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Covilhã | Portugal

Final Report
The Municipal Chamber of Anadia

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Final Report to obtain the Master's Degree in Political Science
(2nd cycle of studies)

VERSÃO DEFINITIVA APÓS DEFESA

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Abstract

Municipal Chambers play an important role in life's of all the citizens. Sometimes people did not notice how some little projects can completely transform the view of their hometown. Understanding and supporting the policy of the local governments is the key to build a great future.

This report shows all the knowledge and experience which I gained during my internship at the Municipal Chamber of Anadia, more precisely at the Division of Human, Cultural and Social Development (Education Service).

The main objectives of this study are to present the institution where I made my internship, to analyze the Administrative System of Portugal, explain the main task and duties of the Municipal Chamber, show their educative initiatives and of course describe the practical part of my work.

Keywords

Municipal Chamber, Administration, Internship, Local Policy, Education.

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List of Acronyms

DOC	Denominação de Origem Controlada
MA	Metropolitan Areas
IC	Intermunicipal Communities
NUTS	Nomenclature of Territorial Units for Statistics
EU	European Union
LAU	Local Administrative Units
MCA	Municipal Chamber of Anadia
PAMDC	Programa de Apoio Municipal ao Desenvolvimento Cultural
IAEC	International Association of Educating Cities
UNESCO	United Nations Educational, Scientific and Cultural Organization
GNLC	Global Network of Learning Cities
SGD	Sistema de Gestão Documental
OIV	International Vine and Wine Organization
DWN	Deutsche Wein Marketing
UCI	Union Cycliste Internationale

Introduction

This report is based on the curricular internship leading to the Master's Degree, it occurred during the second school year at the Master's course of Political Science at the university of Beira Interior.

The internship took place between 15 of May and 15 of August 2017, in Anadia, at the Division of Human, Cultural and Social Development of the Municipal Chamber, with coordination of teacher Ângelo Santos and constant support of Isabel Maia.

This internship helped to me improve my theoretical knowledge gained during the first year of Master's course, I had a possibility from inside the institution see how public policy works, for example by participating at the reunion of the Municipal Chamber, or by doing a research about participatory budgeting and system of local elections.

Though this institution was not my first choice for do an internship, then I weighed the pros and cons and realized that this can be way more interesting than expected, and I was right.

The objective of this work is to make known the place and the activities developed during the internship.

Thus, this report has five chapters.

Chapter 1 is dedicated to the presentation of the city, analyzing of it population and localization.

Chapter 2 is more complex and describing the Administration System of Portugal, from the Medieval and to the current days.

Chapter 3 is presenting the place where I made an internship, with the precise explanations and definitions of all the tasks and duties of the Municipal Chamber, Municipal Assembly and the Division of Human, Cultural and Social Development.

Chapter 4 there I pay a lot of attention to the local initiatives and international Associations and Networks where is involved the Municipality of Anadia.

Chapter 5 is dedicated directly to the task, duties and responsibilities which I had during internship. Also, it is showing which exactly experience I gained and my short opinions about it.

Chapter I - Presentation of the municipality

1.1 Brief description of the city

Anadia is a Portuguese city and the center of the same municipality, located in the Beira Litoral area of the Central Region of Portugal, in an area of the Baixo Vouga referred to as the Bairrada, an area traditionally representative of the district of Aveiro. Anadia is approximately halfway between the cities of Aveiro and Coimbra. The city of Anadia is part of Arcos parish with a population of 6148 inhabitants in 2015.

This municipality has one city: Anadia (which is in the parish of Arcos) and one town: Sangalhos. Curia, a village in Tamengos parish is a popular tourist spa with hotels, restaurants and a park with a lagoon.

Anadia is in the heart of Bairrada, a fertile agricultural and viticulture area, which has recently stagnated in terms of population.

Bairrada is a natural subregion located in Beira Litoral, which comprises the municipalities of Mealhada, Anadia, Oliveira do Bairro, most of the municipality of Cantanhede, Águeda (southern part of this municipality), as well as some parishes of the municipalities of Vagos, Coimbra and the parish of Nariz, already in the municipality of Aveiro.

This region is mainly characterized by the strong wine production and has Portugal's highest wine classification as a Denominação de Origem Controlada (DOC), another important characteristic of this subregion is the production of sparkling wine. The principal grapes of the Bairrada region includes Baga, Borrado das Moscas, Castelao Frances, Fernao Pires, Rabo de Ovelha and Tinta Pinheira.

In terms of gastronomy, this region is famous for Bairrada suckling pig (Leitão Assado à Bairrada).

An important part of the identification of the municipality is heraldry, which include:

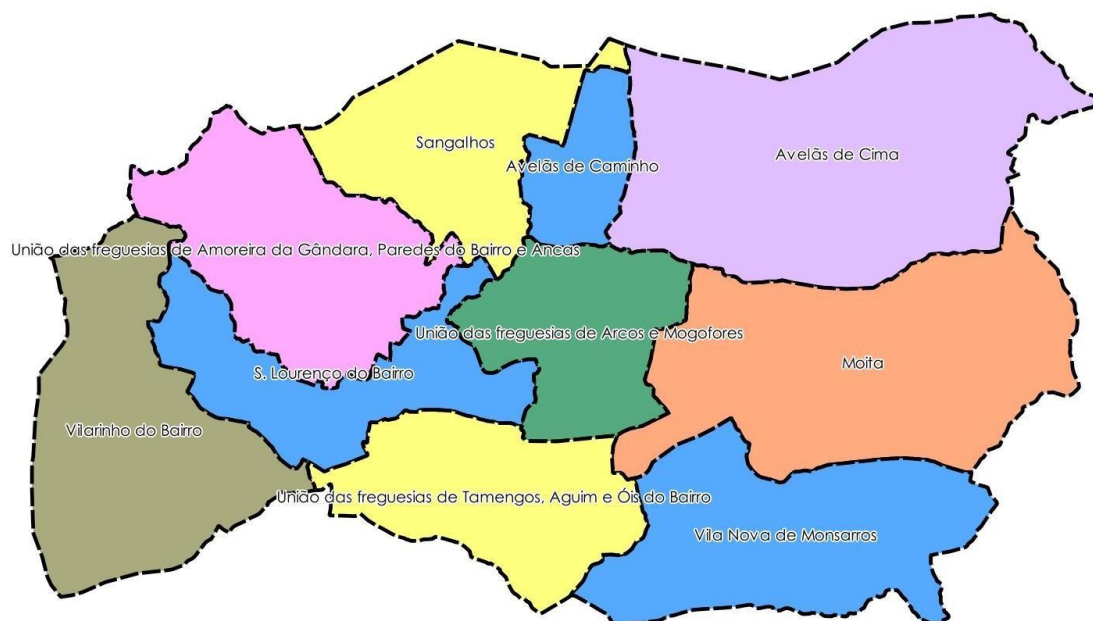
- coat of arms of the municipality;
- flag of the municipality;
- seal of the municipality.

Anadia is a municipality that hold relations with twin towns, these have as their main objective to establish economic and social cooperation links capable of managing common interests and strengthening international relations. Usually these towns have common characteristics or references. Thus, twin towns of the municipality of Anadia are: Jūrmala (Latvia), Boa Vista (Cape Verde), São Lourenço dos Órgãos (Cape Verde).

The municipality of Anadia consist of 10 parishes such as:

- Union of the Parishes of Amoreira da Gândara,
- Parish of Paredes do Bairro and Ancas,

- Union of the Parishes of Arcos and Mogofores,
- Parish of Avelãs de Caminho,
- Parish of Avelãs de Cima,
- Parish of Moita,
- Parish of Sangalhos,
- Parish of São Lourenço do Bairro,
- Union of the Parishes of Tamengos,
- Aguim and Óis do Bairro,
- Parish of Vila Nova de Monsarros,
- Parish of Vilarinho do Bairro.



Pic. 1 The map of the Civil Parishes of the Municipality of Anadia

Source: <http://www.cm-anadia.pt/dados-estatisticos>

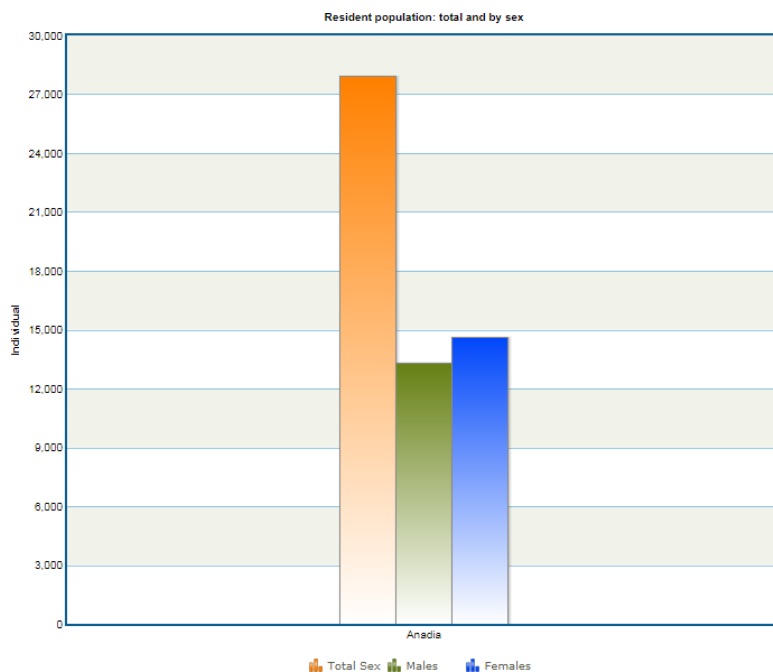
1.2 Geographical Location

As mentioned earlier municipality of Anadia is located in the Central Region of Portugal and geographically bordering with such municipalities as Águeda and Oliveira do Bairro (in the north), municipality of Mealhada (in the south) and has a border with the municipality of Cantanhede (in the west) and with the municipality of Mortágua (in the east).

It is also worth noting the proximity to the sea coast (40 minutes by car to the beaches of Mira and Costa Nova), to the Serra do Buçaco - a mountain range (20 minutes by car), to the airport of Porto (1 hour by car), to the cities of Aveiro and Coimbra (35 min by car) and to Lisbon (2 hours and 20 minutes by car).

1.3 Description of the population

According to the statistical data published in 2016 by the National Statistical Institute of Portugal (Instituto Nacional de Estatística), the population of the municipality was 27,993 inhabitants (of which 13,350 men and 14,673 women) with a total area of 216.64 km² and with population density of 129, 2 inhab/km² (the number of inhabitants per square kilometer).² Resident population are the people who, regardless of whether he is present or absent from a particular residential block, lives there for most of the year with a family or holds all or most of his assets there. Graph number 1 is showing the difference between quantity of male and female residents comparing to the total number of citizens.



