

Report on the Coordination of the Larnaka District Intercultural Network and Implementation of Activities (2023 2025 Intercultural Strategy)



A4.2 Interculturality Checklist by



Report by Citizens in Power

Location: Larnaka, Cyprus

Activity Name: A4.2 Interculturality Checklist

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CoE Administrator Responsible: Nichola Howson

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Executive Summary

The checklist is designed to assist the Local Authorities of Larnaka District and civil society in assessing whether a proposed project, policy, or action is intercultural in nature. It is based on a practical guide and checklist produced by the Council of Europe in 2021, which serves as a framework for evaluating the intercultural aspects of city initiatives. The principles of diversity advantage, real equality, and meaningful intercultural interaction are central to the intercultural integration approach advocated by the Council of Europe. The purpose of the checklist is to provide a user-friendly and efficient way for authorities to determine whether a project or policy aligns with the principles of interculturalism, which focus on fostering integration, respect for diversity, and the inclusion of different cultural, ethnic, and religious groups.

Introduction

The purpose of this checklist is to provide a method for the Municipalities of Larnaka and civil society organizations to evaluate both their own projects and those proposed by external partners. The checklist can also be applied to assess completed projects. By using this tool, the project team seeks to measure the extent to which a given activity or project:

- Positively addresses diversity
- Promotes real equality
- Fosters meaningful intercultural interaction

The goal is to ensure that every project aligns with the core principles of intercultural integration, contributing to an inclusive and diverse environment in Larnaka.

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Target Audience

This report and the accompanying Interculturality Checklist are primarily aimed at the following audiences:

- **Local Authorities in Larnaka District**
Ensuring that municipal projects align with intercultural integration strategies.
- **Civil Society Organizations**
Supporting these groups in evaluating the intercultural impact of their activities and collaborations with the local authorities.
- **Project Managers and Policy Makers**
Helping them understand the principles of interculturalism and how to apply them to future initiatives.
- **Community Stakeholders**
Empowering citizens, especially from diverse cultural, ethnic, and religious backgrounds, to engage in projects that affect their lives and neighborhoods.

This checklist serves as both a self-assessment tool and a framework for ensuring the principles of interculturalism are deeply embedded in local projects and policies.

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Checklist for Valuing Diversity

Question 1: Does the project take account of the diversity advantage from the planning stage?

This is the case if:

- Input from diverse stakeholders
- Elements of co-design with affected groups
- Activities promoting diversity advantage in work
- Criteria for valuing diversity in planning, briefing, monitoring, and reporting
- Specific funds for promoting the diversity advantage

Question 2: If an evaluation of the project is planned, will it help improve how the city values diversity in future?

This is the case if:

- Evaluation identifies effects on diverse community members
- Diverse members, particularly target groups, included in evaluation
- Evaluation identifies unintentionally excluded groups
- Evaluation considers barriers for smaller groups within communities
- Criteria for partners to consider diversity in evaluations
- Qualitative examples of diversity advantage included
- Results of diversity training for city staff included

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Question 3: Is the project team diverse?

This is the case if:

- Diversity in individual team members and departments
- Clear criteria for input from other departments and services
- Procedures ensuring all team members feel welcome
- Team includes target group members or experts on relevant issues
- Opportunities for openness and risk-taking to maximize diversity advantage

Question 4: If your project involves external partners, have you engaged with a range of diverse external partners?

This is the case if:

- All viewpoints considered
- Bringing in new sectors not previously involved
- Project reaches out to specific impacted groups
- Promoted the project to a wide range of stakeholders
- Guidelines and criteria for partners are clear and accessible

Question 5: Is your project or policy designed to maximize the participation of diverse city residents?

This is the case if:

- The city has a strategy for outreach to different groups and/or neighborhoods
- There are clear criteria about the level of diversity expected
- Civil society organisations, citizens' groups, neighborhood or community groups, or other grassroots organisations are involved to improve reach
- There are opportunities in the project for regular check-ins to ensure that the project is not leaving anyone behind
- The project reaches out to smaller groups within groups so that all voices are heard
- The project uses a range of communication methods, including different languages, and non-verbal communication like pictures and colours

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- Information about the project is made available in ways that can be perceived by people who are illiterate or have lower literacy skills
- The project or policy celebrates multilingualism and ensures, as much as possible, that those with different languages receive information they understand and can participate

Question 6: Have you considered what barriers there may be for different groups to participate?

