

CASCAIS PARTICIPATORY SYSTEM



Tudo começa nas pessoas



Title CASCAIS PARTICIPATORY SYSTEM

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Presentation

Aware of the need to modernize Public Administration and to make it closer and more open to citizens, Cascais municipality has been significantly investing in the development of participation mechanisms, some of which have relevant national and international recognition, as is the case of the Participatory Budget.

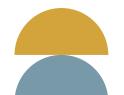
The multiplication and diversification of the community involvement devices led the municipality to change its structure, establishing a specialized team in the design and implementation of participatory processes, most of them connected with other services within the municipality.

With a decade of experience conducting these initiatives, Cascais is aware of the challenges it faces, among which the following stand out:

- Moving from participatory practices to participation as public policy;
- Foster a participatory culture in all services.

To better overcome these challenges, Cascais decided to proceed with the creation of a Municipal Participation System (MPS). Replacing an experimental approach and the multiplication of civic involvement practices and integrating them into a systemic vision. A permanent work towards greater democratization of public policies, offers services and citizens strategic and coherent thinking about which path to follow to deepen local democracy.

This system provides a broader and more organized view of the different forms of civic participation, placing people in the center and letting them decide which modalities they want to go through.



Foundations

Municipal Participation System is based on a solid political will, which has, among others, the following reference foundations:

- The **Universal Declaration of Human Rights**, adopted and proclaimed by the General Assembly of the United Nations in 1948. This establishes inalienable rights, including those to "freely participate in the cultural life of the community" (article 27) and "enjoy freedoms without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status" (article 2).
- The **Constitution of the Portuguese Republic**, which defines in article 2 that "the Portuguese Republic is a democratic state based on the rule of law, the sovereignty of the people, the plural democratic expression and political organisation, respect for and the guarantee of the effective implementation of the fundamental rights and freedoms, and the separation and interdependence of powers, with a view to achieving economic, social and cultural democracy and deepening participatory democracy".
- The Additional Protocol to the European Charter of Local Self-Government on the right to participate in the affairs of a local authority, approved in November 2009 by the Member States of the Council of Europe, defines in article 1 that "everyone has the right to participate in the affairs of a local authority" and that this means "the right to seek to determine or influence the exercise of powers and responsibilities" of a local governance body.
- The **Sustainable Development Goals**, which in their scope include de ambition to build "sustainable cities and communities" (goal 11), increasing, by 2030, "inclusive and sustainable urbanization, capacity for participatory, integrated and sustainable human settlement panning" (target 11.3).

Principles

Municipal Participation System is committed to eight principles of action that aim to guide the operation and the management model of this initiative.

Participation

Citizens are in the center of the System and decide how they want to exercise their citizenship, choosing for the types of actions contemplated an, within these, for the participation practices in operation.

Universality

The System is accessible to all interested citizens, safeguarding the universality of services and public participation.

Intersectionality

The System was designed to progressively cover all municipal services, mobilizing different areas of action of the municipality.

Accessibility

The System is designed to leave no one behind, giving all citizens opportunity to get involved in the affairs of the municipality.

Interconectividade

The System creates space for cooperation between services to articulate and promote different participation practices.

Evolution

The System is a dynamic organism, which will tend to evolve as all services are covered and new participatory processes are developed.

Transparency

The System is public, so it is committed to accountability and production of information accessible to all citizens.

Evaluation

The System is continuously monitored and evaluated by services and citizens, aiming its ongoing improvement.



Goals

Municipal Participation System aims to contribute to the following six goals:

Promote structured thinking and a systemic view about citizens' participation

Reinforce participation's culture in the municipality and society

Create an adjusted offer of participation tools to meet citizens and organization's expectations

Guarantee participation access to all citizens, without distinction



Contribute to an intersectoral management and public policies' articulation

Strengthen dialogue spaces and tools between municipality and society

Municipal Participation System

The system was conceived to place citizens in the center and they can decide how they want to participate in municipality's life. They can choose, depending on their availability and interest, between six ways of involvement or types of actions:

CONSULT



Knowing a proposal for intervention or public policy and giving opinion in order to improve it.

COLLABORATE



Cooperating with municipality designing and implementing committed interventions to improve services and qualify territory.



Being available to contribute with time, knowledge and skills for the development of certain actions.

CODECIDE

COMANAGE

COCREATE



Taking part in public policies' deliberations and future public investments.

CO-PLAN



Collaborating with municipality planning and designing public policy instruments.