Graph 1: Resident population: total and by sex

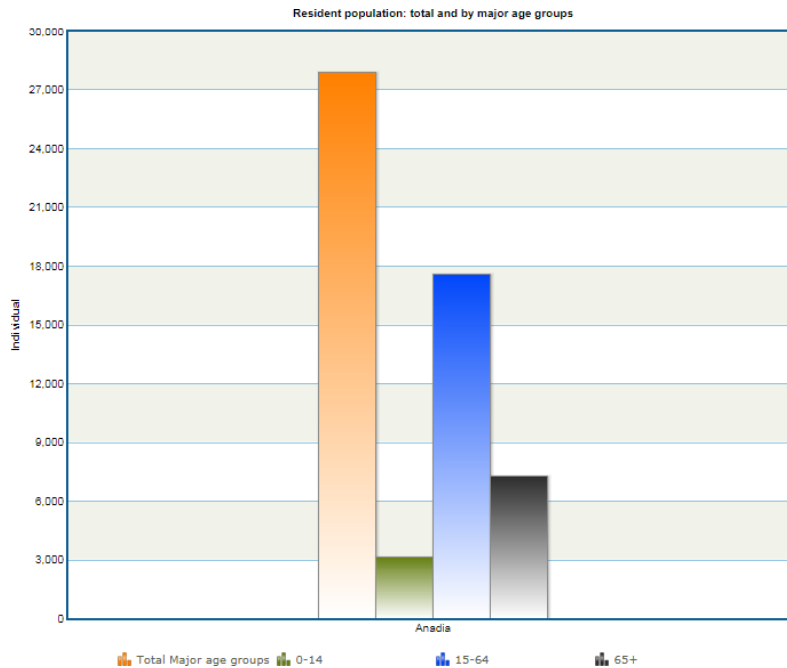
Source: <https://www.pordata.pt/Home>

According to the graph number 2, the most numerous age group of residents include people aged

² National Statistical Institute of Portugal.

<https://www.ine.pt/xportal/xmain?xpid=INE&xpgid=ine_pesquisa&frm_accao=PESQUISAR&frm_show_page_num=1&frm_modulo_pesquisa=PESQUISA_SIMPLES&frm_modulo_texto=MODO_TEXTO_ALL&frm_texto=anadia&frm_imgPesquisar> (accessed August 1, 2017)

from 15 to 64 years old, with a population of 17.665. In this way, the active population plays a dominant role in the life of the city.



Graph 2: Resident population: total and by major age groups

Source: <https://www.pordata.pt/Home>

According to the figure number 3, the most numerous age group of residents include people aged from 15 to 64 years old, with a population of 17.665. In this way, the active population plays a dominant role in the life of the city.

The second by the amount of citizens age group consists of people with 65+ years old and the total number of 7143 inhabitants.

In the minority is the age group with residents aged from 0 to 14 years old, comprising a total of 3185 inhabitants. If in the coming years the situation with fertility will not improve, then Anadia, like many other European cities, will face the problem of population ageing.³

³ Demographic Statistics - 2016.
https://www.ine.pt/xportal/xmain?xpid=INE&xpgid=ine_publicacoes&PUBLICACOESpub_boui=307957694&PUBLICACOESmodo=2 (accessed August 1, 2017)

Chapter 2 Administrative divisions of Portugal

Administratively, Portugal is a unitary and decentralized State. Nonetheless, operationally, it is highly centralized system with administrative divisions organized into three tiers. The State is organized under the principles of subsidiarity, local government autonomy, and democratic decentralization of the public service.⁴

After the Carnation Revolution which got occurred, on 25 April 1974, for overthrew the authoritarian dictatorship (the Estado Novo, or "New State") Portugal got a possibility to came back to the democracy way and at the meeting in plenary session on 2 April 1976, the Constituent Assembly decree the new Constitution of the Portuguese Republic.⁵

According to the 1976 Constitution, Articles 225-234, Azores and Madeira are defined as the autonomous regions (regiões autónomas). Articles 225-262 of the Constitution specifically identifies the three tiers of government: administrative regions (regiões administrativas), civil parishes (freguesias) and municipalities (municípios).⁶

In law 75/2013 of September 2013 were clarified the powers and duties of the civil parishes, municipalities, metropolitan areas and intermunicipal communities and were defined the two types of administrative regions: metropolitan areas (áreas metropolitanas) and intermunicipal communities (comunidades intermunicipais).⁷

Portugal also uses a system of statistical regions and subregions known as the Nomenclature of Territorial Units for Statistics, developed by Eurostat and implemented during European integration. NUTS is used for collecting statistical information.⁸

2.1 History of administrative divisions

Since the 13th century Portugal was clearly divided into six provinces/comarcas⁹: Entre Douro e

⁴Portugal's Constitution of 1976 with Amendments through 2005.

<https://www.constituteproject.org/constitution/Portugal_2005.pdf> (accessed August 5, 2017)

⁵BBC Home "1974: Rebels seize control of Portugal".

<http://news.bbc.co.uk/onthisday/hi/dates/stories/april/25/newsid_4754000/4754581.stm> (accessed August 5, 2017)

⁶Portugal's Constitution of 1976 with Amendments through 2005.

<https://www.constituteproject.org/constitution/Portugal_2005.pdf> (accessed August 5, 2017)

⁷Lei n.º 75/2013 de 12 de setembro. <<https://dre.pt/application/dir/pdf1s/2013/09/17600/0568805724.pdf>> (accessed August 5, 2017)

⁸PORDATA. O que são NUTS? <<https://www.pordata.pt/O+que+sao+NUTS>> (accessed August 5, 2017)

⁹A comarca is a traditional region or local administrative division found in parts of Spain, Portugal, Panama, Nicaragua, and Brazil. The term is derived from the term marca, meaning a "march, mark", plus the prefix co - meaning "together, jointly". This term was used until the 16th century.

Minho, Entre Douro e Mondego, Beira, Estremadura, Entre Tejo e Odiana and Algarve. This was facilitated by the fact that those territories were settled by people very early. An important role in shaping this division was played by the policy of the crown, the territories conquered from the Muslims were often sparsely populated and didn't have any political identity, passed into the ownership of the nobles and churches. Such a division of the provinces was used until the 19th century.¹⁰

Times were changing, technologies has evolved, life has improved since Medieval and it influenced to the increase of population so consequently, there was a need to change the administrative division. After the Liberal Revolution of 1820 (Revolução Liberal), several proposals were made for an administrative reorganization of the country. It was proposed a division into districts and later a division into provinces. These proposals ended up not going forward, because of the absolutist counter-revolution.¹¹¹²

The new administrative reorganization of the country was adopted only in 1832 by the liberal government, which was in exile in the Azores. Under this reform, the country would be divided into provinces, comarcas and municipalities (concelhos). Such a reorganization encompassed not only the mainland of Portugal, but also the surrounding islands and even overseas territories. Only after the Civil War of 1834 this reform began to be applied throughout the country.

However, in 1835 the main division of the country became the district, the provinces of 1832 were maintained, without proper organs, only as groupings of districts for statistical purposes and regional reference. This situation persisted until the 20th century.

The provinces of 1832, on the mainland and islands, were: Minho, Trás-os-Montes, Douro, Beira Alta, Beira Baixa, Estremadura, Alentejo, Algarve, Açores, Madeira.

In 1833 the Province of the Azores was divided into two: the Western Province (Província Ocidental) and the Eastern Province (Província Oriental). In 1836, following the creation of the district of Horta, the Western Province of the Azores, was subdivided into the new Western Province and the Central Province (Província Central).

In Overseas were created the provinces of Cape Verde and Guinea, Angola, Mozambique, India, São Tomé and Príncipe and Macao and Timor, each with its mayor and general meeting, on equal terms with the metropolitan provinces.

After 100 of years, the administrative division of Portugal once again changed. Since its inception, the Estado Novo has adopted a policy of regionalization of the country. This regionalization was foreseen in the Constitution of 1933, through the division of Continental Portugal into regional municipalities that would be denominated "provinces". The provinces were actually created in 1936.

¹⁰ Silveira, Luís. Origins and Evolution of the Portuguese Administrative System in Comparative Perspective. Universidade Nova de Lisboa. <http://www.geog.port.ac.uk/hist-bound/papers/portugese_admin_system.htm> (accessed August 6, 2017)

¹¹ Associação de Professores de História. The Peninsular Wars and the Liberal Revolution. <http://www.aph.pt/ex_hisPort8.php> (accessed August 6, 2017)

¹² The Free Dictionary by Farlex. Portuguese Revolution of 1820. <<http://encyclopedia2.thefreedictionary.com/Portuguese+Revolution+of+1820>> (accessed August 6, 2017)

The studies of the geographer Amorim Girão that divided the continent of Portugal into 13 "natural regions", published between 1927 and 1930, made the base to the reorganization of the country.

Eventually 11 provinces were created, each corresponding to the natural regions of Amorim Girão, with two exceptions: the natural regions of Trás-os-Montes and Alto Douro and the natural regions of Beira Alta and Beira Transmontana were gathered, respectively, in the Province of Trás-os-Montes and Alto Douro and the Province of Beira Alta. Parallel to the division in provinces, the division in districts was maintained, whose limits did not coincide with those.

The provinces of 1936 were: Minho, Trás-os-Montes e Alto Douro, Douro Litoral, Beira Litoral, Beira Alta, Beira Baixa, Ribatejo, Estremadura, Alto Alentejo, Baixo Alentejo, Algarve.

In 1959, the functions of regional autarchies passed to the districts, with the provincial boards being vanished and the district boards established. The provinces, however, remained as historical and geographical divisions, only being formally vanished of the State with the Constitution of 1976.¹³

2.2 Current administrative divisions

According to the Constitution of Portugal of 1976, local authorities are an integral part of the organizational structure of the democratic state. Title VIII of the Constitution explain the divisions of Portuguese territory and main functions of the local governments. Article 235 describe local authorities as "*...territorial bodies corporate, shall possess representative bodies and shall seek to pursue the interests of the local people.*"

Article 236 is about categories of local authority and administrative division. First of all, there are some differences between Continental Portugal and islands. "*On the mainland local authorities shall comprise parishes, municipalities and administrative regions.*" While the Azores and Madeira which belongs to the autonomous regions may have just parishes and municipalities. Also on the islands respectively to the law may be created other forms or local government organization, as well as in large urban areas, depending on the specific conditions.

¹³ AUDACES. As divisões administrativas de Portugal, ao longo dos tempos. <<http://audaces.blogs.sapo.pt/2585.html>> (accessed August 6, 2017)

Subdivisions of Portugal	
Subdivision	Total №
Autonomous Regions	2
Metropolitan Areas	2
Intermunicipal communities	21
Municipalities	308
Civil Parishes	3092

Table 1: List of the subdivisions of Portugal

Source: Made by author

2.2.1 Autonomous Regions

The Autonomous Regions of Portugal is the 1st-level administrative division. In total in Portugal are two such regions: Azores and Madeira. They were created based on its geographical, economic, social and cultural characteristics and on the historical aspirations of the island populations. According to the Portuguese constitution, the main task of these regions is to promote and protect regional interests, as well as the consolidation of national unity and solidarity among all Portuguese citizens. Although islands are politico-administrative autonomies due to the Constitution this does not affect the integrity and sovereignty of the State. Together with Continental Portugal they form the whole of the Portuguese Republic.¹⁴

Under the law and the constitution, autonomous regions have their own political and administrative statute and government. Regional Government (Governo Regional) is the regional executive body, it includes a Regional Cabinet to where belongs a President (Presidente do Governo Regional) and several Regional Secretaries (Secretários Regionais). To the region legislative body belongs Regional Assembly (Assembleia Regional), the assembly is elected by universal suffrage.

