



Work plan document for implementation of Commit to Right Project (CERV_2023)

El presente documento se redacta con la finalidad de dejar constancia de los acuerdos de trabajo tomados entre los socios (Ajuntament de Girona, Fundació Girona Regió del Coneixemnet, Universitat de Girona, Fundació Ser.Gi, Comune di Reggio Emilia, Fondazione E-35), bajo la supervisión del Socio Coordinador (Ajuntament de Girona).

En el documento se detalla:

- El plan de trabajo del proyecto CTR, dividido por paquetes de tareas, calendarizadas;
- Los hitos y los documentos entregables del proyecto CTR;
- Los acuerdos tomados entre socios para el conseguimiento de los resultados del proyecto CTR, las responsabilidades y funciones de cada uno respecto a las tareas, las actividades y los documentos entregables.

1. Planificación y calendarización de las actividades per todo el curso del proyecto CTR (*Annex 1*)

Los socios se comprometen a ejecutar las tareas planificadas en los paquetes de trabajo correspondiente, en los tiempos previstos, siguiendo el esquema contenido en el Annex 1. El control de los tiempos de ejecución y el cumplimiento de las tareas correspondientes será llevado a cabo por el socio coordinador y reportado a través de los *reports continuous* en el portal de la Unión Europea (F&T). Los mecanismos de control, siguiendo el esquema del F&T, consistirán principalmente en:

- La entrega de los *deliverables* y el alcance de los *milestones*;
- Los *KPIs*, la *survey* de las actividades y los *reports* de la ejecución de las mismas (divididas entre actividades de comunicación, *dissemination* y eventos-*trainings*)



2. **Deliverables y Milestones (Annex 2 y 3)**

El coordinador y los socios se hacen cargo de completar los *milestones* y *deliverables* del proyecto, en los tiempos indicados. Para facilitar la tarea de ejecución y coordinación del proyecto, se han detallado y dividido algunos *deliverables* originales y se han cambiado algunas fechas de cumplimiento de los *milestones* originales del proyecto. De forma que, los *deliverables* y *milestones* de trabajo se conforman como detallado en los documentos anexos.

3. **List of Content (Annex 4)** – Rellana por todos los socios, servirá como documento base para llevar a cabo las actividades de comunicación y *dissemination*; rellenar el contenido de la *web* y los *socials networks*; completar los *reports continuous del F&T*.

4. **Lista de actividades (Annex 5)** – Herramienta creada por el socio coordinador y rellenada por todos los socios servirá como registro de las actividades implementadas. Será acompañada por un registro de imágenes, una ficha de actividad y la lista de firmas de cada actividad. El conjunto de información recogida se utilizará para completar las partes de los correspondientes *reports continuous* en el F&T.

Con la finalidad de simplificar y agilizar la función de registro y control por parte del socio coordinador (Ajuntament de Girona), los otros socios del proyecto se comprometen a rellenar la *list of content* y la lista de actividades. El registro, a través de estas herramientas, será fundamental para que el socio coordinador pueda rellenar los reports del F&T.

A parte, los socios y el coordinador se comprometen a presentar y completar la survey de la Unión Europea, presencialmente, en cada actividad llevada a cabo.



5. **Survey (*link en web EU*) (derechos extendidos a todos socios)**

La encuesta de las actividades es una parte fundamental del control de las actividades. Se carga automáticamente al portal F&T. El link de entrada a la *survey* se puede encontrar en https://ec.europa.eu/eusurvey/runner/CERV_2021-2027

El coordinador se compromete a otorgar los derechos de acceso a la *survey* a todos los socios para que puedan someter la encuesta en las actividades y controlar-extraer los resultados de evaluación de sus propias actividades. Los socios tienen la obligación de hacerla rellenar a los participantes, presencialmente, en todas las actividades implementadas.

6. **F&T Portal-** El coordinador se ocupará de volcar toda la información del proyecto, rellenando los apartados de los *reports continuos* y entregar los *deliverables*.

- _ Actividades de comunicación y *dissemination* (desde *list of content*);
- _ Actividades de eventos y *trainings*;
- _ *Survey* (se carga automáticamente después de las actividades);
- _ KPIs: eventos, *dissemination* and *communication* activities;
- _ *Reports continuous: KPIs, survey, deliverables, milestone, risks.*



En resumen, cada socio se compromete a:

1. Detallar las tareas de cada paquete de trabajo en las actividades que implementará;
2. Ejecutar las actividades en los tiempos establecidos:
 - Llenar lista de actividades siguiendo la herramienta creada por coordinador;
 - Enviar imágenes, *reports* y lista de firmas al coordinador;
 - Presentar y someter la *survey* a participantes de las actividades implementadas.
3. Llenar la lista de contenidos para poder llevar a cabo las actividades de comunicación del Proyecto CTR;
4. Producir documentos entregables de sus paquetes de trabajo.

El socio coordinador se compromete a:

1. Coordinar las tareas y las actividades, ofrecer soporte y seguimiento a los socios;
2. Ejecutar sus propias tareas como socio (actividades);
3. Llenar la lista de actividades y la de contenidos por sus propias actividades;
4. Ofrecer acompañamiento y soporte para la ejecución de las actividades y la *survey*;
5. Recoger contenidos de la lista de actividades y de la lista de contenidos y rellenar en portal F&T con la información obtenida:
 - Rellenar *reports continuos*;
 - KPIs*;
 - Reports* de las actividades (divididas por comunicación, *dissemination*, eventos y *trainings*);
 - Alcanzar los *milestones*;
 - Revisar y someter los *deliverables*.

Annex 1: WORK PLANNING

[illegible]

PRIMER SEMESTRE: MAY -OCT 2024							
		may-24	jun-24	jul-24	ago-24	sep-24	oct-24
AG	WP1 – Coordination and managment (AG)						
	T.1.1 - Coordination and financial managment					D 1.1 (a)	
	T.1.2 - Project plan and collaboration agreement					M 1	
	T.1.3 - Organization of partners meetings						
	T. 1.4 - On-line meetigns of partners	On-M		On-M		Pres-M	
	T. 1.5 - Interim Report						
	T 1.6 - Independent evaluation					M 2	D 1.3 (a)
UdG	WP2 – Increase knowledge and data base creation (UdG)						
	T.2.1 - Research on international analysis and model of discrimination						
	T.2.2 - Emilia Romagna Study Visit					D 2.4	
	T.2.3 - Design of intersectional analysis on discrimination						
	T.2.4 - Creation of a unified registration system						
	T.2.5 - Pilot test on applied research and registration tools: pilot test on data processing						
	T 2.6 - Survey on discrimination						
	T 2.7 - Intersectional study-report on discrimination in the city of Girona						
AG	WP3 – Governance process of creation and management of anti-discrimination service (AG)						
	T.3.1 - Research and analysis of participatory governance models at an European level						
	T.3.2 - Identification of actors and resources for intersectional community policies for the prevention of discrimination in the city						
	T.3.3 - Design of a participatory process for the implementation anti-discrim services						
	T.3.4 - Creation of the governance model/governing bodies						
	T.3.5 - Development and implementation of the model						
FS	WP4 – Victim care service (Ser.Gi)						
	T.4.1 -Research on victim care service models at an European level						
	T.4.2 - Direct attention to citizens on intersectional issues of discrimination						
	T.4.3 - Activation of sectorial services based on the needs of the victims						
	T.4.4 - Creation of a psycho-educational and social care circuit						
	T.4.5 - Improvement of the service for reporting and sanctioning situations of discrimination						
	T.4.6 - Implementation of restorative justice service in cases of discrimination						
UdG	WP5 – Training in "prevention of discrimination" (UdG)						
	T.5.1 - Research on good practices in training on discrimination at European level						
	T.5.2 - Case study on anti-discrimination training in Reggio Emilia						
	T.5.3 - Design of the first version of the training proposal - Extensible Training module						
	T.5.4 - Content and methodologies for the formation of the different selected groups. - First version of the training toolkit						
	T.5.5 - Training of trainers						
	T.5.6 - Pilot and testing training						
	T.5.7 - First training evaluation (assessment and review)						
	T.5.8 - Elaboration and dissemination of the final version of training module						
FGRC	WP6 – Communication & Dissemination (FRGC)						
	T.6.1 - Project communication plan						
	T.6.2 - Raise-awareness strategy			M12	D 6.1		
	T.6.3 - Web and social media campaign					M13	
	T.6.4 - Editing raise-awareness material						
	T.6.5 - Dissemination of discrimination victims care circuit						
	T.6.6 - Awareness-raising video						
	T.6.7 - Middle term event						
	T.6.8 - Territorial workshops						
	T.6.9 - Final event						

