council of Europe capacity-building and information sharing programme for local authorities focusing on interculturalism as policy approach to inclusive integration and positive diversity management. The Programme aims to give members the opportunity to learn from a wide pool of international experts as well as from each other, build on tested experiences and create new innovative policies to challenges faced across the globe in diverse societies. The approach is holistic, requiring cooperation within the member cities, the ICC network(s) and beyond. To achieve a real transformation into an intercultural society and take full advantage of the tools and opportunities offered by the ICC programme, strong inter-departmental coordination and mobilisation within the member cities is instrumental.

As an ICC City Coordinator your role is to engage all the departments of your city to review their policies through the intercultural lens and adopt new approaches. While the ICC Programme offers principles, guidance, and practical tools, successful implementation of interculturalism requires a good understanding of the three core principles - equality, diversity advantage and positive interaction. Further, willingness to incorporate the theories into the everyday life across the political and civil servant level of the city is needed. This is one of the most important tasks of the city coordinator – to spread information about the ICC programme and interculturalism as a cross-cutting issue, the core principles and learnings as well as to ensure the knowledge stretches throughout the organisation, resulting in a coherent and participatory response across the city.

The ICC City Coordinator is expected to lead with example, embracing the intercultural mindset in all actions, showing a high level of ethics and commitment, and promoting a pluralistic city identity. The Coordinator of a city which belongs to the ICC international network shall also speak either English or French, the official languages of the Council of Europe.

Practically, the ICC City Coordinator acts as the point of contact for the ICC programme. It is important the Coordinator has (or builds) a broad network within the city departments, facilitating information sharing with the best suited officers/departments – including the city's communication team and leadership. This encompasses identifying the best suited department to participate in ICC events or to contribute materials as well as to involve city councillors and the leadership in the intercultural efforts of the city, including by promoting their participation in joint ICC awareness campaigns. The Coordinator shall also have knowledge about the civil society actors and available counterparts within the city. An effective dissemination of ICC materials may require the Coordinator translates short texts or drafts summaries in the local language. Removing a potential language barrier is important, and the ICC team is willing to discuss options to make the ICC output more accessible to all local stakeholders.

The ICC City Coordinator also leads the process through which the city will reply to the [ICC Index Questionnaire](#) and helps organise the subsequent expert visit(s). He/She provides regular feedback to the ICC programme about intercultural policy developments and news in his/her city. In the case of international cities, the ICC City Coordinators have the opportunity to participate in the ICC meeting of coordinators. In addition, when the international city is also part of an ICC national network, its ICC City Coordinator will additionally act as the political driver within the national network.

Please find the tasks summarised in bullets below.

### Tasks related to the ICC City Coordinator:

- Act as point of contact internally (within city's departments) and externally (with the Council of Europe), and ensure regular communication and feedback
- Encourage the review of their city's policies through an intercultural lens and the development of comprehensive intercultural strategies to help the city manage diversity positively
- Facilitate interactions between specific city departments for the implementation of the intercultural policy model
- Keep the political leadership informed of the city's needs and progress in terms of its intercultural commitment (directly whenever possible, or with the support of the hierarchy)
- Mobilise civil servants, business, civil society and other actors to contribute to the city's intercultural goal; encourage other city's departments to do the same.
- Identify the most suitable city representative to attend ICC events on specific topics
- Gather and share good practices, policy approaches, and future plans from within the city
- Lead the process of completing the ICC Index Questionnaire
- Participate in exchanges on policy matters, organised within the ICC framework, with regional or national authorities
- Contribute to the overall knowledge development of the ICC programme by contributing to thematic exchanges and questionnaires
- Contribute to the visibility of the ICC programme and core principles by promoting a widespread use of the ICC branding.

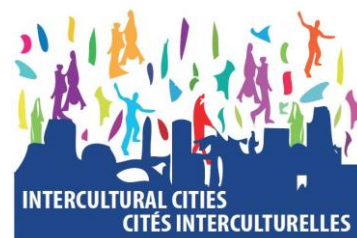
### ICC Coordinators of international ICC members further:

- Participate in the annual meeting of ICC Coordinators
- Coordinate with the national coordinator (where a national network exists) to represent jointly the national network at international ICC events, and act as the political driver within it.

### ICC Coordinators of cities which are member of national networks further:

- Maintain regular exchanges and communication with the coordinator of the National Network
- Participate in the national network coordination meetings (usually 2 per year)
- Contribute to the implementation of the workplan of the National Network.

*Equality, Diversity, Interaction*



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