

Guidelines for Citizen Participation Mitte District of Berlin

#mittemachen

**MISCH MIT
IN MITTE**



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Legal notice

Publisher and layout:

Berlin Mitte District Authority
Socialspace oriented planning coordination
Müllerstrasse 146
13353 Berlin

Stand: Dezember 2021



**Leitlinienprozess
Bürgerbeteiligung**
Mitte von Berlin

Introduction

Dear Sir or Madam,
Dear residents of our district,

In this brochure, we are delighted to provide an overview of the general guidelines for citizen participation in the Mitte district, including details of the process.

For many years, the Mitte district has had a wealth of experience with citizen participation, whether as part of neighbourhood management or public measures.

Politics, administration and citizenship paved the way to form a reliable basis and clear regulations for a lively and successful culture of participation in 2016. The guidelines were developed within a broad political consensus which is reflected in the decisions of the district council and district office. Developing the guidelines was in itself an intensive participation process, from collaborating in work groups and citizens' workshops to online dialogue. We would also like to thank all of those involved for their hard work and constructive involvement here, too! We explored new territory across Berlin and were motivated to develop additional guidelines on a national level.

It will need all of our support to breathe life into these guidelines. The guidelines are intended to be a 'learning tool' that incorporates experience and will be updated as time goes on. We have set up a permanent office for citizen participation which acts as a competent point of contact. Let's work together to find the best solutions for our Berlin-Mitte district.

We look forward to your constructive and active support!



Ephraim Gothe
City Councillor
for Urban
Development
and Facility
Management



Stephan von Dassel
District Mayor
Berlin Mitte

Guidelines for citizen participation: a joint political, citizen and administration project

Political will

The guidelines came into force in spring 2016 by appointment of the Berlin-Mitte district office and district council.

Work group develops guidelines in dialogue

Citizens from the Mitte district, who had applied to be involved, work together with representatives from the field of politics and administration to develop the contents of the guidelines. They are supported by an external consultant.

The public brings a broad range of perspectives

All interested residents and stakeholders are incorporated into the process in various ways, such as:

- Interviews with multipliers
- Implementing a public citizen's workshop
- Public comment on the draft guidelines through online dialogue on mein.berlin.de

The guidelines are set

After the public participation phase, the results were discussed in the general meeting and the draft guidelines incorporated. The final draft will be agreed in summer 2017 by the district office and district council.

Breathing life into the guidelines

The **office for citizen participation** was set up in the district's outreach-based planning coordination in order to breathe life into the guidelines. It is the central port of call for all questions regarding the topic of citizen participation in Mitte, both for citizens and administrators.

Our understanding of successful citizen participation



Early availability

Information is provided early on about the planned procedures and associated decision-making processes in the Mitte district.



Clarity about the process

Objective, creative leeway, framework conditions and the boundaries of participation are publicised at the start of the process.



Variety of perspectives

The various perspectives and experiences of people in Berlin-Mitte are collaborated and discussed in participation processes.



Documentation

Participation results are documented and published in a timely manner. The next steps are set out in a transparent fashion.



Ressourcen

Im Haushalt des Bezirks Mitte werden personelle, finanzielle und zeitliche Ressourcen für Beteiligungsverfahren berücksichtigt.



Transparency of results

Participation begins when plenty of scope for making decisions still remains.



Activation of all population groups

All population groups should be actively incorporated: a target group-based approach and suitable participation formats are important here.



Constructive dialogue

Successful participation requires all sides to engage in dialogue. Fairness and respect are important! A focus on consensus also applies to controversial discussions.



Liability and accountability

The decision-makers are required to use the participation results as a basis for making decisions. If the results are not implemented, the reasons for this will be explained.

Information is the basis for participation! How to find out about the latest plans in the district!



Our project list gives you information for which the district council is responsible. It is finalised once a year by the district office and published on the office for citizen participation website. It is also displayed in certain locations in the Mitte district, such as the district centre and town halls.

**The project list is available at: tinyurl.com/vorhabenliste
Or scan the QR code >>**



The list is continually updated online on the Berlin-wide participation platform **mein.berlin.de**.

The following projects appear on the Mitte district project list:

- Development of all district objectives (e.g. the development of a mission statement)
- Development plans (e.g. the library development plan)
- Public construction projects (e.g. development of green spaces)
- Projects with legally required citizen participation (e.g. development plan procedures)
- Planning/opening or closure of public facilities (e.g. child and youth facilities)
- Transport projects (e.g. traffic calming measures)
- Projects for financial participation (e.g. district points of sale)
- Purchase, sale and reallocation of public property > 500 m²
- Establishing district agents/eligible areas (e.g. space management)

The project list indicates whether citizen participation is required. If no citizen participation is required for a project, this can be suggested by the citizens.