The Azores (Açores) is an archipelago composed of nine volcanic islands in the North Atlantic Ocean scattered along a strip of about 600 km from Santa Maria to Corvo. The distance from there to the Continental Portugal is about 1,360 km, about 1,643 km to Lisbon, about 1,507 km to the African coast,

¹⁴Portugal's Constitution of 1976 with Amendments through 2005
https://www.constituteproject.org/constitution/Portugal_2005.pdf (accessed August 9, 2017)

and about 1,925 km to the Newfoundland, Canada. According to the statistical data of 2015, the total population of islands are 245,766 inhabitants.

The islands of the archipelago are divided in three geographic groups: the Eastern Group, composed of Santa Maria and São Miguel, the Central Group integrates the islands Terceira, Graciosa, São Jorge, Pico and Faial, and the Western Group composed by the islands Corvo and Flores. The government and administration of the archipelago is distributed between the three capitals of the former districts of the Azores: the regional parliament is located in the city of Horta (on Faial Island); the most populous city and home to the Regional Presidency and administration is Ponta Delgada (on São Miguel Island); the historical and cultural capital is Angra do Heroísmo (on Terceira Island), it is also the home of the Azorean judiciary and seat of the Diocese of the Azores.¹⁵

Madeira is an archipelago located in the African Plate in the Atlantic Ocean about 978 km of Lisbon, about 700 km of the African coast, and about 450 km of the Canary Islands. This archipelago is formed by the Madeira Island, Porto Santo, the Desertas Islands with comprising the three uninhabited islands, and by the Selvagens Islands whose set of 3 islands and sixteen uninhabited islets. Curious fact is that this archipelago is located closer to Africa than Europe. Funchal is the capital of Madeira located on the main island, the government and administration is situated there. According to the statistical data of 2015, the total population of islands are 256,424 inhabitants.¹⁶

2.2.2 Metropolitan Areas

A metropolitan area (área metropolitana) is a Portuguese urban area, defined according to the municipal associative laws, namely Law № 75/2013 of 12 September.

Portugal has 2 Metropolitan Areas (MA):

- Lisbon Metropolitan Area;
- Porto Metropolitan Area.

The main tasks of MA are:

- to participate in the elaboration of the plans and programs of public investments;
- to promote the planning and the management of the strategy of economic, social and environmental development of the territory covered;
- to participate in the management of regional development support programs;
- to participate in public entities of metropolitan scope, namely in the field of transport, water, energy and treatment of solid waste;
- to plan the performance of public entities of metropolitan character;

¹⁵ Visit Azores. O Arquipélago: Geografia. <<https://www.visitazores.com/pt/the-azores/the-9-islands/geography>> (accessed August 9, 2017)

¹⁶ Visit Madeira. <<http://www.visitmadeira.pt/en-gb/madeira/madeira>> (accessed August 9, 2017)

- to ensure the articulation of actions between municipalities and central government services and etc.

The branches of administration of the MA are the metropolitan council (conselho metropolitano) what is a deliberative body, the metropolitan executive committee (comissão executiva metropolitana) is an executive body and the strategic council for metropolitan development (conselho estratégico para o desenvolvimento metropolitano) is an advisory body.¹⁷

The Lisbon Metropolitan Area (Área Metropolitana de Lisboa) consist of 18 municipalities of Grande Lisboa and the Setúbal Peninsula. According to the NUTS III (2015) it is the most populous metropolitan area in the country with 2 812 678 inhabitants and by the NUTS the second most populous region after the Northern Region.¹⁸

The Metropolitan Area of Porto (Área Metropolitana do Porto) is located in the North Coast of Portugal and consist of 17 municipalities of Grande Porto and Entre Douro e Vouga. In 2015 according to the NUTS III this MA had 1 723 618 inhabitants.¹⁹

2.2.3 Intermunicipal Communities

The intermunicipal community (comunidade intermunicipal) is a type of administrative division in Portugal. Just like metropolitan areas, intermunicipal communities (IC) are defined according to the municipal associative laws, namely Law № 75/2013 of 12 September.

After the local government reform of 2013, were defined 21 intermunicipal community. Intermunicipal community cannot be created with less than 5 municipalities and with total population less than 85 000 inhabitants. The table №3 is showing names of all intermunicipal communities, their total population and number of municipalities that belongs to them.

The main tasks of the IC:

- to promote the planning and management of the economic, social and environmental development strategy of the territory concerned;
- to articulate of municipal investments of intermunicipal interest;
- to participate in the management of programs to support regional development;
- to plan the activities of public entities;
- to ensure the articulation of the actions between the municipalities and the services of the central administration in areas of public supply networks, basic sanitation infrastructures, waste water treatment and urban waste, network of health equipment, educational and vocational training network, spatial planning, civil protection and etc.

¹⁷ Lei n.º 75/2013 de 12 de setembro. <<https://dre.pt/application/dir/pdf1s/2013/09/17600/0568805724.pdf>> (accessed August 11, 2017)

¹⁸ Área Metropolitana de Lisboa. <<https://www.aml.pt/index.php>> (accessed August 11, 2017)

¹⁹ Área Metropolitana do Porto. <<http://portal.amp.pt/pt/>> (accessed August 11, 2017)

The branches of administration of the IC are the intermunicipal assembly (assembleia intermunicipal), the intermunicipal council (conselho intermunicipal), the intermunicipal executive secretariat (secretariado executivo intermunicipal) and the strategic board for intermunicipal development (conselho estratégico para o desenvolvimento intermunicipal).²⁰²¹

Name	Nº of municipalitites	Total population
Alto Minho	10	244 836
Cávado	6	410 169
Ave	8	425 411
Alto Tâmega	6	94 143
Tâmega e Sousa	11	432 915
Douro	19	205 157
Terras de Trás-os-Montes	9	117 527
Região de Aveiro	11	370 394
Região de Coimbra	19	460 139
Região de Leiria	10	294 632
Viseu Dão Lafões	14	267 633
Beiras e Serra da Estrela	15	236 023
Beira Baixa	6	89 063
Oeste	12	362 540
Médio Tejo	13	247 331
Alentejo Litoral	5	97 925
Alto Alentejo	15	118 506
Alentejo Central	14	166 726
Baixo Alentejo	13	126 692
Lezíria do Tejo	11	247 453
Algarve	16	451 006

Table 2: The list of Intermunicipal Communities

Source: Made by author

2.2.4 Municipalities

²⁰ Lei n.º 75/2013 de 12 de setembro. <<https://dre.pt/application/dir/pdf1s/2013/09/17600/0568805724.pdf>> (accessed August 12, 2017)

²¹ Estudo-Piloto Comunidades Intermunicipais (CIM). Modelos de competências, de financiamento, de governação, de gestão e de transferência de recursos. <http://www.anmp.pt/files/djur/2014/div/ESTUDOPILOTO_CIM.pdf> (accessed August 12, 2017)

As defined in the Constitution of 1976, the municipality (município or concelho) is the second-level administrative subdivision of Portugal. Since that time, the Portuguese municipalities have been ruled by a system composed by an executive body (the municipal chamber) and a deliberative body (the municipal assembly). The municipal chamber (câmara municipal) is the executive body and is composed of the president of the municipality and a number of councillors proportional to the municipality's population. The municipal assembly (assembleia municipal) is composed of the presidents of all the parishes that compose the municipality, as well as by a number of directly elected deputies, at least equal to the number of parish presidents plus one. Both of these bodies are elected for four years.²² In general, all municipalities are subdivided into civil parishes but of course exist some "exceptions of the rules". For example, exist 6 municipalities that have just one civil parish: Alpiarça, Barrancos, Castanheira de Pera, Porto Santo (Madeira), São Brás de Alportel and São João da Madeira. The municipality of Corvo, by law, the only municipality with no civil parishes. Meanwhile, Barcelos is the municipality with 61 civil parishes (the largest number of parishes in all the State). The municipalities are responsible for promoting and safeguarding the interests of their populations, in articulation with the parishes.

The municipalities have attributions in the following areas:

- a) Rural and urban equipment;
- b) Energy;
- c) Transport and communications;
- d) Education;
- e) Heritage, culture and science;
- f) Free time and sports;
- g) Health;
- h) Social action;
- i) Housing;
- j) Civil protection;
- k) Environment and basic sanitation;
- l) Consumer protection;
- m) Promotion of development;
- n) Spatial planning and urban planning;
- o) Municipal police;
- p) External cooperation.²³

According to the official data, Portugal has 308 municipalities. Autonomous regions of the Azores

²² Portugal's Constitution of 1976 with Amendments through 2005.

<https://www.constituteproject.org/constitution/Portugal_2005.pdf> (accessed August 13, 2017)

²³ Lei n.º 75/2013 de 12 de setembro. <<https://dre.pt/application/dir/pdf1s/2013/09/17600/0568805724.pdf>> (accessed August 13, 2017)

and Madeira have 30 municipalities while the Continental Portugal has 278. Usually they are named for their biggest or historically most important city or town.

To the most populous municipalities belongs those which are located near the ocean and around metropolitan areas such as Lisbon, Porto and Braga. Less populous municipalities are located inside of the country for example, Trás-os-Montes and Alentejo.

2.2.5 Parishes

Parish (freguesia) according to the Portugal's Constitution of 1976 is the third-level administrative subdivision.²⁴ A parish is a subdivision of a município (municipality). Each parish is governed by a Parish Board (Junta de Freguesia), an executive body that is elected by the members of the respective Parish Assembly (Assembleia de Freguesia), with the exception of the president (the first candidate on the most voted list is automatically appointed President of the Parish Board). The presidents of the parish boards are also members of the municipal assembly (Assembleia Municipal). The Parish Assembly is a body that publicly elected every four years by the citizens registered in the territory of the parish, according to the D'Hondt method²⁵, through party lists and independent candidates.

Most often, a parish takes the name of its seat, which is usually the most important (or the single) human agglomeration within its area, which can be a neighborhood or city district, a group of hamlets, a village, a town or an entire city. In cases where the seat is itself divided into more than one parish, each one takes the name of a landmark within its area or of the patron saint from the usually coterminous Catholic parish (paróquia). Be it a city district or village, the civil parish is often based on an ecclesiastical parish.

According to Law 11-A/2013 of 28 January 2013²⁶ which defined the reorganization of the civil parishes, in Portugal was implemented the reform which reduced the number of parishes from 4,260 to 3,092. The territories of parishes can exceed 100 km² or be only a few hectares, and populations ranging from tens to tens of thousands. It is up to the municipalities to propose the creation of new parishes in their territory, which must comply with a set of criteria fixed by law.

Portuguese authorities established three different types of parishes for the spatial planning purposes:

1) urban parishes - parishes that have a population density exceeding 500 inhab/ km² or that integrate a place with a resident population of 5,000 or more;

²⁴ Portugal's Constitution of 1976 with Amendments through 2005.

<https://www.constituteproject.org/constitution/Portugal_2005.pdf> (accessed August 17, 2017)

²⁵ Gallagher, Michael. Proportionality, Disproportionality and Electoral Systems. Department of Politics, Trinity College, Dublin. Electoral Studies, 1991.

