Community Cohesion Event Toolkit
1. Introduction

The London Borough of Merton is a socially diverse borough in terms of ethnicity, faith, gender, age, disability and sexual orientation.

Residents enjoy a high level of social harmony. In the 2006/07 Annual Residents Survey 84% of respondents agreed Merton was a place where people from different backgrounds got on well together. But we are continuously striving to enhance this sense of cohesion by ensuring diversity is understood and celebrated and all residents feel included and represented.

One way of enhancing this sense of cohesion is for organisations to run events that bring different people together. This toolkit aims to:

- help you organise and publicise your event
- engage with members of your local community
- raise awareness of your organisation.
2. What is community cohesion?

We live in a society where the differences of race, faith, culture, gender, age, disability, class and sexual orientation can affect the opportunities, income, human rights and health of an individual.

Community cohesion is about changing this.

Community cohesion incorporates and goes beyond the concept of race equality and social inclusion – it is about having positive and dynamic relationships between and within local communities. It is also about building communities in which everyone feels they belong and where people in those communities feel able to make reasonable choices about how they live, whatever their circumstances.

The council has been promoting the idea of a ‘Life in One Community’ campaign for the past two years. Life in One Community aims to celebrate the different cultures that exist alongside each other while, at the same time, encouraging people to think of themselves as being part of one community, by:

- promoting mutual understanding between people of different ages, abilities, backgrounds, faiths and cultures
- empowering people from different backgrounds to take part in fun and educational activities together
- creating a sense of belonging among those living in Merton
- engaging and supporting young people in the borough
- addressing any social tensions or conflicts.

Our ‘Life in One Community’ campaign is a key element in improving community cohesion in Merton.

By promoting positive interaction between different cultures Life in One Community aims to build up residents’ pride in Merton, address any social tensions or conflicts and support youngsters living in the borough, helping everyone to reach their full potential.

If you require further assistance or information about community cohesion contact the council on diversityandcommunityengagementteam@merton.gov.uk

3. Local issues – what do they mean to Merton?

Growing in diversity

Merton is one of the fastest growing London boroughs - according to the 2001 census Merton had the largest increase in population (12.1%) of all of London boroughs over the previous decade. Over the same timeframe the black and minority ethnic population rose from 18% to 28%, with large increases in African and Pakistani groups. These trends are predicted to continue.

These figures show people living in Merton have a fantastic opportunity to enrich their lives by finding out about the other cultures within the one community. The diversity within the borough is its strength.

Age groups and languages

Currently 17.8% of all residents are under 15 years of age and 16.4% of the population is over 60. A total of 160 languages are spoken in Merton’s schools and the number of groups with specific needs is increasing, for example black and minority ethnic communities, older people, refugees and asylum seekers.

Economic pressures

Average borough statistics mask the pockets of deprivation, especially in the eastern part of the borough. For example, the average household income in Merton is £29,000 per year but in the Mitcham wards it is between £5,000 and £13,000.

Conclusion

Feedback from our residents’ survey shows people in Merton feel there should be greater contact between different generations and communities, and that they could all learn from each other. Additionally, the importance of dialogue between faith groups and recognition of their contribution to society has been highlighted and needs to be developed further.

You and your group can help increase this community contact and help Merton further increase the cohesion between the wonderful variety of people who live, work and visit the borough.
Plan – make sure you have every eventuality covered, i.e. planning the date is paramount, make sure it doesn’t clash with anything else happening in your area or any religious or faith days (http://www.merton.gov.uk/interfaith_calendar_2008_version_2_1_.pdf). You may wish to ‘piggy-back’ on an existing event.