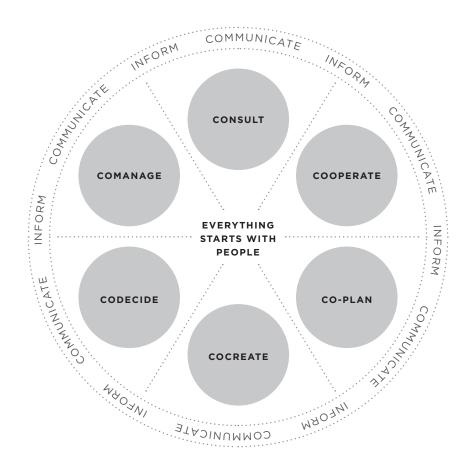


Supporting municipality managing common goods and territory.





In each type of action, citizens will find a range of different initiatives promoted by Cascais, within which they can get involved. The System conceives the exercise of participation not only as a right of citizenship, but as a way of involving citizens in the promotion of services towards community. Through this perspective, municipality involves citizens as strategical partners in decision making and developing the territory and not just as public policies' beneficiaries.



The System also has the following characteristics:

• Circular dynamics

It is not up to the municipality to determine the importance of each participatory action. Joining is a voluntary act of each citizen. Citizens decide how to position themselves and decide the way(s) in which they intend to exercise their citizenship, being able to move within the System, according to their interests, knowledge and availability;

• Participation of citizens and local organizations

Cascais recognizes the importance of individual citizens, as well as the different local organizations, which is why the System provides participation tools for both actors;

• Inclusion of practices aimed at the community and specific groups

In order to ensure the universality of the System, City Hall assumes the need of different practices, guaranteeing access conditions to all social profiles, with particular concern for under-represented groups;

• Availability of several participation channels

Cascais is committed to diversify channels – virtual and face-to-face – through which citizens can get involved in municipality's affairs, answering different social profiles' preferences;

• Integration of permanent and punctual participation practices

The System is composed by regular initiatives, allowing not only a continuous citizenship exercise, but also temporary practices, which are finished after achieving the expected results.

Final note: the System intends to achieve the 17 Sustainable Development Goals (SDGs), unanimously approved by the General Assembly of the United Nations, on 25th September 2015. Cascais is committed with this agenda, intending to link local community to global goals, assuming that the implementation of SDGs is a challenge that requires active participation of everyone, including citizens, companies, civil society institutions, among others.

System Reading Codes

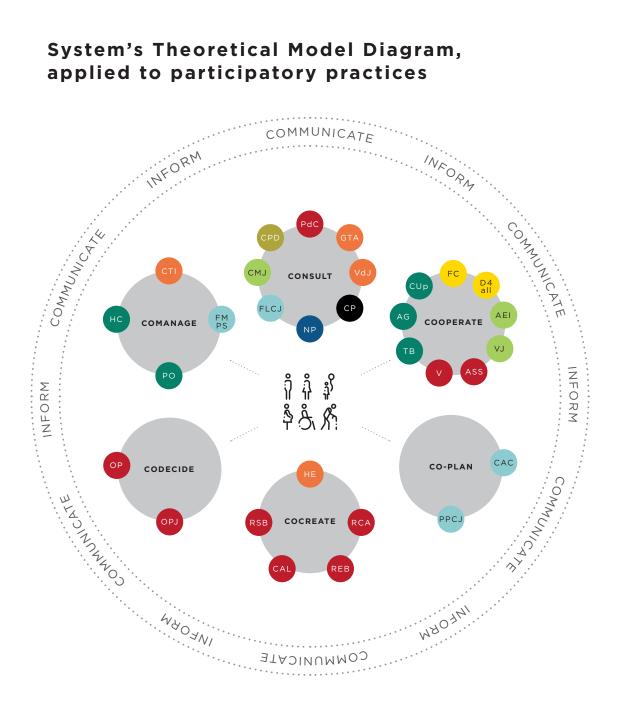
In this brochure you will find several diagrams demonstrating how the theoretical model can be applied to some of Cascais' projects in the participation area and how this application allows the comprehension of essential factors, to invest or adjust participation areas.