<https://web.archive.org/web/20131116104818/http://www.tcd.ie/Political_Science/staff/michael_gallagher/ElectoralStudies1991.pdf> (accessed August 17, 2017)

²⁶ Lei n.º 11-A/2013 de 28 de janeiro. <<https://dre.pt/application/dir/pdf1sdip/2013/01/01901/0000200147.pdf>> (accessed August 17, 2017)

2) semi-urban parishes - non-urban parishes with a population density exceeding 100 inhab/km² and less than or equal to 500 inhab/km², or which comprise a place with a resident population of 2,000 inhabitants or less than 5,000 inhabitants;

3) rural parishes - the remaining ones.²⁷

The main duties of the parish are to promote and protect the interests of its population, in the articulation with the municipality. The responsibilities of the parishes also cover the planning, management and execution of investments in the cases and in the terms established by law.

The parishes have attributions in the following areas:

- a) Rural and urban equipment;
- b) Public supply;
- c) Education;
- d) Culture, leisure and sport;
- e) Primary health care;
- f) Social action;
- g) Civil protection;
- h) Environment and health;
- i) Development;
- j) Urban and rural planning;
- k) Community protection.²⁸

2.2.6 NUTS of Portugal

NUTS is the Nomenclature of Territorial Units for Statistics, created by Eurostat²⁹ as a coherent system for dividing up the EU's territory in order to produce regional statistics for the Community. During around thirty years NUTS (since the beginning of 1970s) was implementing and updating data under a series of "gentlemen's agreements" between the Member States and Eurostat. Just on the begin of 2000 the work on the Commission Regulation (EC) № 1059/2003, to give NUTS a legal status started and just in July 2003 it entered into force. The following regulation define stability of the classification for at

²⁷ Enciclopédia Memória Portuguesa. Freguesia. <<http://terrasdeportugal.wikidot.com/geo:freguesia>> (accessed August 17, 2017)

²⁸ Lei n.º 75/2013 de 12 de setembro. <<https://dre.pt/application/dir/pdf1s/2013/09/17600/0568805724.pdf>> (accessed August 17, 2017)

²⁹ Eurostat is the statistical office of the European Union situated in Luxembourg. Its mission is to provide high quality statistics for Europe. While fulfilling its mission, Eurostat promotes the following values: respect and trust, fostering excellence, promoting innovation, service orientation, professional independence. Eurostat offers a whole range of important and interesting data that governments, businesses, the education sector, journalists and the public can use for their work and daily life.

least three years. This is crucial for statistics because stability makes sure that data refers to the same. If any country, because of certain circumstances, will need to change the regional breakdown of its territory, the country concerned informs the European Commission about the changes.

The NUTS classification is a hierarchical system for dividing up the economic territory of the EU for the purpose of:

- the collection, development and harmonization of European regional statistics;
- socio-economic analyses of the regions;
- framing of EU regional policies.

As a part of EU, Portugal also collect statistical data with NUTS but this system does not have a legal status in law.³⁰

The NUTS system subdivides the nation into three levels: NUTS 1, NUTS 2 and NUTS 3. In the case of Portugal, a complementary hierarchy such as LAU 1 and LAU2 (Local Administrative Units) is employed and this is referred to former NUTS 4 and NUTS 5.

Thus, NUTS 1 define major socio-economic regions, it is the first subdivision of Portugal and it include Continental Portugal, the Azores and Madeira.

NUTS 2 define basic regions for the application of regional policies; in Portugal it is divided into five regions (Norte, Centro, Área Metropolitana de Lisboa, Alentejo and Algarve), administered by the Commissions for Coordination and Regional Development (Comissões de Cooperação e Desenvolvimento Regional) and the two autonomous regions of Madeira and Azores.

NUTS 3 define small regions for specific diagnoses; so, the seven regions of Portugal subdividing into 25 subregions (subregiões) such as: 2 metropolitan areas, 21 intermunicipal communities and the 2 autonomous regions.³¹



Picture 3: Maps of the NUTS

Source: <https://www.pordata.pt/O+que+sao+NUT>

³⁰ Eurostat. The current NUTS 2013 classification. <<http://ec.europa.eu/eurostat/web/nuts/overview>> (accessed August 20, 2017)

³¹ PORTADA. O que são NUTS? <<https://www.pordata.pt/O+que+sao+NUTS>> (accessed August 20, 2017)

Returning to the topic of LAU (local administrative unit) it should be noted that it is a low level administrative division of a country, ranked below a province, region, or state. In the European Union, LAUs are basic components of Classification of Territorial Units for Statistics (NUTS) regions. However, not all countries describe their locally governed areas this way. Currently in Portugal 308 municipalities are classified as LAU 1 and 3092 civil parishes are classified as LAU 2.³²

³² Eurostat. Local Administrative Units (LAU). <<http://ec.europa.eu/eurostat/web/nuts/local-administrative-units>> (accessed August 20, 2017)

Chapter 3 Presentation of the institution where the internship took place

3.1 Municipal Chamber of Anadia

A municipal chamber (câmara municipal) is a type of municipal governing body in Portugal and some other countries (Cape Verde, Guinea Bissau and Timor-Leste), it is an executive body of a municipal, a level higher than a civil parish. The term can also refer to the building where the Municipal Chamber offices are located, for example, the City Hall.

According to the Order № 551/2013, the vision of the Municipal Chamber of Anadia is to guide its action in order to promote the progress and sustainable development of the Municipality, at the environmental, economic and social levels; to create conditions of competitiveness, innovation and modernity, and ensuring an efficient, transparent and rigorous management and allocation of resources; its mission is fundamentally related to the planning, definition and application of strategies and guidelines capable of promoting the development of the municipality, guaranteeing the growth of the indices quality of life, thanks to a reflected application of resources and the implementation of innovative policies.

Strategic objectives of Municipal Chamber of Anadia are also described at the Order № 551/2013, for example:

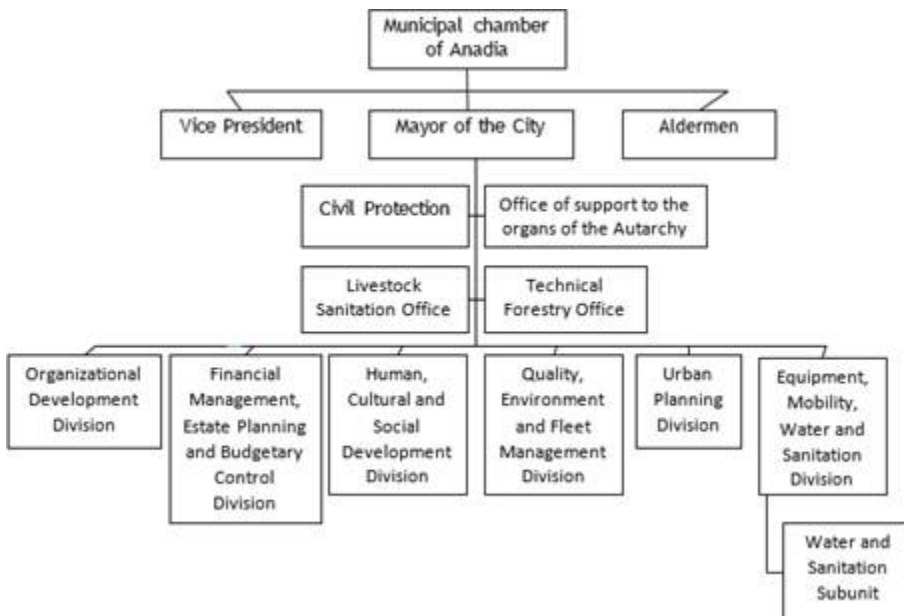
1. Within the scope of the Organization and Local Government,
 - to guarantee the rigor and transparency of the autarchic management;
 - to develop an economic-financial sustainability plan;
 - to prevent and manage risks of corruption and related offenses;
 - to adopt an administrative modernization procedure with the aim of improving governance;
 - to promote regular communication between the municipal chamber and civil parishes etc.
2. In the scope of the Development of Human Potential and the Valorization of Patrimony,
 - to promote the development of the Municipality, centered on people and heritage;
 - to promote lifelong education;
 - to promote the Educational, Social, Cultural and Sports areas;
 - to contribute to improving the conditions of access of citizens to health, safety and justice;
 - to promote the municipality as a national and international tourist destination.
3. In the scope of Strategic Planning, Development and Territorial Intervention,
 - to strengthen territorial competitiveness and its affirmation in the regional, national and international space;

- to promote and support the development of entrepreneurship and innovation;
- to promote national and international partnerships and exchanges, strengthening the relations between twin towns and external cooperation;
- to ensure the improvement of accessibility and mobility for all.

Main principles which regulate the functioning of the Municipal Chamber of Anadia are based on the unity and effectiveness of action, on providing a high-quality services and reducing bureaucracy.

The building of the City Hall (Municipal Chamber) of Anadia is located at the main square of the city, more precisely, at the Praça Visconde Seabra. In addition to this building, the Municipal Chamber of Anadia (MCA) owns the Municipal Library of Anadia, the Bairrada Wine Museum, Municipal Swimming Pools, the High-Performance Center - Anadia (Sangalhos), Municipal Pavilion, Municipal Sports Pavilion and Anadia Sports Complex.

In order to better understand the internal structure of the organization and its powers, below will be listed the organizational chart.



Organizational Chart 1: Structure of the Municipal Chamber of Anadia

Source: Made by author from Order № 551/2013

The internal organization of the municipal services of Anadia is governed by the hierarchical structure model, including flexible organic units, which are presented in the form of Municipal Divisions, which has a fixed structure.

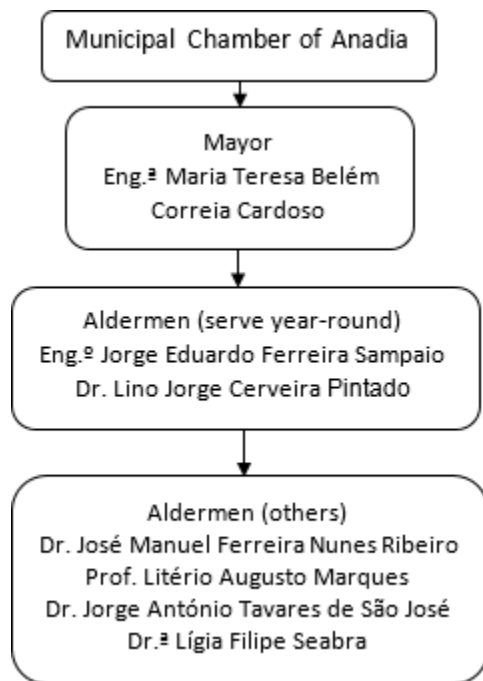
These organic units are constituted by the following Municipal Divisions:

- Financial Management, Estate Planning and Budgetary Control Division;
- Organizational Development Division;
- Human, Cultural and Social Development Division;

- Quality, Environment and Fleet Management Division;
- Urban Planning Division;
- Equipment, Mobility, Water and Sanitation Division.

Each organic unit is under the direction of a division chief, who occupies the position of intermediate management in the 3rd degree and is responsible for organizing the personnel of the organizational unit he heads and to maintain the order and discipline of the service; also he coordinating the execution of the service that is attributed to third persons, in order to meet deadlines and ensure proper quality; he delivers to the superior of the organization the necessary documents, after all the procedures executed; he provides information requested, when these are not confidential and are related to the organizational unit in which it is inserted and etc.

This organizational chart is showing the hierarchical structure of the top-level functionaries of municipal chamber.