Entrega	D 2.4	Report Study visit	30-sep-24
	M1	Project work plan	30-sep-24
Interns	M2	Mechanism for ind evaluation	30-sep-24
	D 1.1 (a)	Document WP	30-sep-24
	D 1.3 (a)	External evaluation	31/10/2024
Preparació	D1.4	Reports meetings	30-apr-2026
	D 1.2	Middle time report	31-maig-2025

Preparació	D 2.1	Survey model	31-ago-25
	D 2.2	Database	31-oct-25
	D 2.3	Analysis in Girona	31-abr-26
	M3	Research methodologies	31-ago-25
	M4	Registration system	31-oct-25

Preparació	D 3.1	internal organization OND	30-abr-25
	D 3.2	Report participatory process	30-abr-25

M5	No-disc. service structure	28-feb-25
M6	Share governement body	30-abr-25

Entrega	D 6.1	communication plan and web	31-jul-24
	M12	communication plan	31-jul-24
	M13	project web site	30/09/2024

SEGON SEMESTRE: nov'24-apr'25							
		nov'24	dic'24	ene'25	feb'25	mar'25	apr'25
AG	WP1 – Coordination and managment (AG)						
	T.1.1 - Coordination and financial managment						D1.1(b)
	T.1.2 - Project plan and collaboration agreement						
	T.1.3 - Organization of partners meetings						
	T. 1.4 - On-line meetigns of partners	on-M		on-M		on-M	
	T. 1.5 - Interim Report						
	T 1.6 - Indipendent evaluation						D 1.3(b)
UdG	WP2 – Increase knowledge and data base creation (UdG)						
	T.2.1 - Research on international analysis and model of discrimination						
	T.2.2 - Emilia Romagna Study Visit						
	T.2.3 - Design of intersectional analysis on discrimination						
	T.2.4 - Creation of a unified registration system						
	T.2.5 - Pilot test on applied research and registration tools: pilot test on data processing						
	T 2.6 - Survey on discrimination						
	T 2.7 - Intersectional study-report on discrimination in the city of Girona						
AG	WP3 – Governance process of creation and management of anti-discrimination service (AG)						
	T.3.1 - Research and analysis of participatory governance models at an European level						
	T.3.2 - Identification of actors and resources for intersectional community policies for the prevention of discrimination in the city						
	T.3.3 - Design of a participatory process for the implementation anti-discrim services						D 3.1
	T.3.4 - Creation of the governance model/governing bodies						M 6/6
	T.3.5 - Development and implementation of the model						D 3.2
FS	WP4 – Victim care service (Ser.Gi)						
	T.4.1 -Research on victim care service models at an European level						
	T.4.2 - Direct attention to citizens on intersectional issues of discrimination						
	T.4.3 - Activation of sectorial services based on the needs of the victims						
	T.4.4 - Creation of a psycho-educational and social care circuit						
	T.4.5 - Improvement of the service for reporting and sanctioning situations of discrimination						
	T.4.6 - Implementation of restorative justice service in cases of discrimination						
UdG	WP5 – Training in "prevention of discrimination" (UdG)						
	T.5.1 - Research on good practices in training on discrimination at European level						
	T.5.2 - Case study on anti-discrimination training in Reggio Emilia						
	T.5.3 - Design of the first version of the training proposal - Extensible Training module						
	T.5.4 - Content and methodologies for the formation of the different selected groups. - First version of the training toolkit						
	T.5.5 - Training of trainers						
	T.5.6 - Pilot and testing training						
	T.5.7 - First training evaluation (assessment and review)						
	T.5.8 - Elaboration and dissemination of the final version of training module						
FGRC	WP6 – Communication & Dissemination (FRGC)						
	T.6.1 - Project communication plan						
	T.6.2 - Raise-awareness strategy						
	T.6.3 - Web and social media campaign						
	T.6.4 - Editing raise-awareness material						
	T.6.5 - Dissemination of discrimination victims care circuit						
	T.6.6 - Awareness-raising video						
	T.6.7 - Middle term event						
	T.6.8 - Territorial workshops						
	T.6.9 - Final event						

Interns	D 1.1(b)	Document WP	30-apr-25
	D 1.3(b)	External evaluation	30-apr-25
Preparació	D1.4	Reports meetings	30 apr'26
	D 1.2	Middle time report	31 mag'26

Preparació	D 2.1	Survey model	31 agost'25
	D 2.2	Database	31 oct'25
	M3	Research methodologies	31 agost'25
	M4	Registration system	31 oct'25

entrega	D 3.1	NDS internal operating regulation	30 apr'25
	D 3.2	Final report PP	31 apr'25
	M5	Anti-discrimination service structure	28 feb '25
	M6	Creation of shared governement	30 apr '25

Preparació	M7	physical space for attention of victims	31 jul'25
	M8	Creation of shared governement	31 jul'25