The selected projects are 30:

- AEI AEleva-te
- AG Alerta Golfinhos
- ASS Associativismo Cultural e Recreativo
- **GTA** Cascais Ganha Tempo para Aprender
- **CAC** Cidade Amiga das Crianças
- CAL · Ciências ao Ar Livre
- **CUp** Clean-up the Atlantic
- CPD Comissão para as Pessoas com Deficiência
- **CMJ** Conselho Municipal da Juventude
- CP Consultas Públicas Decorrentes da Lei
- CTI Crescer a Tempo Inteiro
- D4all Data4all
- FLCJ Fórum Local de Crianças e Jovens
- FC FixCascais

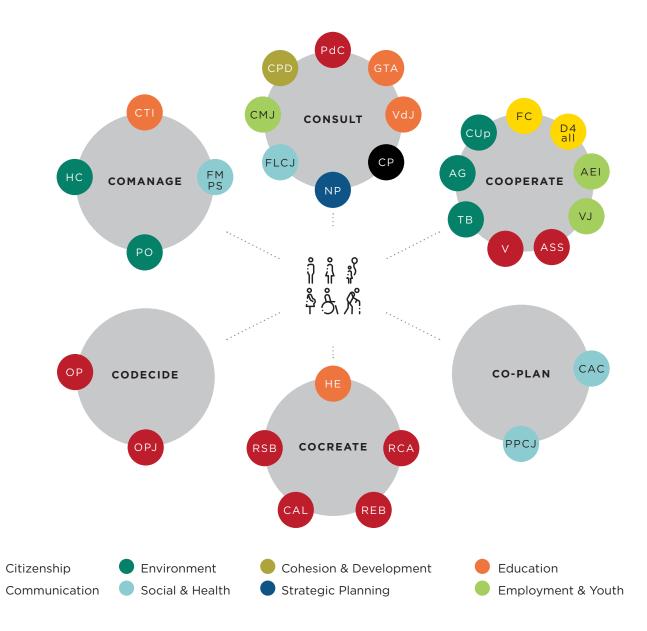
- FMPS Fórum Municipal para a Saúde
- HC Hortas de Cascais
- HE Humanização dos Espaços
 Exteriores Escolares
- NP Nós Propomos
- **OP** Orçamento Participativo de Cascais
- **OPJ** Orçamento Participativo Jovem
- PdC Painéis de Cidadãos
- **PPCJ** Plano Municipal para a Participação de Crianças e Jovens
- PO Programa Oxigénio
- RCA Reabilitação do Cais de Aprestos
- **REB** Reabilitar o Centro de Bicesse
- RSB Reinvente o Seu Bairro
- **TB** Tutores de Bairro
- Voluntariado
- VJ Voluntariado Jovem
- VdJ Voz dos Jovens





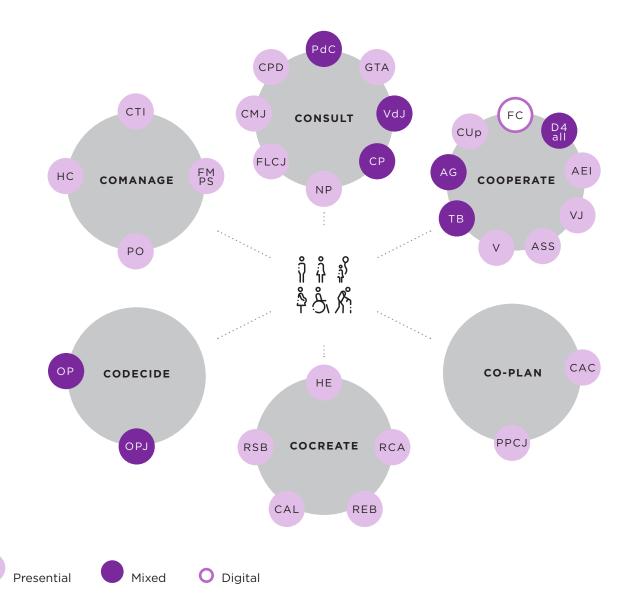
Areas

This diagram shows the municipal areas promoting different projects, crossed with involvement forms and action types.