How can citizens suggest participation?

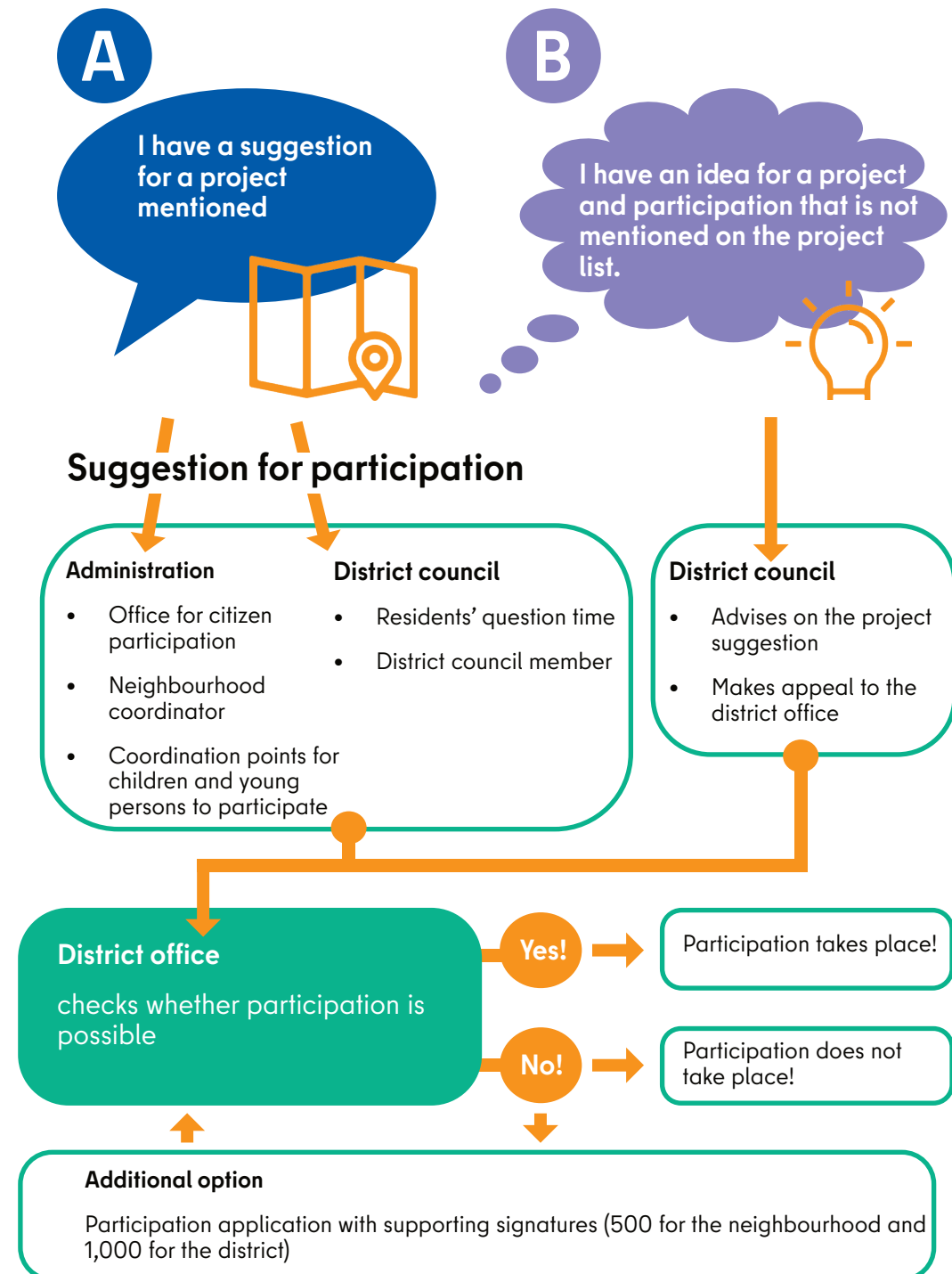
In many cases, administrators suggest participation should be carried out. However, the citizens themselves can suggest participation. This could be for projects already on the project list, but for which no participation is currently intended on the one hand (**Scenario A**) On the other hand, it could be topics that are the responsibility of the district management but do not yet have a district project (**Scenario B**).