Preparació	M9	Creation of joint training material	31 ago'25
	M10	Creation of trainin toolkit	31 ago'25
	D 5.1	provisional training model	30 sep'25

preparació	M14	dissemination documents of OND	31 maig'25
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TERCER SEMESTRE: MAG'25-OCT'25							
		mag'25	jun'25	jul'25	ago'25	sep'25	oct'25
AG	WP1 – Coordination and managment (AG)						
	T.1.1 - Coordination and financial management						D1.1©
	T.1.2 - Project plan and collaboration agreement						
	T.1.3 - Organization of partners meetings						
	T. 1.4 - On-line meetigns of partners	Pres-M		on-M		on-M	
	T. 1.5 - Interim Report	D 1.2					
	T 1.6 - Independent evaluation						D1.3©
UdG	WP2 – Increase knowledge and data base creation (UdG)						
	T.2.1 - Research on international analysis and model of discrimination						
	T.2.2 - Emilia Romagna Study Visit						
	T.2.3 - Design of intersectional analysis on discrimination				M3		
	T.2.4 - Creation of a unified registration system						M4
	T.2.5 - Pilot test on applied research and registration tools: pilot test on data processing						
	T 2.6 - Survey on discrimination						
	T 2.7 - Intersectional study-report on discrimination in the city of Girona						
AG	WP3 – Governance process of creation and management of anti-discrimination service (AG)						
	T.3.1 - Research and analysis of participatory governance models at an European level						
	T.3.2 - Identification of actors and resources for intersectional community policies for the prevention of discrimination in the city						
	T.3.3 - Design of a participatory process for the implementation anti-discrim services						
	T.3.4 - Creation of the governance model/governing bodies						
	T.3.5 - Development and implementation of the model						
FS	WP4 – Victim care service (Ser.Gi)						
	T.4.1 -Research on victim care service models at an European level						
	T.4.2 - Direct attention to citizens on intersectional issues of discrimination			M7			
	T.4.3 - Activation of sectorial services based on the needs of the victims						
	T.4.4 - Creation of a psycho-educational and social care circuit			D4.1(a)			
	T.4.5 - Improvement of the service for reporting and sanctioning situations of discrimination			M8			
	T.4.6 - Implementation of restorative justice service in cases of discrimination			D4.2(a)			
UdG	WP5 – Training in "prevention of discrimination" (UdG)						
	T.5.1 - Research on good practices in training on discrimination at European level						
	T.5.2 - Case study on anti-discrimination training in Reggio Emilia						
	T.5.3 - Design of the first version of the training proposal - Extensible Training module				M9		
	T.5.4 - Content and methodologies for the formation of the different selected groups. - First version of the training toolkit				M10	D 5.1	
	T.5.5 - Training of trainers						
	T.5.6 - Pilot and testing training						
	T.5.7 - First training evaluation (assessment and review)						
	T.5.8 - Elaboration and dissemination of the final version of training module						
FGRC	WP6 – Communication & Dissemination (FGRC)						
	T.6.1 - Project communication plan						
	T.6.2 - Raise-awareness strategy						
	T.6.3 - Web and social media campaign						
	T.6.4 - Editing raise-awareness material						D 6.2
	T.6.5 - Dissemination of discrimination victims care circuit				M14		
	T.6.6 - Awareness-raising video						
	T.6.7 - Middle term event	6.4(a)					
	T.6.8 - Territorial workshops						
	T.6.9 - Final event						

Entrega	D 1.2	Middle time report	31-maig'25
Interns	D 1.1©	Document WP	31-oct-25
	D 1.3©	External evaluation	31/10/2025
Preparació	D1.4	Reports meetings	30 apr'26

Entrega	M3	Research methodologies model	ago '25
	M4	Registration system model	oct '25

Preparació	D 2.1	Survey model and pilot	mar '26
	D 2.2	Database	mar '26
	D 2.3	Report analysis in GIRONA	apr '26

Entrega	M7	physical space for attentions	jul '25
	M8	care circuit for victims	jul'25

Interns	D 4.1(a)	Awarness material about actions in discrimination	jul '25
	D 4.2(a)	Awarness material about restorative practices	jul '25

Entrega	M9	Creation of joint training material	jul '25
	M10	Creation of trainin toolkit	jul '25
	D 5.1	provisional training model	ago '25

Preparació	D 5.2	training of trainers	dec '25
	D 5.3	pilot training and avaluation	feb '26
	D 5.4	training program	mar '26
	M11	piloting and tasting training module	ene '26

Entrega	M14	Prevention discrimination material	mag '25
	D 6.2	Awarness material	oct '25
Interns	D6.4(a)	Middle-term event	mag'25

Preparació	D 6.3	Awarness video	mar '26
	M15	care circuit material	sep '25
	M16	local and international workshops and final event	apr '26

QUART SEMESTRE: NOV'25-APR'26							
		nov'25	dec'25	ene'26	feb'26	mar'26	apr'26
AG	WP1 – Coordination and managment (AG)						
	T.1.1 - Coordination and financial managment						D 1.1
	T.1.2 - Project plan and collaboration agreement						
	T.1.3 - Organization of partners meetings						
	T. 1.4 - On-line meetigns of partners	on-M		on-M		on-M	
	T. 1.5 - Interim Report						D 1.4
	T 1.6 - Indipendent evaluation						D 1.3
UdG	WP2 – Increase knowledge and data base creation (UdG)						
	T.2.1 - Research on international analysis and model of discrimination						
	T.2.2 - Emilia Romagna Study Visit						
	T.2.3 - Design of intersectional analysis on discrimination					D 2.1	
	T.2.4 - Creation of a unified registration system						
	T.2.5 - Pilot test on applied research and registration tools: pilot test on data processing					D 2.2	
	T 2.6 - Survey on discrimination						
	T 2.7 - Intersectional study-report on discrimination in the city of Girona						D 2.3
AG	WP3 – Governance process of creation and management of anti-discrimination service (AG)						
	T.3.1 - Research and analysis of participatory governance models at an European level						
	T.3.2 - Identification of actors and resources for intersectional community policies for the prevention of discrimination in the city						
	T.3.3 - Design of a participatory process for the implementation anti-discrim services						
	T.3.4 - Creation of the governance model/governing bodies						
	T.3.5 - Development and implementation of the model						
FS	WP4 – Victim care service (Ser.Gi)						
	T.4.1 -Research on victim care service models at an European level						
	T.4.2 - Direct attention to citizens on intersectional issues of discrimination						
	T.4.3 - Activation of sectorial services based on the needs of the victims						
	T.4.4 - Creation of a psycho-educational and social care circuit		D4.1 (b)				D 4.1
	T.4.5 - Improvement of the service for reporting and sanctioning situations of discrimination						
	T.4.6 - Implementation of restorative justice service in cases of discrimination		D4.2 (b)				D 4.2
UdG	WP5 – Training in "prevention of discrimination" (UdG)						
	T.5.1 - Research on good practices in training on discrimination at European level						
	T.5.2 - Case study on anti-discrimination training in Reggio Emilia						
	T.5.3 - Design of the first version of the training proposal - Extensible Training module						
	T.5.4 - Content and methodologies for the formation of the different selected groups. - First version of the training toolkit						
	T.5.5 - Training of trainers		D 5.2				
	T.5.6 - Pilot and testing training				D 5.3		
	T.5.7 - First training evaluation (assessment and review)			M 11			
	T.5.8 - Elaboration and dissemination of the final version of training module					D 5.4	
FGRC	WP6 – Communication & Dissemination (FGRC)						
	T.6.1 - Project communication plan						
	T.6.2 - Raise-awareness strategy						
	T.6.3 - Web and social media campaign						
	T.6.4 - Editing raise-awareness material						
	T.6.5 - Dissemination of discrimination victims care circuit		M 15				
	T.6.6 - Awareness-raising video					D 6.3	
	T.6.7 - Middle term event						
	T.6.8 - Territorial workshops	D 6.4 (b)		D6.4©			D 6.4
	T.6.9 - Final event						M 16

Entrega	D 1.1	final report	apr'26
	D1.4	Reports meetings	30 apr'26
	D 1.3	External evaluation	30 apr'26