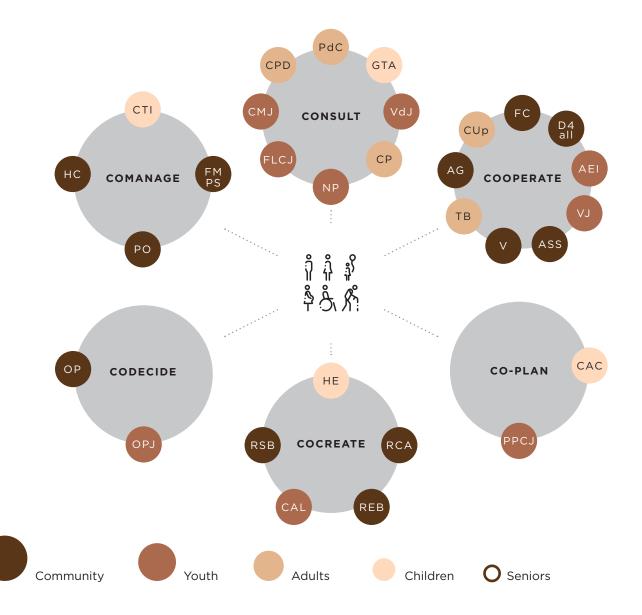
Participation Channels

This diagram shows channel's typology used by participatory practices when applied to involvement forms and action types.



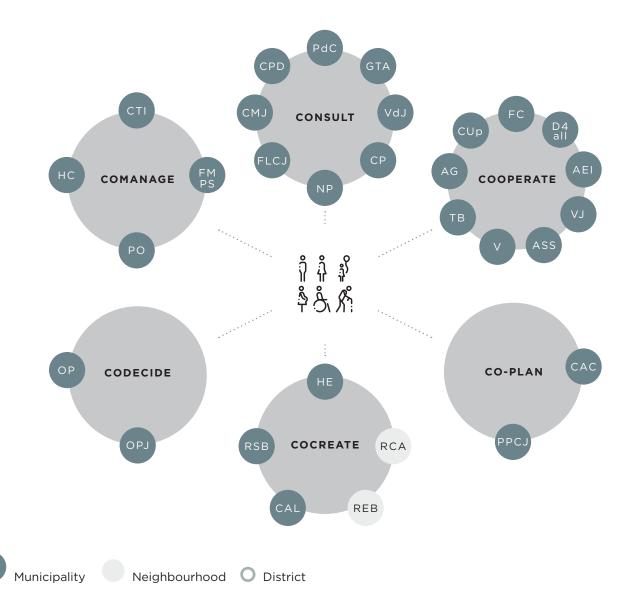
Target Audiences

This diagram establishes connection between actions, audiences and participatory practices.



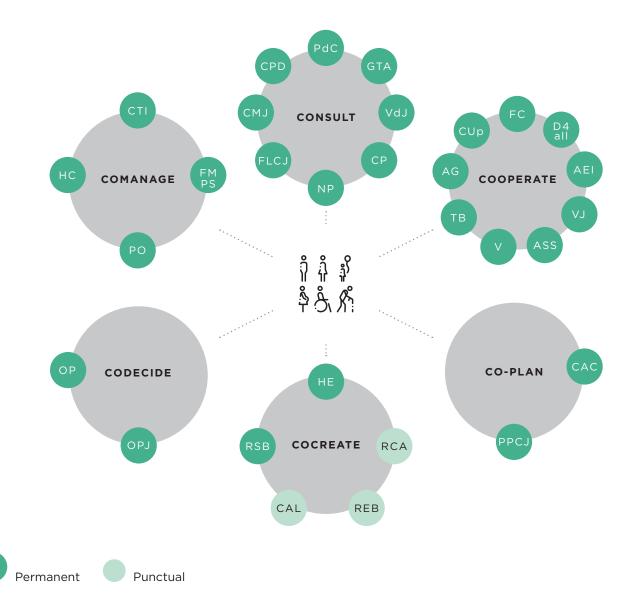
Territorial Scope

This diagram shows municipal participatory practices' territorial trends crossed with involvement forms or action types.



Time Scope

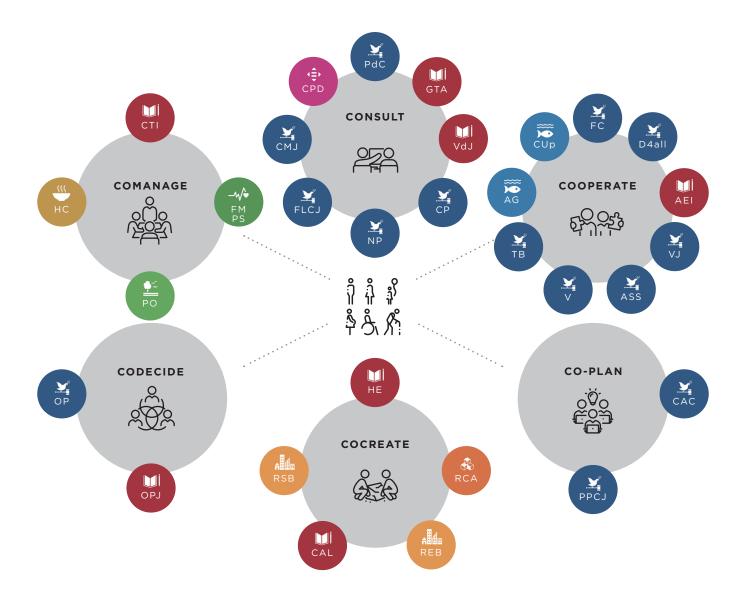
This diagram represents participatory practices' temporal frequency applied to involvement forms or action types.



