



ECCAR ONLINE CITY REPORTING & ECCAR AWARD APPLICATION

General procedure for member cities

2025



1. WHAT IS THE ECCAR ONLINE CITY REPORTING?

Reporting is a crucial part of the ECCAR membership. Each member city has committed itself to report every two years about its local work in the field of antiracism and the implementation of the 10 Points Plan of Action. Online City Reporting combines accountability with a feedback mechanism so that the cities' local work can be evaluated in line with ECCAR's 10 Points Plan of Action, and they can receive official feedback and recognition from ECCAR's Scientific Advisory Council (SAC), including representatives of UNESCO, to share good practices and to learn from other member cities. This strengthens the visibility of the city's commitment to the 10 Point Plan of Action. It also gives cities the opportunity to inform ECCAR of their key challenges and needs, ensuring that the needs of member cities are always at the centre of ECCAR's work. Last but not least, reporting on specific measures and initiatives is automatically linked to the application for the ECCAR Award, which is presented once a year based on the reports submitted.

Structure of the Online City Reporting Tool

The Online City Reporting Tool is structured along a two level digital questionnaire. Level 1 asks for a general overview concerning the characteristics of the city and the structure of its work in the field of antiracism. Level 2 gives the opportunity to report in more detail about specific practices implemented by the city. All concrete measures described in Level 2 are automatically considered as part of the ECCAR Award (more information below).

Individual Feedback from the SAC

Once a city has submitted its report, the Scientific Advisory Council (SAC), including representatives of UNESCO, reviews it and provides official feedback including a general conclusion as well as individual feedback to the respective city. The individual feedback is an important resource to evaluate and improve the work of your city on the ground. For example, it can be used at a political level to inform the city council and the respective mayors about the implementation status of the 10 Points Plan of Action to highlight development potential. The feedback letter is sent by email to your city and is addressed to the political level, usually the mayor.

General Feedback from the SAC

The overall analysis of all reports handed in allows ECCAR as a coalition to see the bigger picture when it comes to current opportunities and challenges of local antiracism work in Europe. Based on the reporting results ECCAR develops needs-based formats to support its member cities in improving their local work and to strengthen the role of cities as motors for diversity on the ground. This enables ECCAR to align its work with the city's interests and needs. The general feedback is also included in the feedback letter to your city.



2. APPLICATION ECCAR AWARD

Once a year, ECCAR honours special measures taken by its member cities with the ECCAR Award. There are two categories:

- 1) Cities with < 50,000 inhabitants
- 2) Cities with > 50,000 inhabitants

The ECCAR award is an opportunity to celebrate your municipality's exemplary efforts and highlight a specific action toward building inclusive and antiracist cities. The 2 winning cities (one winning city per category) will be selected in 3 rounds:

- 1) In the first round, the Scientific Advisory Council (SAC) will preselect candidates based on the criteria for good practices of the ECCAR Online City Reporting.
- 2) In the next step, the ECCAR Board and the ECCAR Office will choose three finalists per category.
- 3) The finalists will present their submitted actions at the respective General Assembly. The presentations are followed by a vote on the winning city per category by the members of the ECCAR General Assembly.

Applications are submitted automatically by reporting specific measures in Level 2 of the Online City Reporting Tool. The timeline for the application therefore corresponds to the reporting timeline: **The deadline for submitting reports is 30 April 2025.**

3. WHY TO REPORT?

The Online City Reporting Tool is an important tool both for the cities and for ECCAR as a coalition:

- It allows ECCAR's members to share their experiences and good practices with other cities.
- It contributes to the visibility of the city's commitment to antiracist policies and the 10 Points Plan of Action as well as the values of ECCAR.
- It helps the city to self-evaluate and to analyse its work in the field of antiracism in a structured way.
- It can be used to report to other departments within the city, the city council or the mayor.
- It is an opportunity to receive concrete feedback and official recognition from the Scientific Advisory Council, including representatives of UNESCO, for your city's work.
- It is an opportunity to share good practices, successful strategies and lessons learnt with other member cities.
- It is an opportunity to learn from the good practices, successful strategies and lessons learnt of other cities on a peer-to-peer level.
- It allows ECCAR to align its strategies with the actual interests and needs of its member cities.
- It allows ECCAR to gather information about how cities guarantee fundamental rights and fight racism and discrimination at the local level.
- It allows ECCAR to standardise data about the local reality of cities' challenges and actions in the field of antiracism.
- It gives ECCAR the opportunity to better advocate the perspective of cities at European and international levels, to raise awareness for the specific needs of local authorities.