Budget and Funding – make sure you start your event with a budget and try and stick to it. Funding may be available locally to help you take forward the work of your group. The council may be able to guide and assist in securing funding. Each year a number of different grant funds are made available through an application process. An example of the type of grant you might want to investigate is the Community Development Fund. It is a small pot of money for grants generally between £200 to £2,000 for new and emerging groups/projects and/or one-off events (including training) or unexpected emergency expenses for existing groups. This grant can be applied for at any point during the year but is a limited fund, so once spent, further applications would have to be assessed in the next financial year. For all the details of grants and who to contact go to: http://www.merton.gov.uk/community/voluntary_community_sector_support/vs-voluntarysectorgrants.htm

Ask for favours – Try to get as much input as you can by harnessing people’s good will. Make sure you can offer them something in return, like a place at your event or in the case of a company, free advertising or sponsorship opportunities.

Marketing – tell as many people you can about your event. Use as many channels as possible whether it is by word of mouth or coverage in the local media. You could put up posters as well as think about getting the media involved. Try to get some free coverage of your event through a press release.

Evaluation – make sure you follow up your event with thank you letters, perhaps letting everyone know the results of the day, how many people came and what’s coming up next.

Types of events

You can hold an event for any number of reasons, some of which may include:

- launching a community group booklet
- holding a conference
- having a meeting of your organisation
- holding an open day
- organising a coffee morning
- having a meet and greet.
Themes for events

There are a number of awareness days and weeks that take place throughout the year that could lend you a suitable theme or reason to hold your open day or event at a certain time. Whether it is relevant to what you are doing or not you may be able to link in with a theme or just use a similar idea to make your own theme.

If you want to do some further research about events and awareness days see below a list of useful websites;
- www.countmeincalendar.info
- www.visitlondon.com/events/calendar/index

As you will see there is something going on every week of every year and the list below is just a month by month starting point to give you ideas and dates to think about.

**National Braille Week during January**
To coincide with the birthday of Louis Braille (the inventor of Braille) and World Braille Day, Royal Blind is launching the very first National Braille Week.

**Chinese New Year during January and February**
Celebrates spring and lasts about 15 days.

**National Storytelling Week between January and February**
Campaigning to increase public awareness of the art, practice and value of oral storytelling.

**WOW (World Orphan Week) in February**
Your chance to make a difference to orphaned children around the world by raising money and awareness for SOS Children.

**Lesbian, Gay, Bisexual, Transsexual History Month in February**
The festival celebrates the lives and achievements of the LGBT community. Organisers are committed to celebrate its diversity and that of the society as a whole.

**Jewish Book Week between February and March**
Jewish Book Week - the leading international book festival of Jewish ideas and writing.

**ActionAid 24-hour Tea and Coffee Break 29 February**

**World Book Day 6 March**
Encouraging children to explore the pleasures of books and reading by providing them with the opportunity to have a book of their own.

**World Poetry Day 21 March**
World Poetry Day provides an occasion for activities and efforts carried out at different levels to support and promote poetry.

**International Day for the Elimination of Racial Discrimination 21 March**
On this day, in 1960, police opened fire and killed 69 people at a peaceful demonstration in Sharpeville, South Africa, against the apartheid ‘pass laws’. Proclaiming the Day in 1966 the General Assembly called on the international community to redouble its efforts to eliminate all forms of racial discrimination.

**World TB Day 24 March**
Raising awareness of tuberculosis - one of the world’s top three killer diseases.

**World’s Biggest Curry Lunch during April**
World’s Biggest Curry Lunch is a spicy fundraising initiative from the Army Benevolent Fund.

**International Day Against Homophobia May 17**
May 17 is symbolic as the day, in 1993, when the World Health Organisation (WHO) put an end to over a century of homophobia in the medical field by removing homosexuality from its list of mental illnesses, putting an end to over a century of homophobia in the medical field.

**Local and Community History Month during May**
Aims to increase awareness of local history, promote history in general to the local community and encourage all members of the community to participate.

**World Fair Trade Day 12 May**
A celebration of Fair Trade internationally, with events organised worldwide.

**Fruity Friday 16 May**
Increasing public awareness of the links between diet, nutrition and cancer prevention, and to raise valuable funds for our cancer research and education programmes.