Sustainable Development Goals and practices

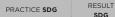


This diagram represents Sustainable Development Goals connects with participatory practice's methodology and contributes to involvement forms or action types.



Participation practices by action type and Sustainable Development Goals to which they contribute

CONSULT





CP - Consultas Públicas Obrigatórias Decorrentes da Lei Mandatory Public Consultations Arising from the Law

Is the way for citizen and companies to participate in administrative and legislative state procedures. It is a phase in which everyone can contribute with their opinions and suggestions for the final approval of a regulatory or legislative diploma.

It is through public consultations that Portuguese state consults concerned parties on all major political initiatives, making this process more transparent, accountable, and effective. – 1976 - CR - art 268

CPD - Comissão para as Pessoas com Deficiência do Concelho de Cascais Commission for People with Disabilities in Cascais - 1988



Is a consultative body of Cascais municipality and of inter-institutional dialogue for promoting full citizenship of people with disabilities. It is a space for discussion of concrete issues that concern the population with disabilities. Since it includes self-represented citizens and representatives of 32 municipal institutions, it constitutes a privileged forum for listening to needs and seeking to resolve them.

CMJ - Conselho Municipal de Juventude Municipal Youth Council - 2009



Is a consulting, listening, and informing body in the Youth area of Cascais. It is responsible for expressing opinions on policies, projects and programs, presenting proposals, suggestions or recommendations, and issuing opinions on matters submitted to them. It includes proposals regarding the activities' plan, in order to know and improve aspirations of Cascais' youth, leaving the City Hall able to respond to what this population expects to see implemented in municipal policy.

NP - Nós Propomos We Propose - 2014



"We Propose" project results from a partnership between Cascais and the Institute of Geography and Spatial Planning of the University of Lisbon (IGOT-UL). It intends to promote territorial citizenship through an annual challenge, launched to 400 young people between the ages of 16 to 35, from 12 public, private, professional, and cooperative schools. Within this project's scope, young people are called to develop, in the classroom and in Geography and Citizenship subjects, case studies on what they consider to be problems and to propose solutions.

PRACTICE SDG	RESULT SDG
4 QUALITY EDUCATION	∧ ∎₫⊒

VdJ - A Voz dos Jovens Youths Voice - 2017

Is a meeting of secondary school class delegates - in Cascais - and was born within the framework of the IV Semana da Educação (Education Week), occurring every six months. Activity especially organized and directed to and with secondary school students (class delegates) from public and private schools in Cascais, falling within 4 main assumptions:

National Education Strategy for Citizenship # Students Profile Leaving Compulsory Education # Child Friendly City Initiative # United Nations Sustainable Development Goals (No. 4 and No. 10) Through this project young people can present proposals/recommendations or question the executive, debate important issues for their school's life and community, aiming to stimulate different forms of civic participation. Honourable Mention for the best national participation practice awarded by the Rede de Autarquias Participativas - RAP - (Participative Municipalities Network) in 2019.

FLCJ - Fórum Local Criancas e Jovens Children and Youth Local Forum - 2019





The Children and Youth Rights' Forum is committed to children and youth participation in the community as an essential element for exercising citizenship and for developing a sense of belonging. Having specialists in different areas of intervention, together with children and young people of Cascais, a space for dialogue, reflection, and analysis of their rights, needs and interests was created. It is intended to create recommendations and proposals to the municipality and other local entities to improve their well-being and quality of life.



GTA - Cascais Ganha Tempo para Aprender Cascais gains time to learn - 2020

Student forum in which students are heard and consulted to define content and practices determining the semester's structure.



