



Annexes

ANNEX II

DOCUMENT TO PARTICIPATE AS A VOLUNTEER

First and last name

Document number:

Telephone:

User email in the website:

As a volunteer, he or she acts as a collaborator in the City Council's citizen participation process, which will be held on _____ days of ____ (both included) in the shifts that will be indicated to him or her by e-mail based on his or her preferences.

Volunteers must carry out their work under the principles of diligence, transparency and good faith.

The functions will be as follows:

Show up at the chosen location and shift 20 minutes in advance and give 72 hours notice if you are unable to attend.

2. Fill in the minutes that will be found at the support polling station.

3. Make a record in the minutes of any incidents that may occur in the course of your shift.

4. Sign, at the beginning of your shift, the document by which the closed ballot boxes, tablets and the rest of the material are handed over to you, taking responsibility for it until it is handed over to the next collaborator or until it is handed over to the company that will guard it.

5. Respect the rest of the procedure described in "MANUAL FOR POLLING STATIONS".

6. In terms of data protection "undertakes to keep secret all information with personal data or not, which as a result of their participation in the process has been able to access, knowing that a breach of the duty of secrecy may involve a breach of Law _____. The duty of secrecy implies that you may not disclose, disseminate or communicate information with personal data to anyone without the authorization of the person responsible for the process which is _____. This obligation of secrecy shall subsist even after the process of citizen participation has been completed."

On the basis of the above, I accept the functions indicated for the citizen participation process developed by the Town Hall.

Date:

Signature:

ANNEX II (BIS)
**DOCUMENT FOR PARTICIPATING AS A COLLABORATOR IN THE
SELECTION PROCESS OF PARTICIPATORY BUDGET PROJECTS**

First and last name

Document number:

Telephone:

User email in the website:

Acts as a collaborator in the process of citizen participation of the City Council, which will be held on in the shifts you have chosen in the additional polling station located in the place designated by the district. This process is done to decide which participatory budget projects will be selected in the year.....

Collaborators will work under the principles of diligence, transparency, and good faith.

The functions shall be as follows:

1. To constitute the additional polling station in the place designated by the district and in the schedule foreseen (this will be carried out by the first turn of the polling station).
2. Fill in the polling station minutes.
3. Record in the minutes any incidents that may occur in the course of their shift.
4. Take charge of the closed ballot boxes, tablets and the rest of the material delivered by the district for the development of the participation process at the beginning of their shift, taking responsibility for it until its delivery to the next collaborator or until it is delivered back to the District at the end of each day of the in-person participation process (this delivery will be made for the second shift).
5. Respect the rest of the procedure described in "MANUAL OF POLLING STATIONS FOR PRESENTIAL VOTATION OF THE PARTICIPATORY BUDGET PROJECTS".
6. In terms of data protection "undertakes to maintain confidentiality with regard to all information with or without personal data which, as a result of its participation in the process, it has been able to access, knowing that a breach of the duty of confidentiality may lead to a breach of the European Data Protection Regulation. The duty of confidentiality implies that you may not disclose, disseminate or communicate information with personal data to anyone without the authorization of the person

responsible for the process which
is
..... This obligation of confidentiality will continue even after the citizen participation process
has been completed.

7. On the basis of all the above, I accept the functions indicated for the citizen participation process
developed by the City Council.

Date:

Signature

ANNEX III

PARTICIPATORY PROCESS MINUTES

DAY

POLL STATION LOCATION:

POLL STATION N°:

COMPOSITION OF THE POLLING STATION: The polling station will be constituted by a president and a member (simple stations) or by a president and two members (joint stations). The president will be designated by means of a draw that will take place at the polling station itself. This draw will have to be carried out each time the volunteers attending the polling station change.

RECEPTION OF MATERIAL: In the constitution of the polling station will be delivered a closed ballot box (single polling station) or two closed ballot boxes (joint polling station), a tablet (single polling station) or two tablets (joint polling station) and along with furniture (polling station and chairs), ballot papers, envelopes and necessary stationery material. This material will be guarded by the components of the polling station until its delivery to the next shift or until it is delivered to the personnel authorized for its custody.

*Any problem in relation to the material supplied shall be recorded in the incidences section of these minutes, in the event that any essential element for constituting the polling station is missing, please call _____.

TABLETS ID NUMBER:

“ These identification numbers are those on the back of the tablet.

Volunteers are responsible, through their signature as polling station components, for the custody and use for the participatory process of the ballot boxes, electronic tablets, ballot papers and envelopes delivered, until they are substituted in the next shift or until their delivery to the transport service.

**When there are not enough ballots or envelopes, please contact*

CONSTITUTION OF THE polling station: (To be completed by all volunteers who successively participate at the polling station by stating the time of arrival and departure).

In, athours, the polling station is constituted, noting that throughout the day the following components have participated:

First and Document number last name	PRESIDENT <input type="checkbox"/>	BEGINNING TIME:	Signature
	CHAIR <input type="checkbox"/>	END TIME:	

First and Document number last name	PRESIDENT <input type="checkbox"/>	BEGINNING TIME:	Signature
	CHAIR <input type="checkbox"/>	END TIME:	

First and Document number last name	PRESIDENT <input type="checkbox"/>	BEGINNING TIME:	Signature
	CHAIR <input type="checkbox"/>	END TIME:	

First and Document number last name	PRESIDENT <input type="checkbox"/>	BEGINNING TIME:	Signature
	CHAIR <input type="checkbox"/>	END TIME:	

First and last name	Document number	PRESIDENT <input type="checkbox"/>	BEGINNING TIME:	Signature
		CHAIR <input type="checkbox"/>	END TIME:	

First and last name	Document number	PRESIDENT <input type="checkbox"/>	BEGINNING TIME:	Signature
		CHAIR <input type="checkbox"/>	END TIME:	

First and last name	Document number	PRESIDENT <input type="checkbox"/>	BEGINNING TIME:	Signature
		CHAIR <input type="checkbox"/>	END TIME:	

INCIDENCES: Any incidence in the development of the day, in the material or in the counting of envelopes will be recorded.

polling station CLOSURE

The polling stations will be closed at 7 p.m. and the ballot boxes will not be opened and the vehicle will have to wait to deliver the ballot boxes, tablets and other documentation and material.