Organizational Chart 2 Hierarchy of the Municipal Chamber of Anadia

Source: Made by author

As we can see, the Municipal Chamber of Anadia is represented by the mayor Eng.^a Maria Teresa Belém Correia Cardoso, her duties include:

- coordination of executive activities;
- financial management;
- management of human resources and coordination of municipal services;
- civil protection and municipal safety;
- education, social action and housing;

- strategic planning and economic development;
- cooperation and partnerships with the parishes etc.

Usually, the two (serving year-round) aldermen cooperate a lot with the mayor, but they also have their own specific duties, thus Eng.º Jorge Eduardo Ferreira Sampaio is responsible for: sports, culture, tourism and external cooperation with twin towns; while Dr. Lino Jorge Cerveira Pintado is responsible for: environment, public hygiene (solid waste management), youth, heritage (protocol management) and monitoring of legal matters.³³

Aldermen (vereadores) are elected by the Hondt method, the mayor (presidente) of a Municipal Chamber is the head of the most-voted list. The number of aldermen determined by the number of registered voters within the municipality.

3.2 Municipal Assembly of Anadia

The municipal assembly is the deliberative body of each of the municipalities of Portugal. The Municipal Assembly aiming at the defense of the common and specific interests of the population of the Municipality of Anadia, under the terms of the Law and the Constitution of the Portuguese Republic. The Municipal Assembly is made up of 31 Municipal Deputies, 21 of whom are elected by direct and secret universal suffrage of the citizens of the Municipality of Anadia and other 10 of deputies are Presidents of Civil Parishes.

Municipal Assembly has its own powers and duties, they can be divided in two groups, to the first one belongs appreciation and inspection powers; and to the second one belongs operating powers.

To the appreciation and inspection powers of Municipal Assembly belongs,

1. Under the proposal of Municipal Chamber:

- to approve the options of the plan and the proposed budget, as well as their revisions;
- to resolve on the question of the fiscal powers of the municipality;
- to authorize the contracting of loans;
- to approve the plans and other strategic instruments necessary to carry out the duties of the municipality;
- to approve the creation or reorganization of municipal services and the organic structure of municipal services;
- to approve the norms, delimitations, measures and other acts foreseen in the regimes of the planning of the territory and the urbanism;
- to decide on the creation and the concrete institution of the municipal police force etc.

³³Município de Anadia. Constituição do executivo. <<http://www.cm-anadia.pt/camara-municipal/executivo>> (accessed September 2, 2017)

2. Other duties:

- to monitor and supervise the activities of the municipal chamber, municipal services, local companies and any other entities that form part of the perimeter of the local administration;
- to approve local referendums;
- to appreciate the refusal to provide any information or refusal of the delivery of documents by the municipality chamber or any of its members that obstruct monitoring and supervision;
- to prepare and approve the regulation of the municipal safety council;
- to fix the annual holiday of the municipality;
- to convene the metropolitan executive secretariat or the intermunicipal community, as the case may be, and under the terms of the present law, with the limit of twice a year, to respond to its members for the activities carried out within the metropolitan area or intermunicipal community of the municipality and etc.

To the operating powers of Municipal Assembly belongs:

- to prepare and approve its rules of procedure;
- to deliberate on appeals filed to mark unjustified absences of its members;
- to resolve on the constitution of delegations, commissions or working groups for the study of matters related to the attributions of the municipality and without harming the normal functioning and activity of the municipal chamber.³⁴

The meeting board of the Municipal Assembly shall be composed of a chairman (presidente), a first and a second secretary and shall be elected for the term of office of the Assembly. The Chairman of the Municipal Assembly of Anadia is Adriano Martins Aires, first secretary Maria Lúcia Braga Araújo and second secretary Maria Alexandra Ferreira Henriques, all of them belongs to the same political party - MIAP. If the Chairman is absent, he shall be replaced by the first secretary; while in their absences, any of the secretaries may be replaced by a Municipal Deputy appointed by the Chairman of the Assembly.³⁵

The meeting board is elected by secret ballot, and its members may be dismissed by the Municipal Assembly at any time, by a decision taken by an absolute majority of the Municipal Deputies. In the event of dismissal or resignation of any of the members of the meeting board of the Municipal Assembly, or of termination of their respective terms of office, a new election shall be held at the immediate meeting.

The meeting board of Municipal Assembly should:

- to prepare the agenda for the sessions and distribute them;
- to verify legal compliance and admit the proposals of the municipal chamber legally subject to the deliberative competence of the municipal assembly;
- to ensure the final drafting of the deliberations;

³⁴Regimento da Assembleia Municipal de Anadia. <http://www.cm-anadia.pt/images/assembleia_municipal/regimento/Regimento_assembleia_municipal_anadia.pdf> (accessed September 2, 2017)

³⁵Município de Anadia. Constituição. <<http://www.cm-anadia.pt/constituicao>> (accessed September 2, 2017)

- to request from the municipal chamber or its members the documentation and information that it deems necessary for the effectuation of the powers of the municipal assembly, as well as for the performance of its functions, in the terms and with the periodicity deemed convenient;
- to communicate to the municipal assembly the judicial decisions related to the loss of mandate in which any member incurs;
- to perform the other legal powers.

Usually, the sessions of the Municipal Assembly take place in the building of the Seat of Municipality, exceptionally, this session can be in another place if the Meeting Board of the Municipal Assembly sees fit or if the Municipal Assembly so decides. The Municipal Assembly meets in five annual sessions in February, April, June, September and November or December, convened at least eight days in advance by notice and by letter with acknowledgment of receipt or protocol.

The Municipal Assembly meets in extraordinary session on the initiative of its Chairman, Meeting Board or after request:

- of the Mayor of the City Chamber;
- one-third of Municipal Deputies or Municipal Groups with similar representation;
- a number of voters registered in the electoral roll of the municipality, equivalent to 5% of the number of voters up to a maximum of 2500.

The extraordinary session referred to before, shall be held within a minimum of three days and a maximum of ten days after its convocation. Also, special sessions may be solemn and/or commemorative. All sessions of the municipal assembly are public and have a period for public intervention, during which the requested clarifications will be provided.³⁶

3.3 The Division of Human, Cultural and Social Development

As mentioned in the previous section, the Municipal Chamber is divided into flexible organic units in the form of divisions, in this subsection I will concentrate attention at the one specific division where I made my internship, the Division of Human, Cultural and Social Development (Education Service).

This division is responsible for continuing the attributions of the Municipality and the competencies of municipal bodies in the fields of Education, Social Action, Culture and Sport.

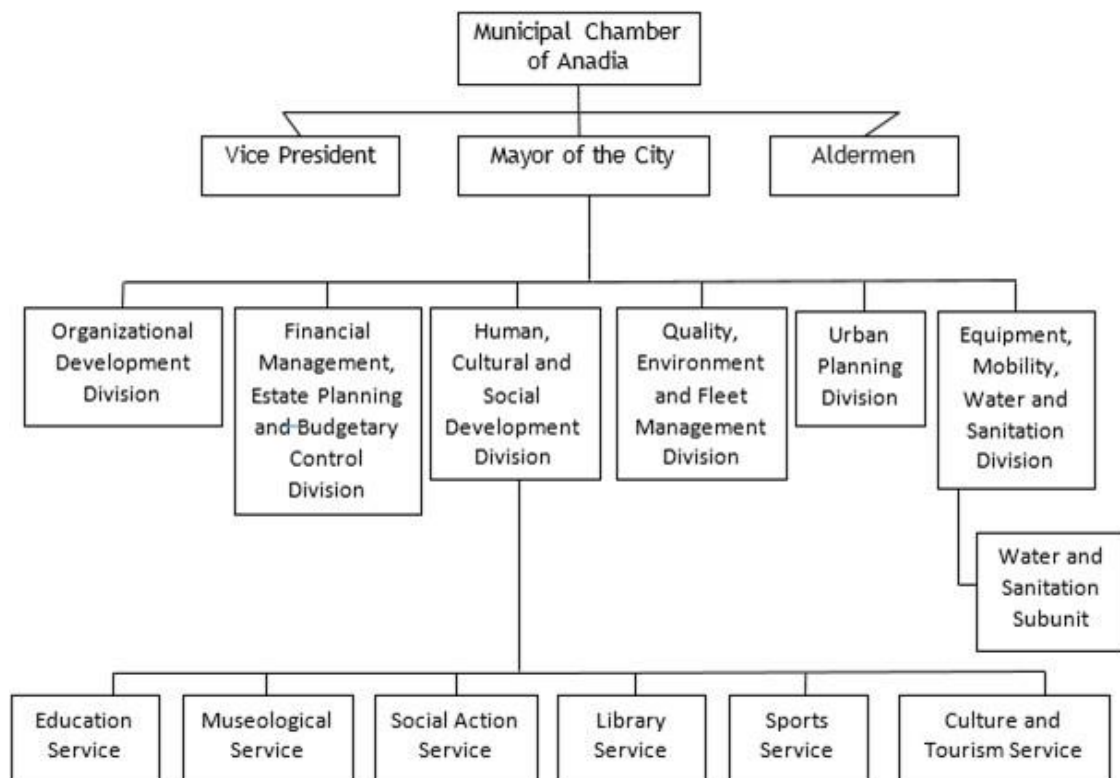
The main duties of this division are:

- to collaborate in the planning of the network of municipal educational and sports equipment, in the elaboration of the respective projects and in the accompaniment of the corresponding works;

³⁶Regimento da Assembleia Municipal de Anadia. <http://www.cm-anadia.pt/images/assembleia_municipal/regimento/Regimento_assembleia_municipal_anadia.pdf> (accessed September 2, 2017)

- to ensure and propose the conclusion of agreements with educational institutions, public and private, collectivities, youth organizations and other entities considered of interest for the improvement of the education system;
- to carry out the tasks and actions covered by the competences of the municipality in educational matters;
- to keep updated the educational chart of the Municipality of Anadia;
- to elaborate studies, implement and develop sports projects aimed at the generalization and democratization of access to sports by the citizen, with a view to promoting health and improving the quality of life;
- to support physical education campaigns and promotion of healthy lifestyles;
- to plan and monitor the creation of new spaces and sports facilities, as well as to manage the entire network of municipal sports facilities;
- to organize and support projects for regional, national and international sports events;
- to ensure the production and dissemination of municipal information;
- to ensure the realization and updating of temporary and permanent exhibitions and to manage the occupation and profitability of the cultural spaces destined to these ends;
- to ensure the development of all actions of a cultural nature to be carried out by the municipality;
- to cooperate in information and training programs in the areas of culture and social action;
- to coordinate big projects and the budget of the division;
- to ensure the preparation of the specifications for the acquisition of goods and services inherent to the activity of the division for subsequent delivery to the Procurement service etc.

The organizational chart 3 shows detailed structure of the selected division.