PdC - Painéis de Cidadãos Citizens' panels - 2022

Specialized spaces of participatory reflection on different issues. These are sessions of a specific theme, with about 25 participants (randomly selected citizens among those enrolled or based on previously defined criteria) and specialists, that will provide their informed opinion and improve a proposal for municipal intervention or public policy.











COOPERATE

RESULT

SDG

PRACTICE SDG

16 PEACE, JUSTICE AND STRONG

VJ - Voluntários Cascais Jovem **Cascais Youth Volunteer - 2000**

Is an annual youth volunteer program that aims to encourage young people to become active citizens in their community.

These are practical, punctual, and short-term activities, varying according to the specificity of the project/event, involving different areas such as education, sport, youth, urbanism, environment, communication, culture, among others. In 2022, 4765 volunteers participated and performed 204.084 hours of community service.

CUp - Clean Up the Atlantic - 2008

Is a coastal cleaning action, fostered annually by the municipality, in Cascais Bay and along the coastline, alerting and sensitizing public opinion to maritime pollution problematics, its negative impact in biodiversity, and, at the same time, encouraging the practice of diving.

The initiative is open to all volunteers with diving experience, that participate in underwater cleaning, and to general public, who can contribute to a coastal cleaning action.

At the end, garbage is weighted and exposed for a few hours in Cascais Bay, to aware population about the waste type deposited on the seabed, which harms the marine fauna and flora.

Since the initiative was launched, it has been possible to remove around nine tons of garbage from the sea. This project results from a partnership between Cascais Municipal Enterprise for the Environment and Cascais Dive and Nautilus-sub diving centres and APPSA - Portuguese Association of Underwater Fishing and Apnea.

TB - Tutores de Bairro **Neighbourhood Tutors - 2009**

It began with the goal of involving citizens in urban cleaning and selective garbage picking and guickly became a project of participation in urban management of neighbourhoods.

Currently, it involves 227 tutors in 248 neighbourhoods that link the needs of the place they live and the municipality regarding environmental intervention in areas of urban hygiene, waste picking and identification of intervention needs.

It covers 90% of the territory. Best Practices Award by the Rede de Autarquias Participativas - RAP - (Participative Municipalities Network) in 2022.



14 LIFE BELOW WATER



RESULT SDG



14 LIFE BELOW WATER

ASS - Associativismo Associativism - 2011

Cascais has a municipal regulation to support participatory built associative movement with citizens and cultural organizations through which all the financing of cultural activity is done. It is a fully transparent accountability process in which its criteria and characteristics were built together. Participants in artistic groups (folklore ranch, bands, marches, etc.) are called to define and contribute to develop actions.

V - Voluntariado

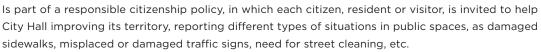
Volunteering - 2011

Matches volunteering projects and the demand from citizens, currently it has 83 partner organisations. In 2021 were recognized 10 913 volunteers in 261 projects with an average of 1 335 385 hours spent. Converting the wealth generated by volunteers, in euros, and assigning a monetary value of $10 \notin$ hour to the carried-out work, the wealth generated by them is around 14 million euros.

Of the most innovative projects, the following stand out:

- Voluntariado sénior (Senior Volunteering)
- Galardão Escola voluntária (Volunteer School Award)
- Voluntariado intergeracional (Intergenerational Volunteering)

FC - FixCascais - 2014



It is an app that allows citizens to go outside and with their mobile phones, to identify an anomaly, photograph it, and send it for repair. Citizens can follow the development of their report via e-mail or text message.

In 2022 FixCascais had 12.000 registrations.















QUALITY

RESULT

AEI - AEleva-te - 2019-2020

Its mission is to contribute to solving the lack of civic and social participation of civil society in Cascais, Portugal, and in the world.

It is being developed in secondary schools of Cascais, with the following main goals: enhancing Student Associations students' skills so they are exemplary within school communities; building purposeful and networked Student Associations.

Through its Youth area – Cascais Jovem – has been working with the existing Student Associations (SA) in secondary schools and with students interested in forming Student Associations in their schools, organizing the Roadshow "Create a Socially Responsible SA". Honourable Mention for the best national participation practice awarded by the Rede de Autarquias Participativas – RAP – (Participative Municipalities Network) in 2020.