**Silver Surfers’ Day 27 May**
Silver Surfers’ Day brings you a series of computer and internet training for older people who want to experience first hand the benefits of being digitally connected.
**Mitcham Carnival in June**
The event includes a parade as well as a funfair, stalls and a Little League football tournament.

**Refugee Week during June**
Refugee Week is a UK-wide programme of arts, cultural and educational events to celebrate the contribution of refugees to the UK, and encourage a better understanding between communities.

**World Environment Day 5 June**
Remembers the work that needs to be done to fight climate change.

**Togs for Dogs Day 6 June**
A unique chance for schools, clubs, groups, companies and organisations to learn more about people with a hearing loss who depend on their dogs, while donating £1 to wear non-uniform, dress-up or dress-down.

**World Blood Donor 14 June**
A day for blood services across the globe to collectively recognise and thank their donors for their support.

**World Elder Abuse Awareness Day 15 June**
Raising awareness of elder abuse.

**Day of the African Child 16 June**
Honouring the memory of the hundreds of young boys and girls who were shot down and killed in the Soweto riots, as well as the courageous marchers who followed.

**World Refugee Day 20 June**
Around this date activities in support of refugees will take place all over the world with demonstrations, conferences, festivals and exhibitions organised.

**Wimbledon Lawn Tennis Championships in June and July**
International tennis Championship taking place locally in Merton.

**Veterans Day 27 June**
An opportunity to annually celebrate and raise awareness of all those who have served in our armed forces.

**International Day of Cooperatives 1 July**
Highlighting the contribution that cooperatives are making across a wide spectrum of human aspirations and needs.

**Cannizaro Park Festival in Wimbledon in July and August**
The open air theatre festival includes opera, events for children, plays and jazz afternoons.

**Celebrating Age during September**
A festival for the over-50s which includes information about getting out and about, making new friends and taking part in fun events such as belly-dancing.

**Organic Fortnight during September**
The Soil Association’s celebration of organic food and farming.

**International Literacy Day 8 September**
International Literacy Day - highlighting the fact that 860 million of the world’s adults do not know how to read or write (nearly two-thirds of whom are women) and that more than 100 million children lack access to education.

**Roald Dahl Day 13 September**
A fantastic opportunity to hold events, read Roald Dahl stories and to celebrate the World’s No. 1 Storyteller wherever you are.

**Merton’s Week of Peace during September**
A week-long festival that celebrates diversity, equality and social harmony, it provides an opportunity for people of different backgrounds, ages, and religions to participate in events that promote peace and community safety in Merton. It is a time when everyone has the chance to define what peace means to them. Merton’s Week of Peace will coincide with the London Week of Peace, which is celebrated by all 32 London Boroughs and is supported by the Prime Minister, the Mayor of London and leading Government ministers. More information can be found on http://www.weekofpeace.org.uk/.

**International Day of Peace 21 September**
The General Assembly of the United Nations declared the Day of Peace should be celebrated throughout the world be observed as a day of global ceasefire and non-violence, an invitation to all nations and people to honour a cessation of hostilities during the Day.
Macmillan's World's biggest Coffee Morning 26 September
To raise funds for cancer care.

Lick Child Poverty 29 September
ActionAid is asking people in the UK to re-live their childhood for a day in a bid to raise as much money as possible to help put an end to child poverty.

Black History Month during October
Promotes knowledge of Black History, Cultural and Heritage, and provides information on positive Black Contributions to British society.

Jeans for Genes Day 3 October
Everyone across the UK is being urged to make sure they wear their jeans, get ‘denimised’ and help children suffering from genetic disorders.

National Children’s Book Week during October
Celebrating the wonderful world of children’s books.

World Sight Day 9 October
Held on the second Thursday of October each year the event focuses attention on the problem of global blindness.