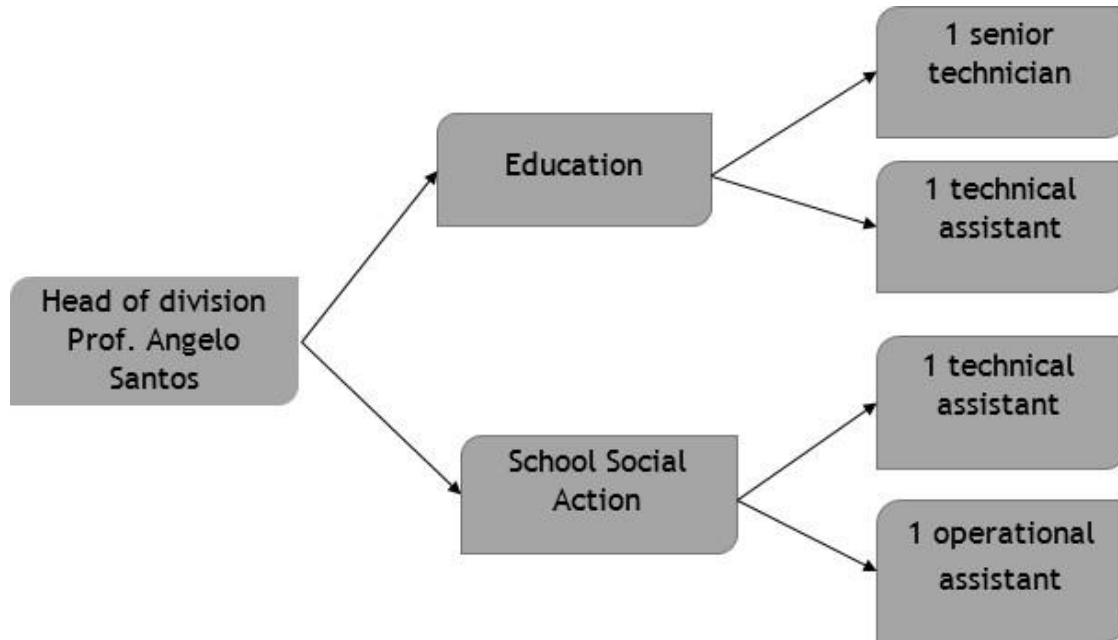
Organizational Chart 3 Structure of the Division of Human, Cultural and Social Development

Source: Made by author

As we can see, the Division of Human, Cultural and Social Development is divided into six different services, such as Education Service, Museological Service, Social Action Service, Library Service, Sports Service and Culture and Tourism Service.

3.4 Education Service

As mentioned earlier, all three months of internship I was working in the Education Service of Municipal Chamber of Anadia. This service has its own structure, and the organizational chart №4 showing how it looks like.



Organizational Chart 4 Structure of the Education Service

Source: Made by author

Thus, the head of division is Teacher (Professor) Ângelo Santos. Matters relating to education, according to the organizational chart, are divided in two offices, one of which is for school social action, which is under the responsibility of an operational assistant and a technical assistant, in charge of managing applications for family support and the program for receiving school subsidies, as well as the ensuing tasks that these responsibilities entail (meals, school textbooks etc.).

The second office, dedicated to education itself, is responsible for ensuring, organizing and managing school transport and food (Law № 75/2013), investing in the construction, equipping and maintenance of pre-school and educational establishments (Decree-Law № 7/2003), to elaborate the educational charter (Decree-Law no. 7/2003), to support activities of a social, cultural, educational, sporting, recreational or other nature that the municipality considers relevant (Law no. 2013).

Despite this division of tasks, the two offices work in constant articulation, supporting each other when necessary, with a policy of constant dialogue.

It is also important to mention that there are educational tasks that are assumed by the civil parishes, such as the supply of cleaning materials and of expedient to the schools of the 1st cycle of the basic education and the establishments of pre-school education, the guarantee of small repairs in pre-school and primary education establishments and the promotion of the maintenance of the surrounding spaces of the establishments mentioned above, according to Decree-Law 75/2013.

The Municipality of Anadia did not sign a delegation of powers agreement, under Decree-Law 30/2015, of February 12, so that the education section does not have responsibilities regarding the 2nd and 3rd cycle of basic education and secondary education, although they often promote activities aimed

at these years of education.

Chapter 4 Projects of Municipal Chamber

In today's world, people are paying more and more attention to the public space and environment. With the development of technologies, globalization and cultural exchange, the clear majority of young people who are living in small cities (towns) and villages are looking for opportunities to move to the capitals not only for better job opportunities, but also because there are far more ways for self-development, improved infrastructure, and more. For small cities, like Anadia, it is more important than ever to use public space in the interests of the inhabitants to encourage young people, adults and the elderly to live here, take part in the city life, develop it and develop with it. To accomplish such tasks, at the local level, the Municipal Chamber created the program "SENTIR ANADIA" (Feel Anadia), at the international level, Anadia is a member of the IAEC (International Association of Educating Cities) and the UNESCO Global Network of Learning Cities.

This chapter will describe the main tasks and missions of the previously mentioned program and the Educating Cities and Learning Cities initiatives.

4.1 The program "SENTIR ANADIA"

This program was strategically delineated by the Municipal Chamber of Anadia with the duration of four years (from 2013 to 2017) in order to serve as a guiding element, interlocutor and catalyst of all the municipal activity in the cultural, sport and social domains, and in the youth, entrepreneurship and local development.

This program is based on the premise that local agents should be the main actors in the operationalization of all the dynamization actions in the mentioned domains, and it is the responsibility of the local authority to provide adequate mechanisms and conditions for the associative work to proceed with enthusiasm and quality.

One of the important aspirations of the program "SENTIR ANADIA" is also to foster cooperation and interaction between the different associations, through the articulation of a set of initiatives, consubstantiated in the support of projects. The objective of this program to encourage the emergence of innovative projects, intrinsically linked to the reality and needs of the municipality, whose quality has a disseminating effect inside and outside the Municipality of Anadia.

To the program "SENTIR ANADIA" belongs four tools: a platform for registration of associations, an agenda of events, a publicity platform and a card granting benefits to its bearer, which is embodied in the "Anadia Junior Card" and the "Anadia Senior Card". With this program support another program, such as Municipal Support Program for Cultural Development (Programa de Apoio Municipal ao

Desenvolvimento Cultural - PAMDC) which aims to guide the granting of public benefits by the Municipal Chamber through principles such as equity, proportionality, legality, transparency, universality among others.

In the social sphere, the municipality is investing in cooperation with the 18 Private Institutions of Social Solidarity and other social-level equipment that develop initiatives for different target audiences. objective is to promote the projects and social responses that exist in the municipality.³⁷

4.2 International Association of Educating Cities

The concept of Educating City arises, for the first time, in the decade of the 70s, however, just in 1990 that the concept reaches more relevance, in Barcelona, at the 1st International Congress of Educating Cities.

As stated in the Charter of Educating Cities:

“The educating city is a city with its own personality, forming an integral part of its nation. Therefore, its identity is interdependent with that of the country it belongs to. The educating city is not self-contained; it has an active relationship with its environment, with the other urban centers in the nation and with cities in other countries. The goal of this relationship is to learn, exchange and share experiences and thus enrich the lives of the inhabitants.”³⁸

The International Association of Educating Cities (IAEC) was founded in 1994, at the 3rd International Congress of Educating Cities and constitutes a non-profit association. It emerges as a permanent coordination structure between local governments that have adopted the principles of the Charter of Educating Cities (any local government that accepts this commitment can become an active member of the Association, regardless of its administrative powers). Members of Association should participate in the channels of debate, exchange and collaboration of the IAEC. In addition, the city also needs to disseminate its experiences through the International Documents Bank of Educating Cities and, lastly, pay a predetermined annual quota according to the country and its number of inhabitants. Within the framework of the IAEC, congresses are held every two years, which are held as opportunities for sharing, dissemination of good practices and partnership. At the 2016, the Association has 488 member

³⁷ Município de Anadia. SENTIR ANADIA. <<http://www.cm-anadia.pt/sentir-anadia-2>> (accessed September 10, 2017)

³⁸ Charter of Educating Cities. <http://www.edcities.org/wp-content/uploads/2013/10/CARTA-CIUDADES-EDUCADORAS_3idiomas.pdf> (accessed September 11, 2017)

cities in 36 countries on all continents.³⁹⁴⁰

The Association is organized through:

- General Assembly is the main body of the Association composed by all member cities;
- Executive Committee has the functions of direction, management, execution and representation of the Association;
- Secretariat is responsible of the day-to-day management of the Association;
- Networks are the decentralized structures made up of Association member cities in a specific territory.⁴¹

The main goals of IAEC are:

- to proclaim and champion the importance of education in the city;
- to publicize the educative axes of the political projects of the member cities;
- to promote, inspire, foster, and assure compliance with the principles of the Charter of Educating Cities (Declaration of Barcelona) by the member cities, and provide advice and information to the members on fostering and implementing the same;
- to boost the membership in the Association of the cities of the world;
- to boost the deepening of the Educating City concept and its specific applications to the policies of Cities through exchanges, encounters, shared projects, congresses and all types of activities and initiatives that reinforce the links between the member cities, in the area of the bureaus, territorial networks, thematic networks and other bodies and etc.⁴²

In Portugal exist their own network which connects Educating Cities all over the country, it calls Portuguese Territorial Network of Educating Cities (Rede Territorial Portuguesa das Cidades Educadoras).⁴³ If any city wants to become a member of this network, first of all it should become a member of the International Association of Educating Cities.⁴⁴ This network is functioning through the International Congresses and National Meetings, which allows to enrich projects, stimulate partnerships, make easier access to initiatives of international entities, and also favors the sharing of good practices.

4.3 UNESCO Global Network of Learning Cities

³⁹ International Association of Educating Cities. Who we are? <<http://www.edcities.org/en/who-we-are/>> (accessed September 11, 2017)

⁴⁰ Statutes of the International Association of Educating Cities. <<http://www.edcities.org/en/wp-content/uploads/sites/2/2015/12/Estatuts-definitius-EN.pdf>> (accessed September 11, 2017)

⁴¹ International Association of Educating Cities. Organisation. <<http://www.edcities.org/en/organisation/>> (accessed September 12, 2017)

⁴² International Association of Educating Cities. Who we are? <<http://www.edcities.org/en/who-we-are/>> (accessed September 12, 2017)

⁴³ Rede Territorial Portuguesa das Cidades Educadoras. <<http://www.edcities.org/rede-portuguesa/>> (accessed September 12, 2017)

⁴⁴ International Association of Educating Cities. How to Join? <<http://www.edcities.org/en/how-join/>> (accessed September 12, 2017)

The current world dynamism, of constant and rapid changes, where the existing norms are constantly being reformulated, makes "Lifelong Learning" play a preponderant role, since it allows a better adaptation to a great variety of situations, enabling citizens to acquire new knowledge and skills, regardless of age group. Thus, many cities adopt strategies of transformation into "Learning Cities".

According to UNESCO, learning city is a city that:

- effectively mobilizes its resources in every sector to promote inclusive learning from basic to higher education;
- revitalizes learning in families and communities;
- facilitates learning for and in the workplace;
- extends the use of modern learning technologies;
- enhances quality and excellence in learning; and
- fosters a culture of learning throughout life.⁴⁵

The ideology of Learning Cities is born within UNESCO, more specifically the UNESCO Institute for Lifelong Learning, an international non-profit institution that supports and promotes Lifelong Learning practices by the cities of the world.