AG - Alerta Golfinhos

Alert Dolphins - 2021

A science and citizen participation campaign in which the cooperation in identifying dolphins sighted off Cascais' coastline is important for all citizens, with the following goals:

- Raise awareness of cetaceans' presence in our coast
- Sensitize boat owners to the correct approach to dolphins
- Create a database of dolphins sighting

16 PEACEJUSTICE AND STRONG INSTITUTIONS

D4all - Data for all - 2022

Participatory knowledge creation by citizens and the City Hall to spread a transparency culture that allows citizens not only to access produced data, but also a possibility of being data producers themselves. It results from a more effective and efficient local policy based on "Data Intelligence" supported by peoples' participation.

"D4all" project enables citizens to be mobilized to Cascais' knowledge ecosystem, through their involvement in various projects, especially in data collection, concertation, and implementation of usage ethics.

CO-PLAN

PRACTICE SDG

RESULT

SDG

CAC - Cidade Amiga das Crianças Child Friendly City Initiative- 2017

Cascais submitted its application to the Child Friendly City Initiative in 2017 and received, in 2019, the UNICEF Portugal Seal of recognition. It is implementing, for 4-year cycles, a Local Action Plan which goal is to contribute to children's rights realization, adopting local policies that promote all citizens wellbeing, children in particular, and the development of communities, now and in the future.

Seeking to ensure all citizens wellbeing, particularly the youngest, enhancing children's participation in community life and networking between public and private entities involved in the defence of children's rights.

Child Friendly Cities recognizes children as social actors, ensures opinion expressing opportunities in the municipal planning process and contributes to policy making that affects them.

PPCJ - Plano Municipal para a Participação de Crianças e Jovens Municipal Plan for the Participation of Children and Young People - 2022

Since 2020 Cascais has been working on a participation plan for children and young people aiming to be a municipality in which the children's voice, needs, priorities and rights are part of decisions, policies, and municipal programs as a result of a coordinated intervention for childhood and adolescence. The need for creating and operating a Local Council for Children and Young People was identified for public policies' participation and discussion guaranteeing the children's rights, in connection with formal participation structures in schools and other spaces that already exist.

This was also a proposal identified by children and young people of the organizing committee of the "Forum for the Rights of Children" and results from their needs.

















COCREATE

RESULT

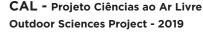
SDG

PRACTICE SDG









Cultural Heritage.

HE - Humanização dos espaços exteriores escolares

Humanization of school outdoor spaces - 2017

space" of the educational community.

RCA - Reabilitação do Cais de Aprestos Rehabilitation of the Fishing Wharf- 2019

Resulting from a winning Participatory Budget (PB) project, this is a participatory process initiative that aims the involvement of young people from middle to secondary school and Experimental Science teachers. The goal is to transform outdoor spaces from or close to school, to enhance Sciences learning in open air.

A participatory process, with students, teachers, and employees, under coordination of expert Carlos Neto, (Professor at Faculty of Human Motricity) in which is possible to design a dream tailored "outdoor

Participated regualification of the Fishing Wharf of Cascais, collaborating with fishermen, having the following goals: eradicating unhealthy conditions' risks, improving usage and enjoyment, and valuing

REB - Reabilitar o Centro de Bicesse Rehabilitate the Bicesse Centre - 2019

Resulting from a winning Participatory Budget (PB) project, this is a participatory process initiative that aims to involve the whole community to rethink a specific area of the public space in Bicesse. Using MAPA's community methodology it was possible to identify problems and cocreate proposals to be considered by architects and landscapers that will develop PB project. It also involves a local day centre seniors who were some proponents of this proposal.

RSB - Reinvente o Seu Bairro Reinvent Your Neighbourhood - 2021

The pandemic we lived in, emphasized, and made evident the need to develop proximity relationships, at a time we were demanded to distance ourselves, between people and their relationship with public space and territory. It was also a moment that provided opportunity to meet and coexist with neighbours. Cascais aspires to embrace the vision that cities belong to people and are increasingly thought, planned, and built with people who inhabit them, providing resources to implement projects cocreated by groups of neighbours aiming to improve the area they live, study or work and their experience of that territory.



SUSTAINABLE CITIES



CODECIDE

PRACTICE SDG

RESULT SDG

OP - Orcamento Participativo de Cascais **Cascais Participatory Budget - 2011**

Cascais Participatory Budget (PB) is binding, the largest and more participated PB in Portugal, being attended by more than 60,000 people. Although the investment rate is variable, in recent years it has been around 15% of the municipal investment budget. PB in Cascais has long ceased to be a project, it is a consolidated and binding public policy, a mechanism of participation and good governance.