Entrega	D 2.1	Survey model and pilot	mar '26
	D 2.2	Database	mar '26
	D 2.3	Report analysis in GIRONA	apr '26

Entrega	D 4.1	Metodological guide for attentions	apr'26
	D 4.2	Booklet of restorative justice	apr'26
Interns	D 4.1 (b)	First guide for attentions (publicable)	Dec'25
	D 4.2 (b)	First Booklet of restorative justice (publicable)	Dec'25

Entrega	D 5.2	training of trainers	dec '25
	D 5.3	pilot training and avaluation	feb '26
	D 5.4	training program	mar '26
	M11	piloting and tasting training module	ene '26

Entrega	D 6.3	Awarness video	mar '26
	D 6.4	Local workshop, middle and final event	apr '26
	M16	local and international workshops and final event	apr '26

Annex 2:

Deliverables for Project - CTR

Deliverables							
WP number	n°deliv	Deliverable Name	Description	Lead	Type	Dissemination	Due Date
WP1	D1.1	Work plan of the project and interim reports	Document Work Plan: Description of objectives, activities, partners' roles, responsibilities, schedule, and timing. Revised every 6 months according to the project needs (Electronic; English). Risk management and Data management and exploitation; Quality control of project working procedures, deliverables, and results; Long term impact. (Electronic; English, 20 pg.) __ (D1.1 a - 30/09/2024; D1.1 b - 30/04/2025; D1.1 c -31/10/2025; D1.1 FINAL - summary about every Documents.	AG	DMP	SEN	31 Mar 2026
WP1	D1.2	Progress report	A progress report will be submitted on the 13th month of the project, in English. The report will inter alia depict on progress and developments on the foreseen activities and results of the milestones and deliverables - using the EC template available on the F&T portal.	AG	R	SEN	31 May 2025
WP1	D1.3	Independent evaluation report	Indipendent and external evaluation of activities by the expert and affected people committee. (Single document; Electronic; English, 20 pages) : Expert comite meetings every 3 mouth and report every six, star to setember 2024 (D1.3 a, b, c)	AG	R	SEN	30 Apr 2026
WP1	D1.4	Steering committee meetings	12 meeting: 10 online and 2 face to face incorporated into the meetings programmed as the Study Visit (month 4) and Final Event (month 24). If necessary, as part of midterm event, another meeting will be held. On-line meeting: duration 2h, presence of two representative from each beneficiary, extract of attendance list from the online platform. In presence meetings: 3h, one representative from each beneficiary, signed attendance list, meeting agenda, report/or summary of the meeting, photos. (To complete this deliverable we have to report every meeting, presential and on-line!)	AG	OTHER	SEN	30 Apr 2026
WP2	D2.1	Survey model and pilot form for the collection of discrimination data at the local level	Survey document and form, for the collection of data on the perception of discrimination in local areas. Intersectional indicators and participatory methods will be considered for its construction. (30 pg; english, catalan and spanish)	UdG	DEM	PU	31 Mar 2026
WP2	D2.2	Database for the registration of uniformed data on discrimination in local public policies and institutions	Database for data collection on cases and situations of discrimination at the local level. Taking data protection into account, a registration system will be built capable of obtaining reliable data on discrimination and of being reproduced in other local contexts. (English, Catalan and Spanish)	UdG	DEM	PU	31 Mar 2026
WP2	D2.3	Report on the application of intersectional analysis of discrimination in the city of Girona	Annual report on intersectional discrimination in the city of Girona that includes the different axes and the various forms of discrimination present in the city. Within the framework of the project, the report will be made only in second year (2025) wile the firts year will be used to develop the research planning. (30 pg., catalan, spanish)	UdG	R	PU	30 Apr 2026
WP2	D2.4	Study visit Emilia-Romagna	Visit-study exchange of good practices in Emilia-Romagna, in particular at Reggio Emilia with possibility of visiting the varios Non-discrimination Offices present in the territory (rete sportelli Emilia Romagna e Sportello Bologna). 8 participants (local government, public administration staff, specialised workers and social agents): 2 from AG, 2 from UdG, 1 from FS, 1 from FCGR, 1 from RE and 1 from e-35. 3 days (2 nights) in Reggio Emilia with one afternoon excursion to Bologna city. Italian, spanish and english languages utilized for visit and report of the event, electronic, in spanish. Reported with signed attendance sheet, agenda, photos.	UdG	DMP	PU	30/09/2024
WP3	D3.1	NDS (No discriminations services) internal operating regulations (form and system of government; management system)	Drafting of internal regulations for the operation of the service: public-community shared form of government; management system and functions assumed by each actor; performance summary. (20 pg, Catalan-Spanish-English)	AG	R	SEN	30 Apr 2025
WP3	D3.2	Final report about participatory process for the implementation of anti-discrimination services	Final report about participatory process for the implementation of anti-discrimination services at the local level. Parts: a) desing of the participation process. b) mapping of the actors involved, public services and civil organisations, c) description of inclusion techniques, constitution of the network of actors involved, process to collect the needs of the territory d) Report about participatory methodologies; Meetings, focus groups, workshops, creation of work groups with actors involved in the fight against intersectional discrimination. It include agenda, summary, photos. 30p. (catalan, spanish, english)	AG	R	PU	30 Apr 2025
WP4	D4.1	Methodological guide for psychosocial, socio-educational and legal action in situations of discrimination	Methodological guidelines for action in situations of discrimination: divided by socio-educational, psychosocial and legal action protocols (document, 30 pg) (Edited in english /spanish and the languages of different affected groups chosen in the participatory process) _ previously 4.1(a) creation of awarness material about action in situation to discrimination to publicate and communicate at poblation. (30 juny 2025) + First version of methodological guidelines for action (utilized for publication)(31 december 2025)	FS	R	PU	30 Apr 2026
WP4	D4.2	Booklet of restorative justice methodology in cases of discrimination	Booklet on restorative justice resources in cases of discrimination (document, 5/6 pg) (Edited in spanish/english and the languages of different affected groups chosen in a participatory process) previously 4.2(a) creation of awarness material about restorative justice to publicate and communicate at poblation. (30 juny 2025) + 4.2(b) First version of booklet on restorative justice (utilized for publication)(31 decembre 2025)	FS	R	PU	30 Apr 2026
WP5	D5.1	Provisional training model and interim toolkit	Document in catalan-spanish and italian on training proposal about counter-discrimination (30 pg) and on methodologies and tools to provide training (15 pg.) Total 45 pg.	UdG	DEM	SEN	30 Sep 2025
WP5	D5.2	Training of trainers	Training of 25 trainers capables of proving the training to various reference goupes (local governement, public administration and university staff; specialised social workers). Girona, 3 days, morning and afternoon, 20 hours total. Format in presence. Catalan, spanish and english languages will be used. Reported with signed attendance sheets. Training material to be uploaded, agenda, photos.	UdG	OTHER	SEN	31 Dec 2025
WP5	D5.3	Pilot training and evaluation report	Implementation of counter-discrimination training with a public chosen among the different groups influential for change of culture and implementation of servece at citizen level (specialised social workers of entities and public administration staff). This testing will be develop by ToT-trained trainers. An audience of 25 people is intended. Girona, 3 days, morning and afternoon, 20 hours total. Format in presence. Catalan, spanish and english languages will be used. Reported with signed attendance sheets, agenda, photos and a Evaluation report of the first trainer pilot groups: detection of eventual needs for revisions. (20 pg. Spanish, catalan and italian)	UdG	OTHER	SEN	28 Feb 2026
WP5	D5.4	Training program on discrimination prevention: extensible training module and toolkit	Training program for professionals from different areas of public administration and private social sectors. (With an Italian case study) (Document, 30 pg; different languages: Catalan, Spanish, English, Italian.)	UdG	R	PU	31 Mar 2026
WP6	D6.1	Communication plan report and creation the webside	Strategic plan document for communication, dissemination and awareness (10pg., Electronic; English) and creation the webside to host the repository of good practices found and/or implemented on policies and interventions in the field of intersectional equality policy, carried out in the local and international context (electronic, web site) (english, catalan, italian and spanish languages)	FGRC	DEC	SEN	31 Jul 2024
WP6	D6.2	Awareness material on intersectional discriminations for different audience and targets	Dissemination materials for general public: leaflets, roll-up, posters, roll-ups about prevention of discrimination. Information materials on the anti-discrimination service: action protocols and care circuit for victims, for especialized social and public workers: leaflets about counter-discrimination service and actuative protocols. (Electronic/printed; English, spanish, catalan languages) (made with document D4.1(a) and (b) and D3.1, 3.2)	FGRC	R	PU	31 Oct 2025
WP6	D6.3	Awareness video	A short video (3 -5 minutes) with the main project conclusions and recommendations to combat discrimination. The language video will be in catalan with spanish, italian, english subtitles.	FGRC	DEC	PU	31 Mar 2026
WP6	D6.4	Local workshops, middle term and final event	Middle term international meeting about non-discrimination local services; Local workshops on intersectional public policies; Final conference to present and discuss the results and outputs of the project at European level. D 6.4 (a) Middle term international meeting (mounth 13) : 10 participants (local government, public administration staff, specialised workers and social agents): 2 from AG, 2 from UdG, 1 from FS, 1 from FCGR, 4 from RE and 4 from e-35. 3 days (2 nights) in Girona with one afternoon excursion to Barcelona discrimination Office. Italian, spanish and english languages utilized for visit and report of the event, electronic, in spanish. Reported with signed attendance sheet. Training material to be uploaded, agenda, photos. D 6.4 (b) Locals workshops on intersectional public policies with local partners, social and administrative workers (mounth 19) : change of best practices about counter-discrimination in spanish context. 2 workshops, 8hours en total, 40 participants, format in presence, spanish and catalan languages, reported with signed attendance sheets. Training material to be uploaded, agenda, photos. Final conference (mounth 24) to present and discuss the results and outputs of the project at European level (attendance of at least 100 people). 10 participants of the partner's organization (local government, public administration staff, specialised workers and social agents): 2 from AG, 2 from UdG, 1 from FS, 1 from FCGR, 4 from RE and 4 from e-35. 2 session, 2 differents day, 8 hours in total, format in presence, reported with signed attendance sheets. Catalan, spanish, english, italian languages. raining material to be uploaded, agenda, photos.	FGRC	OTHER	PU	30 Apr 2026