In the Beijing Declaration on Building Learning Cities, "Learning Cities" are defined as those that effectively mobilize their resources to promote inclusive education, from basic to higher education; revitalize learning in families and communities; facilitate learning at the workplace; extend the use of new information and communication technologies; improving quality and excellence in learning and, last but not least, fostering a culture of lifelong learning.⁴⁶

The adoption of the "Learning Cities" philosophy aims to strengthen individual capacity building and social cohesion, as well as economic and cultural prosperity and sustainable development. The Learning City focuses on Lifelong Learning and its mission is to support the practice of this type of learning through political dialogue and knowledge sharing among member cities; the establishment of connections; the promotion of partnerships etc.

Although all cities are unique and have their own cultural, social and economic specificities, there are some characteristics of learning that are similar. That is why, as far as Learning Cities are concerned, they can all benefit from sharing ideas at every stage of their development. In order to enable this sharing of ideas and solutions, exist the Global Network of Learning Cities (GNLC), in order to enable

⁴⁵ UNESCO Global Network of Learning Cities. <<http://uil.unesco.org/lifelong-learning/learning-cities>> (accessed September 18, 2017)

⁴⁶ UNESCO Global Network of Learning Cities. Guiding Documents. <<http://uil.unesco.org/fileadmin/keydocuments/LifelongLearning/learning-cities/en-unesco-global-network-of-learning-cities-guiding-documents.pdf>> (accessed September 18, 2017)

improvements in the level of learning in all phases of life.⁴⁷

The objectives of the GNLC are:

- to promote lifelong learning for all as a key city policy;
- to provide member cities with normative tools to measure progress in building a learning city;
- to foster learning among peers and member cities;
- to collaborate with international institutions, networks and various stakeholders capable of developing sustainable socio-economic growth.⁴⁸

To become a member of GNLC, the city government shall follow these steps:

Step 1: Commit to developing a learning city.

Step 2: Adopt the Guiding Documents of the UNESCO Global Network of Learning Cities.

Step 3: Complete the application form.

Step 4: Ensure the application form is signed and stamped by the mayor.

Step 5: Email the application form to your country's National Commission for UNESCO for endorsement, making sure to cc the Secretariat of the UNESCO Global Network of Learning Cities.⁴⁹

Through the network, the cities that belong to it can obtain advantages such as receiving guidance and support, through tools and strategies for the development of cities and information about the evolution of other cities of learning; membership of a dynamic network through communication with professionals, the creation of associations and the hosting of events such as conferences and meetings, information exchange and recognition of efforts, thanks to the sharing of good practices; the promotion of the city and the candidacy for UNESCO's City of Learning award.

⁴⁷ UNESCO Global Network of Learning Cities. <<http://uil.unesco.org/lifelong-learning/learning-cities>> (accessed September 18, 2017)

⁴⁸ UNESCO Global Network of Learning Cities. Guiding Documents. <<http://uil.unesco.org/fileadmin/keydocuments/LifelongLearning/learning-cities/en-unesco-global-network-of-learning-cities-guiding-documents.pdf>> (accessed September 18, 2017)

⁴⁹ UNESCO Global Network of Learning Cities. Become a member. <<http://uil.unesco.org/lifelong-learning/learning-cities/become-member>> (accessed September 18, 2017)

Chapter 5 Internship

The main purpose of the internship was the direct application of the knowledge gained during the master's degree course at the University of Beira Interior.

The search for the internship was rather complicated, but eventually I was accepted to the three-month internship at the Municipal Chamber of Anadia.

In this chapter, I will describe all the tasks which I made and all the events where I participated during the internship at the Division of Human, Cultural and Social Development (Education Service).

5.1 Performed tasks

Support in the internal procedures of the Human Cultural and Social Development Division:

- Work with Microsoft Office programs (Excel and Word), Windows Movie Maker and Canva.
- Inserting and scanning of proposals for the purchase of goods and services (propostas de aquisição de bens e serviços) in the Excel database.
- Document Management System (Sistema de Gestão Documental or SGD).
- Email correspondence.
- Post - preparing letters to send to the local sport associations.
- Scanning, copying and printing documents.
- Proposals of activity (propostas de atividade): organization of the Excel folder of the proposals of the activities carried out in the year 2016/2017.
- Responding to the phone calls.
- Working with the Excel document of working capital (fundo maneio), scanning receipts and insert information there.
- Completion of a table of the furniture which, Educational Service, should buy to the schools of Moita and Vila Nova de Monsarros; counting total prices for complete the purchase.
- Composing kits of a pen, a T-shirt, a USB flash drive and a notepad to be offered at the "Friday's in the Square" (Às sextas na praça) event, where every Friday from May to the end of September are concerts. This was a special occasion, because the concert was dedicated to the finalists of the competition "Anadia Junior Talents".
- Sorting all activity proposals for the years 2014/2015, 2015/2016 and 2016/2017 and creating charts where it is possible to see all the activities carried out in those years, if they were repeated and which technicians (culture, education, swimming pools, library and etc.) who performed more activities. This

task was requested by the Head of the Division of Human Cultural and Social Development by the Teacher (Professor) Ângelo Santos.

- Distribution in primary schools of municipality domino games developed by Education Service and based on the "Regime Fruta Escolar" (European initiative that aims to promote the practice of healthy eating), disks with the video of "School Kid's Talent Anadia 2017" to the participants and tickets/bracelets for the employees of the Municipal Chamber for free entrance to the "Feira da Vinha e do Vinho 2017" (Fair of Vine and Wine).
- Delivery of T-shirts to typography for drawing of a symbol of "Cidade Europeia do Desporto 2020" (European City of Sport), to promote the intention of candidature during the "Cerimônia do Mérito Desportivo" (Sports Merit Ceremony).
- Verifying and taking photos of the results of the implementation of the program "Recreio Limpo 2016/2017" (Clean Playground), directed to the kindergartens and to the primary schools, of the public network, of the municipality of Anadia. The main objectives of this initiative are to raise the awareness of the whole school community about the importance of issues related to the defense and preservation of the environment, as well as to promote responsible and environmentally responsible lifestyles.
- Creation of the table in Excel with the names of all primary schools of the municipality and their contact data (it was necessary for the candidature in the competition of "European City of Sport").
- Signing and printing photos (on the special print machine) from the Christmas event organized by the Municipal Chamber.
- Translating correspondence received from UNESCO Learning Cities and Educating Cities (translation from English to Portuguese) and writing replies to them.
- I was doing a research about The Creative Cities Network organized by UNESCO, because the Municipal Chamber of Anadia wanted to join them, but this year it was impossible because we didn't had time to prepare the application form, and accept all the other rules before the deadline.
- Editing the video of the "School Kid's Talents Anadia 2017" in Windows Movie Maker (it was the first time when I have used this program, but I have learned how to work there in 30 minutes, by watching video tutorials and reading about it).

In the following sections, will be described big events in which I participated during this internship.

5.2 Portugal Wine Trophy 2017

Since 2014, the Portugal Wine Trophy has been one of the most important wine competitions in Portugal. This year the prestigious international competition was held in Anadia (in the wine region of Bairrada) from May 17 to 21. The competition is aimed at the wine-producing industry and follows the

strict rules of the International Vine and Wine Organization (OIV).

This competition is organized by DWN (German Wine Marketing) and Municipal chamber of Anadia. German Wine Marketing is also organizing: Germany (Berliner Wine Trophy and Berlin Wine Fair) and South Korea (Asia Wine Trophy).

Considering the fact that my internship began only on May 15, I did not expect to participate in the organization or logistics of this competition, but on May 16 my coordinator of internship Mr. Ângelo Santos told me that my language skills could be very useful to them and it is a great opportunity for me to gain new experience.

My first day at the Portugal Wine Trophy was on May 18, in the morning I went with my colleague to the Curia Palace Hotel where the jury stayed during the competition. Our main task in the morning was to organize the transportation of all participants to the Museum of Wine of Bairrada by bus. Given that the hotel area is large enough, we had to split up. I was waiting for the jury in the hotel lobby and was explaining to them where exactly the bus should be, while my colleague was already waiting for them near of it. After this we all went to the museum.

During the morning tasting session, we (organizational part) had a reunion with German colleagues about transportations of jury for the next days and planning their arrival at the airport on the last day of the competition (in case that members of jury were from different countries this task should be well planned). After that we had one more reunion but already with my Portuguese colleagues at the Municipal Chamber, also about transportation.

Next day in the morning I was working at the office on the creation of the domino game for the program of "Fruta Escolar", and just before lunch I again went to the museum where was the competition. At this day we had an excursion to the Aveiro, so I went with participants by bus to there. The bus driver didn't speak English so in the case if someone will have any question it was my responsibility to give all the needed information. In Aveiro me and 2 of my colleagues were like a city guides, we were showing the city center and after that gathered everyone for a return journey to Anadia.

At the third day of Wine Trophy, we went to excursion to Coimbra, my duties were the same as in the previous day.

This competition was a great opportunity for me to meet new people, to show my abilities to work in international environment, to practice and improve my language skills (during this event I was speaking in English, Russian, Ukrainian and of course Portuguese languages) and gain new knowledge about the region where I currently live.

5.3 The Medieval Fair (Feira Medieval)

The Medieval Fair was held on May 24 and 25 in Anadia, at the Square of Visconde de Seabra (in

the heart of the city) and the nearby streets, respectively, in an organization of the Municipal Chamber of Anadia destined to commemorate the holiday of the municipality. There were a lot of various activities that filled the vast program of this fair, from the tents and taverns with the regional food and wines to the artifacts, merchants, artisans with their goods; strolling jugglers, music and dance performances.

As in previous years of the Medieval Fair of Anadia, visitors had the opportunity to participate in the activities of the fair. Thus, in the Cultural Center of Anadia people could choose and dress the costumes of that time for feel really the atmosphere of the fair and after that even visit an area intended for medieval games.

The day before the fair was to decorate the city, so me and my colleague Isabel Maia were responsible for it. Our main task was to hang the flags of municipality on the windows of the buildings that are located near of the main square.

First of all, we needed to prepare the flags, check if there are any defects or something like this. After that we went to the selected buildings, as my colleague was doing this in previous years, so she already knew the better locations for hang the flags, my role was just to help her do that. Considering the fact that we were entering to the building of the bank, to the building of court and even to house of one women we needed to communicate a lot with people. For hang some flags we needed to call the workers of Municipal Chamber (when because of some reason we couldn't open the windows).

In the morning of next day, I received a map with the scheme of all the tents which needed to be built before the begin of the fair. After that, me and few my colleagues who were also responsible for the organization of the event, went to the main square. Until the lunch time we were running there and helping people to find numbers and locations of their tents, solving some organizational problems etc.

After lunch we went to the cultural Center of Anadia for choose the costumes, because every functionary of Municipal Chamber should be dressed according the theme of fair.

During the two days of the Medieval Fair, me and my colleagues were always near of the tent of Municipal Chamber or just walking in the fair, for control if everything was going well, to share some information and help to the participants if they need. Also, we were cooperating with the local police.

At the second day of the fair, I was interacting a lot with kids. There was a carousel with the bicycle (if someone wanted to ride on a carousel one person needed to ride the bicycle, as a member of organizational team, I was allowed to ride that bicycle). All interested children could take a ride at the carousel for free.

After the fair, we needed to gather all the flags and bring them back to the Municipal Chamber. There my task was to prepare them for delivery to the dry cleaner's.