4. HOW TO REPORT?

Reporting in the Online City Reporting Tool (OCRT) is very easy. Once you have decided to submit a report, just follow these steps:

1. The person in charge of ECCAR in your city sends an email to reporting@eccar.info letting us know that your city is interested.
2. You will receive your individual login data (username and a password) for the Online City Reporting Tool. Please don't share these account details with others, if you need other colleagues to work on the report, you can create secondary users that will have authorisation to answer questions in the report, but not to submit it.
3. You can login to the OCRT via the ECCAR website: <https://www.eccar.info/en/reporting-in-ECCAR>
4. Before starting, go to the HELP menu and read the user manual in order to use the OCRT correctly.
5. If you prefer, you can first download the whole questionnaire to know what it requires.
6. Start answering the questionnaire. You will be able to stop as many times as you want and make all the changes you want until you officially submit the report. Just remember to always save your changes.
7. If you want to continue working on a report you have started, it is important that you open the old one again and do not start a new one.
8. Please report in your native language/the language you work with. If you report in the language you usually work with, this increases the quality of the report. The OCRT automatically provides a translation into English and other languages thanks to an integrated machine translation tool.
9. Some questions may appear to be repetitive in the OCRT. However, they always refer to different aspects. Please consider this when completing the questionnaire.
10. Please describe your measures in Level 2 as specifically as possible. You can also include one attachment (maximum 5 MB) per report. However, all important information should be included in the report itself.
11. Once you have finished the questionnaire, you can submit it by clicking on "submit".
12. The platform will notify you when your report is evaluated. In addition, you will receive the official feedback letter from the Scientific Advisory Council to your mayor by email.
13. After receiving the feedback, you can decide whether to publish your report in the Online City Reporting Tool and thus make it visible to other member cities. You are free to decide whether to publish your report with or without the feedback. To publish, just click on the 'publish' button.

5. TIMELINE

- **November 2024:** Registration for the Reporting 2025 are open and login details can be requested.
- **December 2024 - April 2025:** The Online City Reporting Tool will be available to work in.
- **23 January 2025, 10am-12pm:** Online kick-off meeting with all cities interested in reporting in 2025 to explain the Online City Reporting Tool and the overall reporting procedure.
- **30 April 2025:** Last day for submitting reports.
- **May - September 2025:** Evaluation and feedback from the SAC. Cities receive their individual feedback by email.
- **October 2025:** General feedback will be presented at the ECCAR General Assembly.

6. FAQs

Can I choose in which language to report?

Yes. Please report in your respective native language/the language you usually work with. To do this, you can select your language by clicking on the globe at the top right. The OCRT has an integrated machine translation tool and can therefore automatically translate all reports into any language. If you report in the language you usually work with, this will increase the quality of the report. Please bear in mind that the digital reporting tool uses a machine translation and that there may therefore be occasional translation errors.

Can I reuse my existing login details?

Yes, if you have already received login details from another reporting round, you can use them again and do not need new ones.

How long does it take to make the report?

It always depends on how detailed you want to explain your work. But, to have a reference, you can spend about 3 hours on level 1 and about 5 hours on level 2.

Can I take breaks during the report?

Yes, sure. You can always work on the report for a while and continue later. Please always remember to save in between. If you want to continue working on a report you have started, it is important that you open the old one again and do not start a new one.

Can I make changes in the answers I provided?

Yes, you can make changes as many times as you want until you officially submit the report. Once it's been submitted, you can no longer make any changes.

How often should I report?

ECCAR cities are obligated to report every two years.

Who is going to read my report?

After submission, only SAC members can access it. Once you have received the feedback, you will be asked whether you want to update your report. Then, you can publish your report. You will also be asked whether you want to authorise publishing the feedback. After publishing, all member cities can read your city's report in the OCRT.

Can I read other cities' reports?

All reports officially published by cities will be visible in the OCRT and can be read by other ECCAR members.

How do I get in touch in case of questions?

You can send your questions to reporting@eccar.info.