Eid al Fitr in October
The Muslim festival marks the end of the month of fasting during Ramadan.

World Rural Women’s Day 15 Oct 2008
A key worldwide event to raise the profile of rural women.

International Day for the Eradication of Poverty 17 October
In 1992 the UN General Assembly proclaimed this day to raise public awareness about the plight of the 1.3 billion people living in absolute poverty and to mobilise action against it.

International Day against Fascism and Anti-semitism 9 November
Annual commemoration of the ‘Kristallnacht’ pogrom - a joint campaign of anti-fascist, anti-racist, human rights and Jewish organisations.

Diwali 9 November
Diwali is the Hindu religious festival of lights.

International Day for Tolerance 16 November
Following the United Nations Year for Tolerance in 1995, the International Day for Tolerance was first observed on 16 November 1996.

Dyslexia Awareness Week in November
Campaigning for a dyslexia friendly society that will enable all dyslexic people to reach their full potential.

International Day for the Elimination of Violence against Women 25 November
Campaigning against gender-based violence in all its forms - whether it be domestic violence, rape, sexual harassment, torture and abuse of women prisoners or violence against women in armed conflict.

International Aids Day 1 December
Commemorated around the globe - the campaign celebrates progress made in the battle against AIDS - and brings into focus remaining challenges.

Day of Disabled People 3 December
Remembers the work that needs to be done to end discrimination against disabled people.

International Volunteer Day 5 December
The annual celebration of the contributions of volunteers to various causes and communities around the world.

Human Rights Day 10 December
10 December marks the date over fifty years ago when the Universal Declaration of Human Rights was proclaimed, with its vision of a world in which all might enjoy rights and freedoms without discrimination.

Tree Dressing Day in December
Decorate and celebrate a living tree in your street, garden, playground, village, hedgerow or park on Tree Dressing Day and show how much you value it.

International Migrants Day 18 December
A day when the international community recognises the rights of migrants around the world.
There are many elements to think about when organising an event but here is the top ten of things to check off in the lead up to your event.

1. Work out how many people you can comfortably fit in the room are you planning to hold the event in.
2. Decide who to invite.
3. Send out invitations.
4. If you have chosen a theme or specific celebration/day or festival to link your event with then plan how this theme can be incorporated into the design or decoration of the room.
5. Work out the agenda and order for the day.
6. Depending on the format of the event you may need a platform, stage or lectern to host a speaker.
7. Make sure you have enough tables and chairs available.
8. Buy in decorations and other props if need be.
9. Order or buy suitable food and drink.
10. Have a camera ready to take photos.

On the day make sure you have evaluation forms to hand out. A detachable form is available on page 18.

Afterwards you can send out thank you letters if it is appropriate.

Invitation

Use a simple, clear invitation for your event and include your organisation’s logo, colours or picture plus a sentence about the work you do. Here is an example of an invitation.

To all our friends in Merton

Please come and receive a warm welcome at the (name of your group) and find out how we can all work together to help encourage community cohesion.

Venue: (state address)

Date: (state date and time)

The exciting day out will include;

(examples of what will happen on the day)

• performance by group members
• display stands
• refreshments
• a talk
• the chance to chat to local councillors and council officers

Please RSVP by (date) to (postal/email address and telephone number)
Publicising your event
Tell us about your event and we could help raise the profile of your group by publicising it through council communications tools such as our residents’ magazine My Merton, which has a ‘What’s on’ Page or on our internet page.

You can send us details of your event to mymerton@merton.gov.uk. Please take into account that My Merton is produced about two months in advance and so we need as much notice as possible. For events with shorter notice we may be able to include the details on our internet events page.

Photographs
The main local press in the area might be interested in this type of story, but particularly if they have an opportunity to get a photograph of the event or people at the event.

If you take any photos at your event and you wish to supply them to the press or use them on your website then you must make sure you get each person to sign the relevant consent form. Some examples of these can be found on pages 16–17 of the toolkit. This will ensure they are happy for the pictures to be used in publicity. For children under 18 the parent or legal guardian must sign the form.