Annex 3:

Milestones for Project - CTR

Milestones						
WP number	n°milestones	Deliverable Name	Description	Lead	Due Date	New Date
WP1	M1	Completion of Project Work Plan	Document sent to the EC with the signature of a collaboration and partnership agreements.	AG	31-jul-24	30-sep-24
WP1	M2	Creation of control mechanisms for independent evaluation	Creation of three control/evaluation committees: ethics committee, expert committee and group of affected people.	AG	31-jul-24	30-sep-24
WP2	M3	Creation of research methodologies on discrimination at the local level	Creation of survey and form on intersectional discrimination, as deliverable 2.1	UdG	31-ago-25	30-apr-25 (?)
WP2	M4	Registration system implementation	Creation of registration mechanisms (intersectional and unified) of data on discrimination (electronic database), as deliverable 2.2	UdG	31-oct-25	
WP3	M5	Anti-discrimination service structure	Internal regulation document (see D 3.1) and constitution of the network of public-community actors (affected committee).	AG	28-feb-25	
WP3	M6	Creation of a shared government body between entities, citizens and local administration	Internal regulation document (see D 3.1) and constitution of the network of public-community actors (affected committee).	AG	30-apr-25	
WP4	M7	Physical space for presential attention to the victim	Creation of physical structure and referenced space	FS	31-jul-25	
WP4	M8	Creation of a care circuit for victims: psycho-educational and legal intervention methodology	Government document of the anti-discrimination services (as deliverable 3.1) and Methodological Guide document in situations of discrimination (deliverable D 4.1.)	FS	31-jul-25	
WP5	M9	Creation of joint training material with social groups – extensible training module	Document in catalan on training proposal (30 pg.)	UdG	31-aug-25	
WP5	M10	Creation of training toolkit (training of trainers) module	Document in catalan-italian on methodologies and tools to provide training (30 pg.)	UdG	31-aug-25	
WP5	M11	Piloting and testing the training module	Evaluation of the first trainers of trainers and pilot groups: detection of eventual needs for revisions.	UdG	31-jan-26	
WP6	M12	Communication plan and raise awareness of the project	Strategic document of actions and methodologies for communication (10 pg. document) and dissemination of the project (15 pg) as deliverable D6.1	FGRC	31-jul-24	
WP6	M13	Project website created	Project progress report; project website available and Social networks account set.	FGRC	31-jul-24	30-sep-24
WP6	M14	Creation of awareness-raising and discrimination-prevention material (jointly with entities and citizens)	Dissemination documents on discrimination prevention as deliverables D 6.2	FGRC	31/05/2025	31-ago-25
WP6	M15	Creation of material on the care circuit for victims attention	Protocols for the prevention of intersectional discrimination and explanation/information on the rights protection circuit, as deliverable D 6.3		30-sep-25	31-dec-25
WP6	M16	Completion of local and international workshops and final conference	Report, attendance lists, pictures, content on social networks	FGRC	30-apr-26	

Annex 4: List of content

LIST OF CONTENTS						
CONTENT -A brief description of the content	WP	PARTNER	DATE	DESCRIPTION -A more detailed description	FORMAT	STATUS
Project Overview	1	FGRC	June 2024	A short video overview of the project.	VIDEO	Publicado
					TWITT	Progamado
					NEWS	Sin publicar
					WEB	

Manual de Planificación de Contenidos para el Proyecto CtR

Introducción

Este manual tiene como objetivo describir el proceso de planificación de contenidos para el proyecto CtR, incluyendo la creación de una lista de contenidos, la organización por meses y la calendarización de las publicaciones.

1. Lista de contenidos (List of Contents)

La lista de contenidos es un documento que recopila todas las publicaciones que se realizarán a lo largo del proyecto. Esta lista puede incluir publicaciones para la página web, el apartado de noticias o las redes sociales.

¿Qué debe incluir la lista de contenidos?