LACK OF polling station RELIEF

If, at the end of the morning shift, the components of the polling station are not replaced, you must wait 20 minutes to confirm that you are not attending the next shift and proceed to the early closing of the polling station following the procedure indicated above and notifying the telephone of incidents and waiting for the vehicle to collect the furniture.

- All volunteers may request a certificate of attendance from _____, indicating name, date and time of participation.

- For any incident that you cannot solve, please contact us by phone
.....

ANNEX IV

DAILY CHECKLIST OF TASKS BY THE COMPONENTS OF THE POLLING STATIONS AND POSSIBLE INCIDENTS

For any incident that you cannot solve, please contact us by phone

1.- Functions of the components of the first shift:

- *To locate the space of the polling station in the public thoroughfare that corresponds to them*
- *Have visible accreditation as a process volunteer*
- *Wait for the deliverers to distribute the material, the box with the documentation, the ballot boxes, the tablets, and the polling stations and chairs.*
- *Receive the box with the documentation along with the ballot boxes. The box should include the process of remodeling the public square for the district.*
- *Check the contents of the box and that everything is complete.*
- *Check that on the polling station there are ballots and envelopes specific to the remodelling process of the corresponding square in the corresponding District, as well as the memories and exhibitors corresponding to the two finalist projects in each square.*
- *Check the operation of the tablets and that they are loaded.*
- *Check the ballot boxes and that they are locked with a padlock.*
- *Draw the office of President of the polling station.*
- *Fill in the opening minutes and sign them by all members (ANNEX II)*
- *Establish and open the polling station and start the process.*
- *At the end of the turn, wait for the next turn of volunteers and pass the relay to continue with the process.*

2.- Functions of the components of the second shift:

- *Take over from the polling station and check all the material, including the minutes completed for the previous shift (APPENDIX II).*
- *Draw the office of President and write down the data in the minutes filled in the previous turn and continue with the support process.*
- *When the fixed time for the daily closing of the polling station arrives, proceed to the closing (point 6 of the Manual).*
- *There is no tally*

- Turn off the tablets, collect all the material, store it in the box along with the turned off tablets, and wait for the delivery managers for delivery.
- Once the support phase is finished, the file will be introduced folded and without envelope in the ballot box.

POSSIBLE INCIDENCES OF THE PROCESS

In the event of incidents occurring during the process shall be communicated on the telephones

Examples of some possible incidents:

- The necessary material for the assembly of the polling station does not arrive.
- The box with the documentation is not found or the documentation is incomplete.
- The ballots corresponding to the specific process of the remodelling of the corresponding square are not available.
- You do not know how to log in to the tablet or you have forgotten your password (the username and password are those of the website).
- The next turn is not presented (wait 20 minutes and proceed to close the polling station - point 6 of the Manual - as if it were the end of the day).
- The ballots are finished (in addition to communicating it, it will be reflected in the minutes, momentarily suspending the process until it is resolved).
- The tablets are either out of battery or are running out. The day is suspended; (in addition to communicating the incident, it will be reflected in the report, momentarily suspending the process until it is resolved).
- One of the components of the polling station must leave suddenly. The process will be followed and the incidences telephone will be called. If possible an alternate will join.]

Possible Incidences of the members of the polling station with the citizens:

- He wants to express his support with a document other than those permitted or without any type of identification: This is not possible. In the document it must be possible to check the number of the identification document and the year of birth which are the data that will be introduced in the tablet to check if it is possible or not to present the support.
- The citizen does not appear in the census and cannot show support: He or she will be referred to the Citizen Attention telephone number so that they can check the census situation. If this problem persists, the President of the polling station will contact the incident telephone number.

The members of the polling station should pay special attention to the following:

- The person who is going to express his or her support must put the ballot paper in the envelope.
- Envelopes should not be placed in the ballot box without first checking on the tablet that support can be expressed.

- *The ballot boxes should be controlled and covered to prevent that supports can be introduced without a previous control of the members of the polling station.*
- *In the event that someone might attempt to break the ballot box or compromise the supports, the municipal police will be notified to avoid this. In case the supports have been compromised, all of them will be cancelled.*

ANNEX VI

DISTRICT COMMITMENT DOCUMENT FOR THE CONSTITUTION OF ADDITIONAL PARTICIPATION POLLING STATIONS IN THE SELECTION PROCESS OF PARTICIPATORY BUDGET PROJECTS.

1. Request authorisation on public roads for the location of the additional roundtables.

2. Designate the components of each polling station in each of the shifts that are developed during the days of participation and communicate it to
..... These persons shall receive training for the performance of their duties on the days fixed. The training will consist of an explanation on the development of the days, tasks to be performed, and practical on the use and operation of the tablets.

3. Delivery of the material to the components of the polling stations to be able to constitute them (furniture, ballot boxes, tablets, ballot papers, etc.). This delivery will take place every day in the places designated by the District. The material will be collected by the District at the end of the day of participation.

4. Likewise, the District will be responsible for the custody of the ballot boxes once they are collected at the end of the voting day during the two days indicated and until their delivery, in the place established to carry out the scrutiny of the supports of the process.

In.....

Signature.....