This is the case if:

- Considered physical accessibility/transportation barriers
- Considered communication or linguistic barriers
- Interpretation offered
- Considered lack of experience with participation in democratic processes
- Considered scheduling issues (work, childcare, etc.)
- Childcare offered
- Diverse consultation team (e.g., men, women, different backgrounds)
- Varied input methods (writing, phone, smaller meetings, etc.)
- Tailored assistance available

Question 7: Have you thought about how to encourage others to value diversity in your project partnerships?

This is the case if:

- Considered training for partners on valuing diversity
- Diversity advantage promoted in partner materials
- Strategy for ensuring private sector partners contribute to diversity advantage
- Valuing diversity part of procurement contract criteria

Question 8: Do you have a strategy to promote the benefits of valuing diversity for all?

This is the case if:

- Diversity advantage highlighted in project materials (literature, webpage, etc.)

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- City officials mention diversity advantage in presentations/meetings
- Diverse media invited to press events and given releases
- Plans to share activities and results with diverse media

Question 9: Does your project engage with diaspora links in your city or countries of origin?

This is the case if:

- Celebrates intercultural exchange and diaspora links
- Adds elements based on diaspora links
- Harnesses diaspora languages to build links with other cities
- Involves or shares with sister cities or the Intercultural Cities network

Question 10: Does the project promote equal rights to celebrations and cultural features and norms?

This is the case if:

- Increases knowledge of different groups among city residents
- Cultural celebrations enhance the project
- Embraces cultural features and norms to attract support
- Explores ways minority languages can be learned by majorities

Checklist for Real Equality

Question 1: Have you considered how the broader concepts of human rights and equality are reflected in this specific policy or action?

- This is the case if:
- The city has reviewed the project according to the city's goals or based on shared values or other criteria such as the ICC Index.
- The city has scoped the project to see how it contributes to broader goals on diversity, equality, or similar values.

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- It is clear to the city which national legislation and obligations are engaged as part of this project.
- There are no unresolved issues or potential issues of a legal nature such as freedom of speech or protection against discrimination to consider.
- The city has sought advice from specialists about issues of equality or human rights that may be engaged.
- The project resources (financial, material, human, and time) are being used in an equitable manner.
- It is clear in the project monitoring and evaluation how the city will measure the project's inputs into key concepts of human rights and equality so this can be reported on and analyzed.

Question 2: Has there been a project-specific impact assessment of how it will affect different groups or localities in the city?

This is the case if:

- The city has evidence to inform the decision-making, including equality data.
- The city has input from those who will be most affected by the project.
- The city has clearly defined the problem and the measures planned to improve it.
- The city knows who will benefit most from the project.
- The city knows the risks.
- The city is aware of any other preconditions needed to succeed such as resources or alliances.

Question 3: Have you looked at the policy/project to ensure that non-discrimination is a central component of all its features, including assessing any systemic discrimination?

This is the case if:

- The city has the data needed on equalities and discrimination in the city to plan the project.

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- The city is reviewing the project in all of its aspects to consider structural discrimination and how this could be mitigated.
- The city has considered what other relevant power structures may cause discrimination and are within the city's powers to mitigate.
- There have been opportunities for other departments to offer advice and support such as human resources or the equality department.
- Individuals who may have experienced discrimination have the opportunity to input into the planning, implementation, or evaluation of the project.

Question 4: If relevant, will you work in partnership with civil society organizations and other institutions that combat discrimination and offer support and reparation to victims as part of this initiative?

This is the case if:

- The city has considered the involvement of a range of organizations and institutions who work to combat different types of discrimination in your city.
- Organizations advise on the planning of the project or feed into its implementation, monitoring, or evaluation.
- The city plays a leadership role in mainstreaming specific issues of human rights and equality into the project for itself and partners.
- The project participates in or is involved in local platforms for exchange on good practice.
- Legal bodies or institutions such as ombudsmen or anti-discrimination bodies advise on methodology or are interested in the results of the project.

Question 5: Does the city ground all of its work and activities in a sense of a shared understanding of fundamental values?

This is the case if:

- The city is aware of how shared fundamental values relate to this particular project.
- The city knows how the project fits into the city's overall framework of shared values.
- The city has created space for the definition, engagement, and discussion of values such as dignity, inclusion, and social justice in the planning of the

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project, to ensure equality, diversity, and non-discrimination issues are taken into account.

- The city is clear and committed to promoting fundamental values and equality throughout the project's planning, implementation, evaluation, and reporting.
- Publicity about the project will include information about the values that it promotes or is founded upon.