- Título de la publicación
- Descripción breve de la publicación
- Fecha de publicación prevista
- Formato (web, noticias, redes sociales)
- Work Package
- Autor de la publicación (Partner)
- Status (Publicado, programado, sin publicar)

2. Lista general por 48 meses

La lista general por 48 meses es un desglose de la lista de contenidos, organizado por meses. Esta lista permite tener una visión general de las publicaciones que se realizarán en cada mes del proyecto.

¿Qué debe incluir la lista general por 48 meses?

- Fecha, día, hora.
- Título de la publicación (contenido)
- Partner
 - Formato (web, noticias, redes sociales)
 - Info (descripción de la publicación)
 - Hastags
 - Status (Publicado, programado, sin publicar)

3. Calendarización de publicaciones por meses 48 meses

La calendarización de publicaciones es un proceso en el que se asignan fechas concretas a cada publicación. Fechas de eventos importantes relacionados con el proyecto

4. Centralización de la información

Toda la información relacionada con la planificación de contenidos del proyecto CtR estará centralizada por la FGRC. La FGRC será responsable de:

- Actualizar la lista de contenidos
- Mantener la lista general por 48 meses
- Calendarizar las publicaciones
- Gestionar el listado de tareas
- Monitorear el cumplimiento del calendario de publicaciones

Annex 5: Lista de actividades

Ejemplos de registro de actividades implementadas hasta ahora:

WP	LEAD	TASK	TYPE	DATE	TITLE	SURVEY	KPIs
1	AG	D	S	17/06/2024	Jornades ERESS	SI	SI
1	AG	CM	M	15/02/2024	Partners Meetings on line	NO	NO
1	AG	CM	M	24/04/2024	Partners Meetings on line	NO	NO
1	AG	CM	M	15/05/2024	Catalan's Partners Meetings	NO	NO
2	(CRE; E35) UdG	SV	SE	13/06/2024	Staff exchange good practiques in RE	SI	SI
2	(CRE; E35) UdG	SV	SV	23-25/09/2024	Study Visit Emilia Romagna	SI	SI

Cada socio, desarrollando sus funciones y tareas propias del proyecto CTR, se compromete a rellenar la lista de actividades siguiendo el modelo y la herramienta pensada por el socio coordinador.

Para construir la herramienta, se ha dividido cada paquete de trabajo en tareas principales a las cuales se ha asociado un identificador. Al mismo tiempo, se han codificado tipologías de actividades que se podrán implementar en la ejecución de las tareas.

De esta forma, una vez implementada la actividad, los socios podrán llenar la lista con los códigos correspondientes, las fechas de ejecución y el título de la actividad. Además, como mecanismo de control, se marcará si se ha presentado la survey a los participantes y la necesidad de rellenar los KPIs del F&T.

A parte de rellenar la lista de actividades, cada socio enviará **la lista de asignaturas, la ficha de actividades e imágenes de la actividad** al coordinador para que pueda registrarla y rellenar las partes correspondientes del report continuous en el portal F&T.

En las tablas que siguen, se detallan los códigos de tareas y las tipologías de actividades, útiles para rellenar la lista de actividades.

Por último, se añadirán la lista di signaturas y el modelo de ficha de las actividades.

CTR - Códigos de tareas de los paquetes de trabajo

WP num - soci	Tasks	ID
WP 1 - AG	Coordinació	C
	Coordinació Meetings	CM
	Gestió (finançera-admin)	G
	Grups experts	GE
	Reports F&T	R
WP2 - UdG	Investigació metodologies recollida dades	IRC
	Registre (data base)	DB
	Encuesta	E
	Aplicació metodologia a Gi (Observatorio)	O
	Study Visit a RE	SV
WP3 - AG	Investigació metodologies participació	IPP
	Identificació actors-recursos	A
	Disseny i proces participatiu	PP
	Formació del govern del servei	GS
	Estructura del servei	ES
WP4 - FS	Investigació metod intervencions	I4
	Atenció directa	AD
	Derivació serveis inter-sectorials	OND
	Protocols/circuit de atenció	P
	Proces sancionador	PS
	Justicia Restaurativa	JR
WP5 - UdG	Investigació bones practiques	IBP
	Studio de caso RE	SC
	Disseny del training	T
	Training toolkit (manual eines)	ME
	Training of trainers	ToT
	Pilot training	PT
	Training evaluation	TE
	Training Final Version	TF
WP6- FGRC	Project communication plan	PC
	Raise awarenss	RA
	Web	W
	Dissemination OND	D
	Video	V
	Middle term event	MT
	Territorials works shops	WS
	Final Event	FE

CTR - Tipologías de actividades

ACTIVITAT	TIPO	ID
Coordination/Managment	Meetings	M
	Document managment	DM
	Experts meetings	EM
Research	Interviews	IN
	Focus Groups	FG
	Web research	WR
	Documental research	DR
	Data analysis	DA
	Data registration	DR
Governance	Network costruction	NC
	Co-governement process	CoP
	Governement Agreement	GA
ITND Service	Care service	CS
	Action Protocols	AP
	Sanctions Protocols	SP
Training activities	Class room	CR
	e-learning	e-L
	Staff exchanges	SE
	Study visit	SV
	Workshop	WS
	Seminars	S
Mutual learning	Meetings	M
	Seminars	S
	Webinars	W
	On-line platform	onP
	Experts group meeting	EGM
	Peer-learning	PL
	Networking	NT
	Study visit	SV
Awariness raising	Conferences	C
Information	Press Conferences	PC
Dissemination	Media Campaign	MC
(list of content)	Pubblications	P



WP	PARTNER	TASK	TYPE	DATE	HOURS	TITLE

	Name	Surname	Gender (Male, Female, No-binary)	Country	Signature
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					



WP	PARTNER	TASK	TYPE	DATE	TITLE

REPORT

TITLE:

NUMBER OF ASISTENTS:

DESCRIPTION OF ACTIVITY:

DEVELOPMENT OF ACTIVITY:

VISUAL MATERIAL:



30 de setembre de 2024

INSTRUCCIONES APPLICACIÓ SURVEY

Como establecido por el Grant Agreement, los socios del proyecto CTR están obligados a **utilizar la encuesta fabricada por la Unión Europea** (en el marco de la convocatoria CERV 2024: justice, rights and value) para recoger los feedbacks de los participantes en los eventos y actividades organizadas en el marco del proyecto.

Con la finalidad de evaluar y tener seguimiento de las actividades llevadas a cabo, la Unión Europea exige a los coordinadores y socios de los proyectos de someter la encuesta en cada una de las actividades y eventos impulsados.

Para ejecutar las consignas de la Unión Europea, pues, **los socios que llevan a cabo las actividades/eventos están obligados a:**

1 -Someter la encuesta a los participantes de las actividades y eventos para que la puedan evaluar. Se puede elegir hacerla rellenar in situ por los participantes (aconsejable) o posteriormente enviándola por correo.