Media pack

Local Media List

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<td>The Wimbledon Post</td>
<td>Zara Bishop</td>
<td>020 8710 6443 <a href="mailto:post@slp.co.uk">post@slp.co.uk</a></td>
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<td>The Wimbledon Guardian</td>
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</tr>
<tr>
<td>Wimbledon Time and Leisure</td>
<td>Tony Kane</td>
<td>020 8540 2353 <a href="mailto:tony@timeandleisure.co.uk">tony@timeandleisure.co.uk</a></td>
</tr>
<tr>
<td>Radio Jackie</td>
<td>Rod Bradbury</td>
<td>020 8288 1300 <a href="mailto:rod.bradbury@radiojackie.com">rod.bradbury@radiojackie.com</a></td>
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</table>

Contacting the media
To further raise the profile of your event and scoop publicity for your organisation you might want to inform the local media about your plans. Using the press release template included in the toolkit you can tell them who you are, what you are doing, why you are holding the event, when it is and where.

Life in One Community

Once you have included your details in the press release template as shown on page 15, you can email it across to the local journalists. You could also call them to tell them about the event if you think you might have a good photo opportunity for them. However, journalists can never guarantee to cover it.

Photographs
The main local press in the area might be interested in this type of story, but particularly if they have an opportunity to get a photograph of the event or people at the event.

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Life in One Community

Come and join us for a day of (here put in the details of your event ie if it is a fun day/talk etc) at (where it is taking place) to celebrate (the name of your event) as part of Merton Council’s Life in One Community.

(Name of your group) is inviting everyone to take part in the festivities on (day) and do their bit to promote mutual understanding between people from different cultures and backgrounds from across Merton.

Activities will include (name different activities, stands, talks that will take place during the event).

The day starts at (time) and doors close at (time).

Life in One Community aims to promote knowledge and understanding between communities by supporting people from different faiths and races who want to take part in fun and educational events together.

For more information about the (this event) contact (contact details: name, phone number and email address).

Ends

Editors’ notes
(Mention any details such as a website address or anything you want to add about your organisation.)
Children photograph consent form

(For the parent, guardian or carer of a child or young person under the age of 18)

Location of photograph: .................................................................................................

Name: .............................................................................................................................

Address: ...........................................................................................................................

Contact phone number: ....................................................................................................

Email: ..............................................................................................................................

(We will not include contact details or names with an image.)

I understand that (name of your organisation) is taking photographs of my child
to help promote the success of this event. This form is valid for five years from
the date of signing.

I permit (name of your organisation) to:

- circulate the photographs to local newspapers
- use the photographs in any printed publications produced by
  the organisation
- reproduce the images on the organisation’s website.

Please note that websites can be viewed throughout the world, not just in the
United Kingdom where UK law applies.

Signature: ............................................................... Date: ...........................................


Adult photograph consent form

Location of photograph: .................................................................................................

Name: .............................................................................................................................

Address: ...........................................................................................................................

Contact phone number: ....................................................................................................

Email: ..............................................................................................................................

(We will not include contact details or names with an image.)

I understand that (name of your organisation) is taking photographs of me to
help promote the success of this event. This form is valid for five years from the
date of signing.

I permit (name of your event) to:

- circulate the photographs to local newspapers
- use the photographs in any printed publications produced by
  the organisation
- reproduce the images on the organisation’s website.

Please note that websites can be viewed throughout the world, not just in the
United Kingdom where UK law applies.