Question 6: Has the city actively sought out allies to promote shared fundamental values in this project?

This is the case if:

- Partners are aware of the city's values and how this project fits into that framework.
- There are opportunities or a need in the project to train or promote the city's values amongst its partners.
- Commitment to equality is a criterion for program design or for choosing partners.
- The city's values are a part of what partners are asked to report back on.
- The project supports or takes part in campaigns and actions run by others to promote fundamental values and to amplify their impact.
- The project includes a diverse range of allies.
- There are other allies who could help you to plan, implement, promote the message, values, or results of the project.

Question 7: Is there a communication plan for the project to ensure that information reaches all members of the community, and that communication is done in as inclusive a way as possible?

This is the case if:

- The project's communication strategy emphasizes positive elements of the project and interculturalism to a broader audience.
- The project's communication strategy ensures that communication about the project is accessible to as broad a range of people as possible.
- The project uses inclusive language – for example, gender-neutral language, symbols, non-verbal communication, like pictures, and colors.
- Information is accessible and made available in ways that can be accessed by people who are illiterate or have lower literacy skills.

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- The project and its activities are promoted in events or forums that are regularly attended.

Question 8: Does the city strive to ensure that diverse groups can help develop and share the communication strategy, including through amplifying minority, migrant, and other diverse voices?

This is the case if:

- The communication strategy has input from a wide range of diverse voices who will be able to help amplify the project's messages.
- The press team or the project team regularly sends information to a wide range of media, including community media and minority or migrant journalists.
- Community media, minority or migrant journalists, and a range of community groups are invited to events and briefings.
- Materials are provided in different languages and formats, for social media and in hard copies, so that different communities, groups, and individuals can read and share them.
- Publicity and other materials about the project contain minority, migrant, and other diverse voices.

Question 9: Have you assessed your project for structural or other inequalities that will restrict participation in its development, delivery, use, or evaluation and how these may be mitigated?

This is the case if:

- The project has an equality plan or other framework to assess, plan, and measure any interventions that may be needed to address structural inequalities that would restrict access and participation in your project.
- Structural barriers in terms of transport and location for citizens from certain areas or neighborhoods are identified.
- Planned positive measures to address inequality are informed by those groups exposed to inequalities and their representative organizations.
- Additional financial, human, or other resources needed to support access for particular groups are identified.

Question 10: Have you assessed if it would be useful to work with a range of community and other civil society groups on this project?

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This is the case if:

- The project considers involving organizations working with hard-to-reach communities such as self-help groups, neighborhood groups, or refugee or other community groups to help extend the project reach.
- There is a clear strategy on when and how to involve people from diverse groups and communities.
- There is space to review to ensure that no groups (e.g., smaller groups within groups) have been left behind.
- Representatives involved represent a wide range of different voices within communities.

Checklist for Meaningful Intercultural Interaction

Question 1: Does this project have the potential to increase meaningful everyday intercultural interactions between residents in the city?

This is the case if:

- The city has evidence on intercultural interaction and what interaction currently takes place.
- The project considers involving organisations working with hard-to-reach communities such as self-help groups, neighbourhood groups, refugee, or other community groups to help extend the project reach.
- There is a clear strategy on when and how to involve people from diverse groups and communities.
- There is space to review to ensure that no groups (e.g., smaller groups within groups) have been left behind.
- Representatives involved represent a wide range of different voices within communities.

Question 2: If the project involves public space, was maximising intercultural interaction an integral part of its planning, design, renovation, and use?

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This is the case if:

- The city has considered where the project will take place and how different infrastructure and amenities may impact or limit interaction.
- The city has considered how specific design features may have an impact on different groups.
- The city has taken into account the views of a diverse group of experts, partners, and citizens to ensure that the plans will be able to maximise interaction.
- The city has used participatory approaches in the project design.
- The project plans or designs have been communicated in an accessible format, including in pictorial and other forms.

Question 3: Is your city working in partnership with others to encourage more mixing and interaction between diverse groups in this project?

This is the case if:

- The project takes a ‘bottom-up’ approach to the project design and planning.
- The project has a participatory approach, co-design, or other elements of real engagement with diverse city residents from the beginning stages of planning and throughout.
- The project is creative and proactive in its outreach, going beyond the ‘usual suspects’.
- There is a clear plan for how and when to engage with other stakeholders.

Question 4: Has the city considered intercultural interaction as a criterion for funding, events, partnerships, or other elements of this particular project?