2 -Enviar link a la SURVEY a los participantes de las actividades/eventos

Encuesta CERV programme : https://ec.europa.eu/eusurvey/runner/CERV_2021-2027

3 -Dar indicaciones a los participantes de como rellenar la primera página de la encuesta

Es muy importante dar instrucciones a los participantes sobre los puntos del apartado 1:

1.1 REFERENCIA DEL PROYECTO: siempre 101144346

1.2 TIPO DE ACTIVIDAD: A ELEGIR ENTRE FORMACIÓN, APRENDIZAJE MUTUO O SENSIBILIZACIÓN (lo elige el socio que lleva la actividad/evento y tiene que comunicar la elección a los participantes para que marquen la casilla correspondiente)

1.3 TITULO DEL ACTO: lo elige el socio que lleva la actividad/evento y tiene que comunicar la elección a los participantes para puedan rellenar el apartado

4-Explicar la importancia de rellenar la encuesta en todos sus apartados:

De hecho, la encuesta está dividida en dos apartados que sirven para recoger opiniones sobre la cualidad de la actividad/evento y para entender la transmisión de los valores propios de la Unión Europea en las actividades llevadas a cabo en el marco del proyecto.

5-Hacerse cargo que los participantes llenen la encuesta



Acuerdo de compromiso de los socios participantes al proyecto CTR

Judit Font Redolad



Joaquim Brugue Torruella



Èlia Llinàs Serradell



Marcel Bassachs Birosta



~~Luca Colombo~~ LORENZA
BENEDETTI



Rosati Sabrina





D 1.1 (b)

Work plan document for implementation of Commit to Right Project

El presente documento se redacta con la finalidad de coordinar la ejecución de los paquetes de trabajo entre los socios (Ajuntament de Girona, Fundació Girona Regió del Coneixemnet, Universitat de Girona, Fundació Ser.Gi, Comune di Reggio Emilia, Fondazione E-35), bajo la supervisión del Socio Coordinador (Ajuntament de Girona) y revisar el plan de trabajo propuesto en la fase inicial del proyecto, adaptándolo a las modificaciones necesarias al contexto de implementación.

En el específico, se revisa la planificación y calendarización de las actividades del proyecto CTR y la entrega de los documentos de revisión y control por parte del socio coordinador.

Toda la información sobre los cambios en la planificación y las tareas asociadas a cada socio se pueden encontrar descritos en la infografía añadida y en el calendario de work plan asociado.

Los mecanismos de evaluación y control de las actividades siguen siendo los descritos en el documento original, 1.1 (a), y los cambios aportados son el resultado de los acuerdos definidos en las reuniones plenarias entre los socios del proyecto.

Las adaptaciones coinciden con las necesidades de todos los socios, teniendo en cuenta los tiempos de ejecución necesarios, sin perder de vista los objetivos de implementación del proyecto.

Para garantizar el cumplimiento de los objetivos y la calidad de las actividades, a parte de las reuniones periódicas con los socios, se han implementado reuniones bilaterales de acompañamiento y reuniones de soporte por parte del socio coordinador con los socios implicados en las varias tareas, de acuerdo con las necesidades expresadas por parte de los socios.

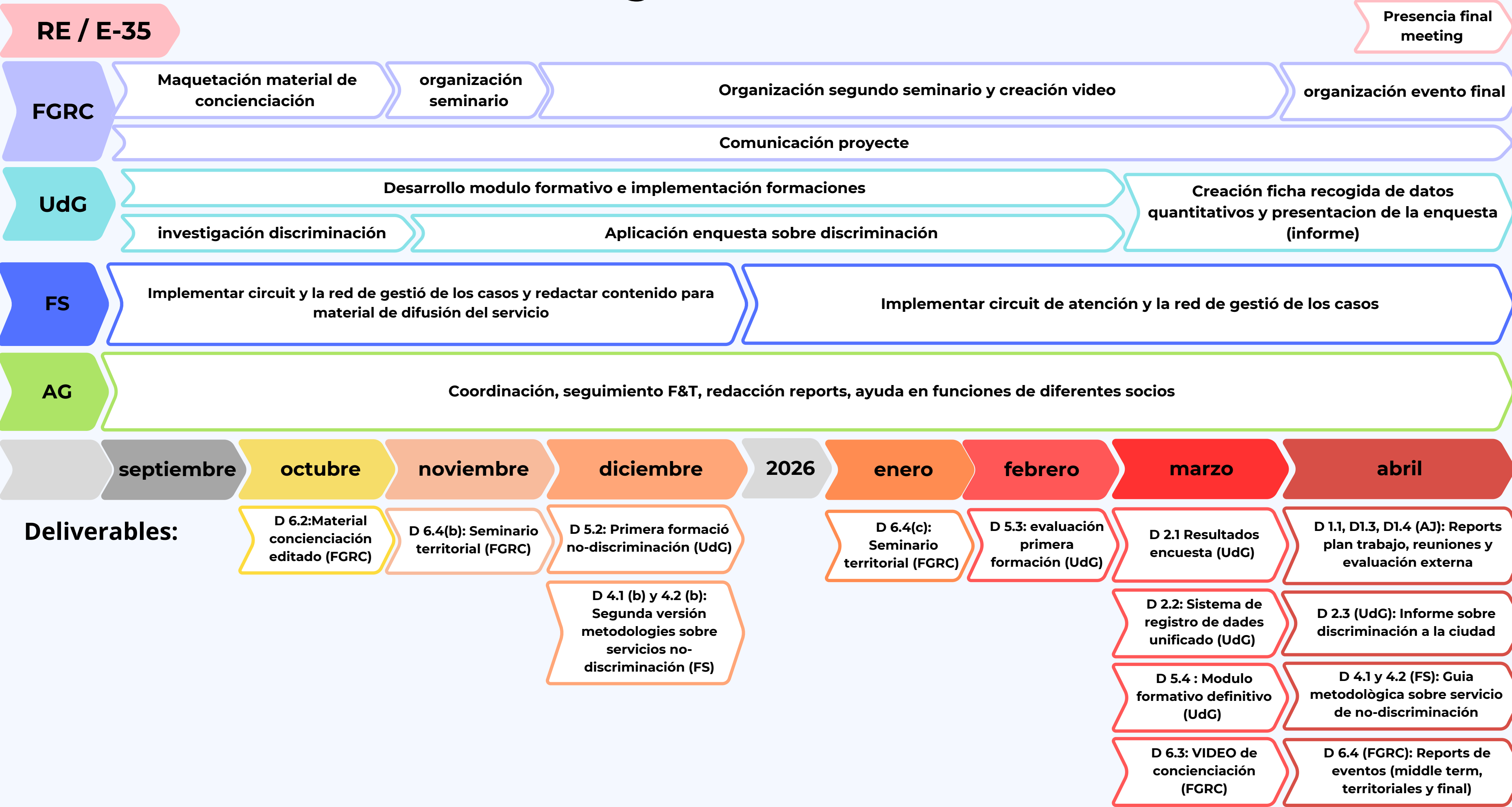
Anexo 1: PLANIFICACIÓN DEL TRABAJO (b)