This was an interesting experience, because previously I have never been at the Medieval Fair. One of my photos was even published in the local newspaper (Jornal da Bairrada). Since it was at the second week of my internship, on the begin I had some difficulties to communicate with colleagues and participants, due to the trouble of understanding language (I needed speak always in Portuguese), but

after I got used to it and everything was fine.

5.4 The Environment Fair (Feira do Ambiente)

The Environment Fair was held in Anadia from 2 to 3 of June, at the Square of Visconde de Seabra. It was organized by the Municipal Chamber of Anadia, to promote organic products, ecological solutions and environmental protection.

One of the main objectives of the municipality is to sensitize the community to the need for a change in behavior in favor of the environment, which aims, among other things, to encourage the adoption of more environmentally friendly production methods that avoid the use of chemical treatments. Another objective is to be encouraging the production and consumption of organic products, informing them and urging the population to consume food and wine produced according to methods and techniques that respect the environment.

This fair hosted various workshops, demonstrations, lectures, exhibitions and other activities to publicize the activity of the participating entities, namely associations linked to the environmental sector, educational institutions, nurseries, companies and organic producers. There was also a catering area where visitors could try organic lunches and dinners.

The organization of this fair began from the very morning of June 2nd, the first task which I needed to complete was to hang the posters of the Environmental Fair and others with information and directions. The next task was to bring to the tent of the Municipal Chamber, scale models made by pupils of primary schools, which were promoting healthy lifestyle, environmental protection etc. Throughout the fair, visitors had an opportunity to get acquainted with their works.

From 9:00 am to 16:30 pm were scheduled the arrival of pupils from the primary schools of municipality to the fair. In order not to create a confusion, every group of children had their own hour of arrival.

On the begin I was helping my colleagues to welcome pupils and explaining to the teachers what they must visit there. After half an hour I needed came back to the tent because another colleague needed help with preparing flowerpots from the recycled paper.

So, the tent of the Municipal Chamber was divided in 2 parts:

- first part was preparing fresh juice of raspberries, poured it into the cups and gave to pupils and teacher; this was made with the purpose of showing that healthy drinks are affordable and tastes good or even better than juices from supermarkets;
- second part of tent was dedicated to the recycling materials and its usage in everyday life, also we had a lot of plants and seeds; this was made with the purpose of showing to the pupils how from recycled paper u can do a flowerpots for transport the plants and reduce the usage of the plastic flowerpots; also every pupil received his own little bag with seeds for plant at home; and every teacher received a

flowerpot from recycled paper with a plant of rosemary, for plant it after with their pupils in the classrooms, and let them took care of it, this supposed to teach kids how to care about plants.

As I mentioned before, the rest of my day I spent by showing to the kids how you can make flowerpots by using just recycled paper and glue. During this activity I was interacting a lot with teachers and pupils. It was a very nice experience, because I was not just showing something that I knew but I also had an opportunity to learn a lot of new things about environment and healthy lifestyle.

5.5 Closing of the school year (Encerramento do ano letivo)

This activity was dedicated to the celebration of the ending of the 2016/2017 school year, organized by the Municipal Chamber of Anadia and aimed at more than 1,000 children from kindergarteners and public primary schools of municipality. From 12 to 14 of June, at the Cineteatro of Anadia (it is a public space where is combined cinema and theatre) the actors from Espaço Teatrosfera were performing musical “Capitão Miau Miau” (The Captain Meow Meow).

Throughout this activity I provided organizational support, by accompanying the children and teachers from the bus to the Cineteatro of Anadia; at the lobby I was explaining to the teachers where they should sit with their pupils (this was important because little kids from kindergartens should be sitting in front for have a possibility see all the musical without problems, while older kids were sitting behind); after the end of the performance I was distributing to the teachers bags with snacks and photos taken during the Christmas season, on the ice rink with their pupils; in the end I was accompanying them back to the bus.

It was a good opportunity to practice communication skills with children, the skills of coordination and organization of the large groups of people.

5.6 The Fair of Vine and Wine (Feira da Vinha e do Vinho)

This is an annual and the biggest fair organized by the Municipal Chamber of Anadia, located in Vale Santo near of the Cultural Center. The duration of the fair was ten days (from 23 of June to 2 of July).

As in the previous years, the fair intended to promote the potential and richness of the municipality and the region, with the special emphasis on Sparkling Wine, which had its own space (Wine Bar) where practically all the main producers and bottlers of Bairrada was presented, also visitors could participate in tasting sessions.

At the festival, employees of the Municipal Chamber were divided for work at the different locations, for example: ticket sales office, two gates for entrance to the festival, Wine Bar, library stand, stand of the Municipal Chamber and the Cultural Center (where all the valuable items and materials were stored). I was chosen to work at the stand which was representing the Municipal Chamber.

For ten days, we were working in two changes and each change had 3 workers. The schedule was changing according to the day of the week, from Monday to Friday stand was open from 19:00 pm to midnight (first change worked from 19:00 pm to 21:30 pm, second change worked from 21:30 until midnight), at the weekend stand was open from 15:00 pm to midnight (first change worked from 15:00 pm to 19:30 pm and second change from 19:30 pm until midnight).

Since I was one of the representatives of the stand, our main mission was to share the information, in case that someone had any question, doubt, or needed to know where was a specific location of the fair, wanted to confirm the schedule of the fair or of the shows, in my responsibility was to help that person.

Also, we had a photo zone, where all visitors could take a photo in the frame of the municipality, making those photos was also a part of my responsibility. Also, all the visitors could get some gifts, me with my colleagues were always preparing kits that was composed of flyers, a pen and/or a pencil, a local newspaper, a notebook and a special present by choice of the visitor (a T-shirt with symbol of municipality or a keychain).

When we had almost no visitors we were walking at the fair with the frame of the municipality to make more photos (this was important, because after each day we needed to do a photo report at Facebook page of Municipality).

In the end, I can say that I have met a lot of new people, accepted new challenges and did my best for the qualitative performance of my duties, but this fair was very tiring, because during all ten days of it I was also working, as usual, at the Municipal Chamber.

5.7 Final of The National Reading Competition (Final do Concurso Nacional de Leitura)

The National Reading Competition is the largest event of its kind in Portugal, this year Anadia was honored to hold the final of this competition, 7th of July were conducted the semifinal at the Municipal Library and the final at the Cinetatro* of Anadia. To the heart of Bairrada arrived students and their parents from all over the continental and insular territory, as well as from Angola, Switzerland, France and East Timor.

The main objective of this contest is to stimulate the reading training and the development of oral and written expression skills of the students of the 3rd cycle of Basic Education (3º Ciclo do Ensino

Básico) and Secondary Education (Ensino Secundário). Participation in the contest is open to students from the public and private schools, also, foreign institutions that teach in Portuguese.

Since the morning of 7th of July, I worked at the secretariat of the final of the National Reading Competition at the Municipal Library of Anadia.

In total secretariat included 4 members, each of the members had their own list of participants, the main tasks were:

- to confirm the presence of the participants and their parents or person in charge;
- give to the contestants a pass for participate in the competition;
- give the tickets for took a ride, during the competition, at the touristic train "Tschu-Tschu" for the parents or person in charge;
- give tickets to the contestants and their parents or person in charge to eat lunch at the Museum.

The list of my participants included pupils from: Cávado, Douro, Switzerland, France, Lezíria do Tejo, Madeira, Médio Tejo and Oeste.

After the semifinal me and my colleague held the participants and their parents and/or persons in charge, to attend the excursion and lunch at the museum. When the lunch finished we accompanied them to the bus, so that they went to the location where the final of the competition was to take place.

The contest was organized at the high level, so it was a big honor to be a part of it.

5.8 The Sports Recognition Ceremony (Cerimónia de Reconhecimento Desportivo)

The Municipal Chamber of Anadia organized the Sports Recognition Ceremony, 12 of July, at the Anadia Sports Pavilion to mark the achievements of athletes and sports teams of the municipality.

Few days before the ceremony we started serious preparation, me and my colleagues needed to treat a lot of organizational tasks.

Before the ceremony, I had few tasks to complete, such as:

- search for photos of ceremony participants;
- make a list of musical accompaniments for the ceremony;
- create a presentation/video in the Windows Movie Maker with photos of António José Conceição Oliveira (Tony), for show it before the receiving of Career Award;
- prepare the medals and trophies before awarding.

During the ceremony I was welcoming the participants and guests of the ceremony, was giving logistic and organizational support. At the part of awarding me and my colleague Isabel Maia were preparing medals, trophies and certificates to transfer them to the stage for rewarding.

Thanks to this ceremony, I learned more about development of the local sports and had the opportunity to meet with outstanding athletes and coaches from the municipality.

5.9 The Juniors and Under 23 Track European Championships

This championship was held at the National Velodrome in Sangalhos, Anadia, from 18 to 23 July. This event was organized by support of the Municipal Chamber of Anadia and Portuguese Cycling Federation with a view to promote the championship, the Velodrome and the region internationally. It was the fifth Juniors and Under 23 Track European Championships that were held in Sangalhos. For over a week, about 1,000 people - 400 of whom were participating runners - were in municipality, this was also boosting the entire local economy.

The members of the Portuguese Cycling Federation and all the residents of the municipality of Anadia had free admission to the Velodrome, and could watch live the performance of the national riders and international stars of the sport.

My work at the Velodrome of Sangalhos, started one day before the official begin of the championship. Me and five my colleagues (3 woman and 3 man were needed) from the Municipality Chamber were selected to work at Anti-Doping Control in the role of Chaperones. So, we arrived to the Velodrome 17th of July, for have a reunion where our supervisor was explaining to us the details of this work.

A chaperon is a helper of the anti-doping commissioner in sports competitions. He is responsible for accompanying the athletes invited to the anti-doping control from the end of the sports tournament to the entry of the doping control station. This role supposed to improve the control system in the fight against doping.

According to the UCI Anti-Doping Technical document, the Chaperone shall notify the rider of his/her selection for doping control, remain close to the rider, observe him/her always and accompany him/her to the doping control station.

After the reunion we passed the accreditation and each of us received a kit of two T-shirts, personal badge of the staff member and a bag.

During all the week of the championship we were at the Velodrome from morning until the end of the contests of the day. As explained to us in the reunion, to the doping control will be selected only those athletes who won gold medals or who beat the world record. Mostly chaperones were needed just after lunch, because in that time were starting the competitions, but always existed possibility that at the qualification races which were always in the mornings someone could beat the world record and should be immediately be selected to the doping control test. That's why we were always at the work place.

To the role of chaperones were selected men and women, because men can lead to doping control only male athletes and women only female athletes.

At the competition, I had the opportunity to talk with many European champions (with those who I accompanied to the doping control); I could see how really occur the international competitions from inside; I was translating some information for the Ukrainian, Russian and Polish teams; also sometimes I was helping my Portuguese colleagues with communication with athletes, because sometimes they had some difficulties to understand the English language; I received a lot of positive feedback from the organizers of this championship about my work there. It was definitely one of the best experiences which I had during the internship.

Conclusion

The accomplishment of this internship at the Division of Human, Cultural and Social development was a turning point in my life, since I tried myself in real work, this give me much more confidence for start the professional career now.

The integration to the professional life was easy as everyone was very helpful. Of course, work in the new environment brought to me a lot of new challenges and thanks to my colleagues I could face and solve them all.

I am looking forward to have an opportunity to work in a place like the Municipal Chamber of Anadia.

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