Signature: ............................................................... Date: ...........................................
Feedback Form

1) Do you think the event was well organised?
   - Very well
   - Fairly well
   - Not very well
   - Poorly

2) Were questions you had about the group or the aims of the Open Day properly answered?
   - Very well
   - Fairly well
   - Not very well
   - Poorly

3) Would you recommend this type of event to a friend or family member?
   - Definitely
   - Possibly
   - No

4) Would you go to a similar event again?
   - Definitely
   - Possibly
   - No

5) How would you rate the overall event?
   - Very interesting
   - Interesting in parts
   - Not very interesting
   - Dull

6) Do you think you will join our group?
   - Definitely
   - Possibly
   - Unlikely

7) What did you like best about the event?

8) What was the worst part of the day?

9) How do you think the day could have been improved?

10) What other comments would you like to make about the event?

5. Final Thoughts

The London Borough of Merton is constantly growing in both the number and diversity of our residents and visitors. Communities are changing and evolving and this needs to be understood and the issues arising addressed. Community cohesion work is vital in making these changes work positively but it has to be a collective effort. It is understood that you meet and speak to a number of people already but to ensure you have the capacity and tools to progress this further Merton Council and the Community Cohesion Team want to offer you assistance.

This toolkit aims to equip you with all the elements you might need to run a successful event, no matter what the cause, the size or the audience.

Hopefully by using parts of the kit, for example the suggested themes, you can plan effectively and make your event as relevant and appealing as possible.

The Merton Week of Peace takes place in mid-September and is supported by a number of events run by the council and the groups we work with. Peace Week is all about communities working together and so could be an ideal time to hold one of your events. Keep an eye out for council publications and our website http://www.merton.gov.uk/leisure/events/weekofpeace for more information about what we will be doing and how you can get your group or community involved.

We would like to thank and credit Peter N Taylor for his photos taken during Merton Council’s 2007 Community Cohesion events.

Designed and printed by Merton Graphics and Print Unit 2008.
On a final note we would like to wish you the best of luck with your events and say thank you to everyone for the excellent work being done in the community and for helping with past Merton Council events.
If you would like more information in your own language, please contact us at the address shown in the box below.

Nese deshironi me shume informacion ne gjuhen tuaj, ju lutemi te na kontaktoni ne adresen e dhene ne kutine me poshte.

إذا أردت معلومات إضافية بلغتك الأصلية الرجاء الاتصال بنا في العنوان المدون ضمن الإطار أدناه.

यदि आपना निजी भाषाय लेखा आरोग तथा चाल तहले दया करे आमालें ऋजन संधायोग करुन, तलार बक्से आमालें ठिकाना रोज़ेँये।

如果你需要用中文印成的資料，請按底端方格內提供的地址與我們聯絡。

آگر مایل به اطلاعات بیشتر به زبان خود هستید، لطفا با ما از طریق آدرس زیرتماس بگیرید.

Pour tout renseignement complémentaire dans votre propre langue, veuillez nous contacter à l'adresse figurant dans l'encadré du bas.

Jeśli życzy sobie Pan/i więcej informacji w swoim języku, proszę się z nami skontaktować pod adresem podanym w dolnej ramce.

नेवत उम्मी धिक चिन नामफवागी घाटी चर्ची देटे उं टिंप बठवे चेत लिखे भाले दिल चिनें चठे ’उं दे माधे रास मध्यत्र बठवे।

Hadii aad u baahan tahay faahfaahin intaa kabadan oo ku soobsan afkaaka hooyo ama Af Somali fadlan lana soo xiira cinwaanka hoos ku qoran.

Si usted desea más información en su propia lengua, por favor contáctenos en la dirección al pie del formato.

அந்தது இதிகாசிய குரோ விளையாட்டுக்கு வார்த்தையும், ஆசியக் கல்வியும் பாதுகாப்பு நூற்றண்டுகளுக்கு முந்த காலத்தில் உள்ளார்க்காலத்தில்.

آگر آپ کو یہ بات بتایان شما مزید معلومات حاصل کرنا چاہتے ہیں تو وہ کہر کمیسیون کے کسی میں درج کیے۔

You can also get this information in large print, in Braille and on audiotape.