This is the case if:

- The project has identified the main stakeholders, places, and issues that could bring together residents over and above cultural differences.
- The city collaborates with civil society and grassroots organisations active in fields concerned with intercultural inclusion.

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- It is clear which specific parts of the project will enable more intercultural interaction.
- Intercultural interaction is included as a topic for specific project events, materials, or activities.
- It is clear which partnerships will enable more intercultural interaction.
- Increasing intercultural interaction has been considered as one of the criteria for partners' activities to be included in the project.
- Intercultural interaction is a criterion for partners' activity reports.
- The city encourages schools to organise intercultural extracurricular activities that occupy the public space and contribute to its desegregation.

Question 5: Has the city taken measures to understand if there are any fears or barriers to interaction in a particular location or with regard to this project?

This is the case if:

- The city has data on intercultural interaction in the city and any gaps or barriers more generally that the project could learn from.
- The project has considered as wide a range of factors as possible that could be barriers to interaction, including infrastructure, street lighting, transport links, etc.
- The place and time of any event or consultation take into consideration factors such as the safety of women, accessibility for different groups, and the creation of 'safe' spaces.
- Barriers from daily lives have been taken into account such as work times, school pick-up times, if childcare is needed or if children can attend, provision of food.
- There is a clear plan to disseminate information to ensure this is not a barrier to participation.
- When organising any consultation or meeting, the arrangement of the room, where participants are sitting, and how they are welcomed is considered to ensure that everyone feels at ease to actively participate.

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- There are plans for mitigating barriers to interaction where they have been identified.

Question 6: Does your project have a clear plan to ensure that these communication barriers are minimised as much as possible?

This is the case if:

- Inclusive language is used, for example, non-gendered.
- The project has considered if messages need to be delivered differently for different groups, ensuring the vocabulary used is clear and accessible.
- The project has considered if messages need to be delivered differently for different groups.
- Images to be used are representative of the target group of the project.
- Materials are translated into different languages where possible.
- There are simple communications or images to help those with low literacy skills.
- Where input is needed, there are different ways of interacting, for example, in one-to-one meetings, in writing, verbally, by phone.
- The communication department is able to support differentiated communication strategies for different groups.

Question 7: Has your city conducted a risk analysis of any potential conflicts that may occur because of, or as part of, this project?

This is the case if:

- The city has undertaken a risk analysis for the project to see if there could be potential fears, barriers, or conflicts related to it, particularly in terms of intercultural interaction.
- Residents and target groups are included in the project planning, including to ensure that any tensions that may arise are noted early in the project cycle.

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- There is a clear action plan to deal with challenges or tensions during or because of this project.
- The city undertakes mediation services or specific activities as part of the planning or policy or project cycle or works with other organisations who do this work to address challenges and tensions when they arise.
- The city takes measures to try and elaborate solutions with residents, ensuring all voices are heard and respected.

Question 8: Have you considered developing an anti-rumour strategy, plan, and activities in relation to this project to challenge stereotypes and prejudices that can limit meaningful interaction?

This is the case if:

- The city knows about the anti-rumours methodology advocated by the Intercultural Cities programme of the Council of Europe.
- The city is aware of the wide range of activities and projects that can use this strategy.
- There are specific activities in the project or materials and information that could include an anti-rumours element.
- There are project partners or other stakeholders who are able to work on potential anti-rumours elements of the project.

Question 9: Does the project have elements which may encourage a sense of ownership among residents or specific groups?

This is the case if:

- The project is based on an identified need in the community.
- There are diverse residents included in co-design or participatory processes for designing and evaluating the project.
- Residents and other stakeholders' views are taken into account regularly throughout the project to ensure two-way communication.

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- Resources or materials are passed to communities or groups at the end of the project to enable them to continue the work (e.g., tools from a garden project).
- The project publicises its successes including the input and work of diverse stakeholders and residents who are helping to make the project a success.

Question 10: How can you ensure that more meaningful interactions take place but also that the effects are long-lasting? Will the project outcomes lead to more interaction?

This is the case if:

- The project design includes clear indicators on meaningful interactions that can be reported on.
- There are elements of the project design that will ensure meaningful interactions continue after the project has ended (e.g., sustainable funding elements or a place or activity that will continue after the project ends).
- There are elements of the project that will change how residents think about and participate in intercultural interaction.
- The evaluation includes criteria on meaningful interactions both for the city and any partners.
- The evaluation allows for consideration of any unintended effects of the project that either negatively or positively affected interaction.