Scenario A - Suggestion for participation in district council projects

In this scenario, the guidelines open many ways of suggesting participation. You can either contact the office for citizen participation directly or submit the suggestion via the responsible district coordinator. You can also contact the specialist administrative department directly. Children and young persons can contact the Mitte children and youth office. You can also contact the district council directly, for example during residents' question time or directly via a councillor. The district council will propose its suggestion in this regard and make an appeal to the district office who will decide if participation is required.

Scenario B - Initiation of participation on topics that are not on the district agenda

The citizens of the Mitte district council must reach a so-called 'project suggestion'. This should contain a brief description of the desired project, the name of the project, background information, requirements and objectives of the project, its geographical location within the district and the population that will be affected. The district council will propose its suggestion in one of its future meetings and make an appeal to the district office if participation is required. The district office will then decide whether participation is necessary.



The office for citizen participation: point of contact for citizens and administrators

The office for citizen participation in the Mitte district was set up to implement the guidelines. It serves as a point of contact for citizens and administrators for all questions regarding the topic of participation. It supports administrators in organising and carrying out participation processes and helps citizens who wish to participate in them.

Its work is supported by an external consultant. The internal administrative section primarily remains a point of contact for municipal offices, answers questions about ongoing participation processes and manages the district project list. The external section is primarily a point of contact for people who wish to participate or want to actively network within their neighbourhood through initiatives. It organises further education and training of the office for citizen participation and organises meetings for the district participation board.

Both sections form the office and are in continuous exchange with the offices and contact points of other districts and the national central contact.

The findings from the citizen participation proceedings help to continually improve and further develop citizen participation in Berlin-Mitte.

Your feedback is required: contact the office for citizen participation with your comments or suggestions on the topic of citizen participation.

Citizen participation in the Berlin-Mitte district. We're here to help!

Office for citizen participation (internal administration)

Email: buergerbeteiligung@ba-mitte.berlin.de
Tel.: +49 (030) 9018 42393

Children and youth office in Berlin-Mitte

Email: kjbm@ba-mitte.berlin.de
Tel.: +49 (030) 283 844 10

Office for citizen participation (external administration)

Email: beteiligung-mitte@list-gmbh.de
Tel.: +49 (030) 460 60 55 60

Coordination site for children and youth participation in Mitte

Email: jb@moabiter-ratschlag.de
Tel.: +49 (030) 390 812 19

Berlin-Mitte neighbourhood coordinator

Parkviertel neighbourhood coordinator

Email: stk-parkviertel@berlin.de
Tel.: +49 (0) 172 3751 406 / (030) 4500 5106

Osloer Straße neighbourhood coordinator

Email: stk-osloer-strasse@berlin.de
Tel.: +49 (0) 162 7924 864 / (030) 3810 9329

Brunnenstraße Süd neighbourhood coordinator

Email: stk-brunnenstrasse-sued@berlin.de
Tel.: +49 (0) 151 1808 8409 / (030) 3060 5520

Regierungsviertel neighbourhood coordinator

Email: stk-regierungsviertel@berlin.de
Tel.: +49 (0) 176 4769 6538 / (030) 2380 9144

Moabit Ost neighbourhood coordinator

Email: stk-moabit-ost@berlin.de
Tel.: +49 (0) 176 4344 8651 / (030) 3908 1215

Wedding Zentrum neighbourhood coordinator

Email: stk-wedding-zentrum@berlin.de
Tel.: +49 (0) 176 8560 9086 / (030) 4597 7308

Brunnenstraße Nord neighbourhood coordinator

Email: stk-brunnenstrasse-nord@berlin.de
Tel.: +49 (0) 157 8052 8197 / (030) 4438 3791

Alexanderplatz neighbourhood coordinator

Email: stk-alexanderplatz@berlin.de
Tel.: +49 (0) 176 2188 3554 / (030) 2380 913

Tiergarten Süd neighbourhood coordinator

Email: stk-tiergarten-sued@berlin.de
Tel.: +49 (0) 162 3345 071 / (030) 5876 8492 10

Moabit West neighbourhood coordinator

Email: stk-moabit-west@berlin.de
Tel.: +49 (0) 176 7649 7885 / (030) 3908 1215

District management in Berlin-Mitte





<https://www.quartiersmanagement-berlin.de/quartiere.html>

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Get involved in Mitte!



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Website

www.mittemachen-berlin.de

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