It stands out for its methodology that organizes projects into two typologies, one A that benefits the activity and/or users of a formally constituted entity (example: Associations, Schools, Sports Groups, Collectivises, among others) and B proposals that benefit citizens that do not fit the previous typology. Any citizen over 12 years old can come to PB to present their proposals and all people can vote, having 2 positive votes or 1 negative.

PB has a dedicated team and involves the entire municipality in the technical analysis of proposals.

• Urbact Award for good European practice • GIFT Award - Global Initiative for Transparency

 Honourable Mention for the best national participation practice awarded by the Rede de Autarquias Participativas - RAP - (Participative Municipalities Network) in 2015

OPJ - Orcamento Participativo Jovem Youth Participatory Budget - 2016

Is a pedagogical process to create more aware participatory citizens in the future.

It is a project in which students are called to decide about the public investments and how they should be allocated.

Youth Participatory Budget (YPB) has a training component intending that young people are actors and builders. In each phase, actions are developed to prepare, build, and monitor the process, placing voung people as protagonists.

YPB, by its nature, meets one of the principles that guide, justify and give meaning to Students Profile leaving Mandatory Schooling, the Humanist Base - "the schools gualify young people with knowledge and values for construction of a more just society, centred in the person, human dignity and action towards the world as common good to be preserved".

Student's vision integrates purposes that complement, interpenetrate, and reinforce each other in a schooling model that aims at individual qualification and democratic citizenship. In Cascais YPB takes place in 15 schools involving 15 classes and 30 teaches preparing it. It is directly linked to Cascais PB through a proposal for the community that each school has. Every year, since 2017, YPB's proposals have been winning in Cascais' PB, having even been the most voted proposal of all Cascais citizens for one year. Good Practices Award by the Rede de Autarquias Participativas - RAP - (Participative Municipalities Network) in 2017















LAND









COMANAGE

PRACTICE SDG





PO - Programa Oxigénio Oxygen Program - 2008

Oxygen is a program to promote and defend nature and biodiversity in Cascais, carried out through voluntary work. Oxygen's goals are involving community in nature conservation actions; raising awareness of natural values and society's role in their preservation; bringing citizens closer to the conservation and preservation of ecosystems' paradigm; promoting active citizenship; valuing environmental awareness and training volunteers as agents in the change process.

HC - Hortas de Cascais

Cascais Vegetable Gardens - 2012

These are vegetable gardens given free of charge to citizens on municipal land, in parks or green areas. They are places of conviviality, leisure and learning for users and local community.

The gardens are divided into plots of approximately 30sqm and equipped with tool sheds, composters, and shared water points. The gardeners receive training in organic horticulture because this is the production method in Terras de Cascais (Lands of Cascais).

Cooperation between gardeners is essential for the maintenance of spaces and equipment in each garden. Mutual help and knowledge sharing are generated throughout the process being fundamental to maintain the quality and experience of these spaces.



FMPS - Fórum Municipal para a Saúde **Municipal Forum for Health - 2015**

Is a partnership network composed by 54 entities linked to health and health promotion area. Its goals are:

 Promoting a space for meeting, dialogue, and strategic consultation in health promotion

• Creating synergies between various partners for effective implementation of projects in the territory

• Preparing and implementing a Estratégia Local de Promoção de Saúde -ELPS (Local Strategy of Health Promotion)

It is governed by the Charter of Commitment approved in Cascais City Hall Meeting, in October 26th 2015, that defines the Forum's vision, mission and governance model, which structure is based on three bodies: Plenary; Coordination Group; and Working Groups

CTI - Crescer a Tempo Inteiro Growing Full Time - 2016

The answers, within the scope of Growing Full Time Program, diversify the educational offer and answer to real needs of families, guaranteeing a schedule extension for all children and families that need them.

From this methodology the highlight is that it takes place in a fully participated way by students, whether activities' definition or the choice of carrying them out is made by themselves. The program is comanaged in collaboration with students, parents, teachers, and assistants.

It contributes to educational system's qualification and to raising a school concept that reflects success and well-being of community.

It grants a new school's centrality and a reference status, proceeding "Cascais, Cidade Educadora" (Cascais, Educating City) principles



QUALITY 4 EDUCATION















RESULT

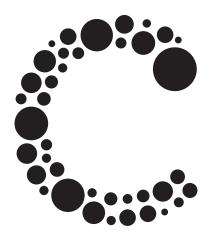
SDG

PRACTICE SDG









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