	Imprimir cualquier										Según cualquiera											
	revista 24 junio 24	24 de julio	Hace 24 días	24 de septiembre	24 de octubre	24 de noviembre	dic'24	25 de enero de 2025	25 de marzo	abr'25	revista '25	jun. 25	25 de julio	Hace 25 años	25 de septiembre	25 de octubre	25 de noviembre	25 de diciembre	ene'26	26 de febrero	26 de marzo	abril de 2026
WP1 – Coordinación y gestión (AG)																						
T.1.1 - Coordinación y gestión financiera				D1.1 (a)								D1.1 (b)					D1.1 (c)					D 1.1
T.1.2 - Plan del proyecto y acuerdo de colaboración				M 1																		
T.1.3 - Organización de reuniones de socios																						
T. 1.4 - Reuniones en línea de socios	en-M		en-M		Presidente-M		en-M	en-M		en-M		Presidente-M			en-M		en-M		en-M		en-M	D 1.4
T. 1.5 - Informe provisional											D 1.2											
T.1.6 - Evaluación independiente				M 2	D1.3 (a)			D 1.3 (a)			D1.3 (b)					D1.3 (c)						D 1.3
	Imprimir cualquier										Según cualquiera											
	revista 24 junio 24	24 de julio	Hace 24 días	24 de septiembre	24 de octubre	24 de noviembre	dic'24	25 de enero de 2025	25 de marzo	abr'25	revista '25	jun. 25	25 de julio	Hace 25 años	25 de septiembre	25 de octubre	25 de noviembre	25 de diciembre	ene'26	26 de febrero	26 de marzo	abril de 2026
WP2 – Incrementar el conocimiento y la creación de bases de datos (UdG)																						
T.2.1 - Investigación sobre análisis internacional y modelo de discriminación																						
T.2.2 - Visita de estudio a Emilia Romagna				D 2.4																		
T.2.3 - Diseño de análisis interseccional sobre discriminación													M3								D 2.1	
T.2.4 - Creación de un sistema de registro unificado																M4						
T.2.5 - Prueba piloto sobre herramientas de investigación aplicada y registro: prueba piloto sobre procesamiento de datos																					D 2.2	
T.2.6 - Encuesta sobre discriminación																						
T.2.7 - Estudio interseccional: informe sobre la discriminación en la ciudad de Girona																						D 2.3
	Imprimir cualquier										Según cualquiera											
	revista 24 junio 24	24 de julio	Hace 24 días	24 de septiembre	24 de octubre	24 de noviembre	dic'24	25 de enero de 2025	25 de marzo	abr'25	revista '25	jun. 25	25 de julio	Hace 25 años	25 de septiembre	25 de octubre	25 de noviembre	25 de diciembre	ene'26	26 de febrero	26 de marzo	abril de 2026
WP3 – Proceso de gobernanza para la creación y gestión del servicio antidiscriminación (AG)																						
T.3.1 - Investigación y análisis de modelos de gobernanza participativa a nivel europeo																						
T.3.2 - Identificación de actores y recursos para políticas interseccionales para la prevención de la discriminación en la ciudad																						
T.3.3 - Diseño de un proceso participativo para la implementación de servicios contra la discriminación											D 3.2											
T.3.4 - Creación del modelo de gobernanza/órganos de gobierno											M5/6											
T.3.5 - Desarrollo e implementación del modelo											D 3.1											
	Imprimir cualquier										Según cualquiera											
	revista 24 junio 24	24 de julio	Hace 24 días	24 de septiembre	24 de octubre	24 de noviembre	dic'24	25 de enero de 2025	25 de marzo	abr'25	revista '25	jun. 25	25 de julio	Hace 25 años	25 de septiembre	25 de octubre	25 de noviembre	25 de diciembre	ene'26	26 de febrero	26 de marzo	abril de 2026
WP4 – Servicio de atención a las víctimas (Ser.Gi)																						
T.4.1 - Investigación sobre modelos de servicios de atención a las víctimas a nivel europeo																						
T.4.2 - Dirigir la atención a los ciudadanos sobre cuestiones interseccionales de discriminación.												M7				M7						
T.4.3 - Activación de servicios sectoriales en función de las necesidades de las víctimas.																						
T.4.4 - Creación de un circuito de atención psicoeducativa y social																	D4.1 (a)		D4.1(b)			D 4.1
T.4.5 - Mejora del servicio para denunciar y sancionar situaciones de discriminación.												M8				M8						
T.4.6 - Implementación del servicio de justicia restaurativa en casos de discriminación																	D4.2 (a)		D4.2(b)			D 4.2
	Imprimir cualquier										Según cualquiera											
	revista 24 junio 24	24 de julio	Hace 24 días	24 de septiembre	24 de octubre	24 de noviembre	dic'24	25 de enero de 2025	25 de marzo	abr'25	revista '25	jun. 25	25 de julio	Hace 25 años	25 de septiembre	25 de octubre	25 de noviembre	25 de diciembre	ene'26	26 de febrero	26 de marzo	abril de 2026
WP5 – Formación en "prevención de la discriminación" (UdG)																						
T.5.1 - Investigación sobre buenas prácticas en la formación sobre discriminación a nivel europeo																						
T.5.2 - Estudio de caso sobre la formación en materia de lucha contra la discriminación en Reggio Emilia																						
T.5.3 - Diseño de la primera versión de la propuesta de formación - Módulo de formación extensible														M9								
T.5.4 - Contenido y metodologías para la formación de los diferentes grupos. - Primera versión del kit de herramientas de formación														M10	D 5.1							
T.5.5 - Formación de formadores																		D 5.2				
T.5.6 - Formación de pilotos y pruebas																				D 5.3		
T.5.7 - Primera evaluación de la formación (valoración y revisión)																			M11			
T.5.8 - Elaboración y difusión de la versión final del módulo de formación																					D 5.4	
	Imprimir cualquier										Según cualquiera											
	revista 24 junio 24	24 de julio	Hace 24 días	24 de septiembre	24 de octubre	24 de noviembre	dic'24	25 de enero de 2025	25 de marzo	abr'25	revista '25	jun. 25	25 de julio	Hace 25 años	25 de septiembre	25 de octubre	25 de noviembre	25 de diciembre	ene'26	26 de febrero	26 de marzo	abril de 2026
WP6 – Comunicación y difusión (FRGC)																						
T.6.1 - Plan de comunicación del proyecto																						
T.6.2 - Estrategia de sensibilización			M12	D 6.1																		
T.6.3 - Campaña web y en redes sociales					M13																	
T.6.4 - Edición de material de sensibilización																						
T.6.5 - Difusión del circuito de atención a las víctimas de discriminación														D 6.2 (a)			D 6.2					
T.6.6 - Vídeo de sensibilización															M14				M15			
T.6.7 - Evento de mitad de período																						D 6.3
T.6.8 - Talleres territoriales												D6.4(a)										D 6.4
T.6.9 - Evento final																						M16

Cronologia CTR : primer semestre 2025



Cronologia CTR : 2025-2026





D 1.1 (c)

Work plan document for implementation of Commit to Right Project

El presente documento se redacta con la finalidad de coordinar la ejecución de los paquetes de trabajo entre los socios (Ajuntament de Girona, Fundació Girona Regió del Coneixemnet, Universitt de Girona, Fundació Ser.Gi, Comune di Reggio Emilia, Fondazione E-35), bajo la supervisión del Socio Coordinador (Ajuntament de Girona) y revisar el plan de trabajo propuesto en la fase inicial del proyecto, adaptándolo a las modificaciones necesarias al contexto de implementación.

En el específico, se revisa la planificación y calendarización de las actividades del proyecto CTR y la entrega de los documentos de revisión y control por parte del socio coordinador.

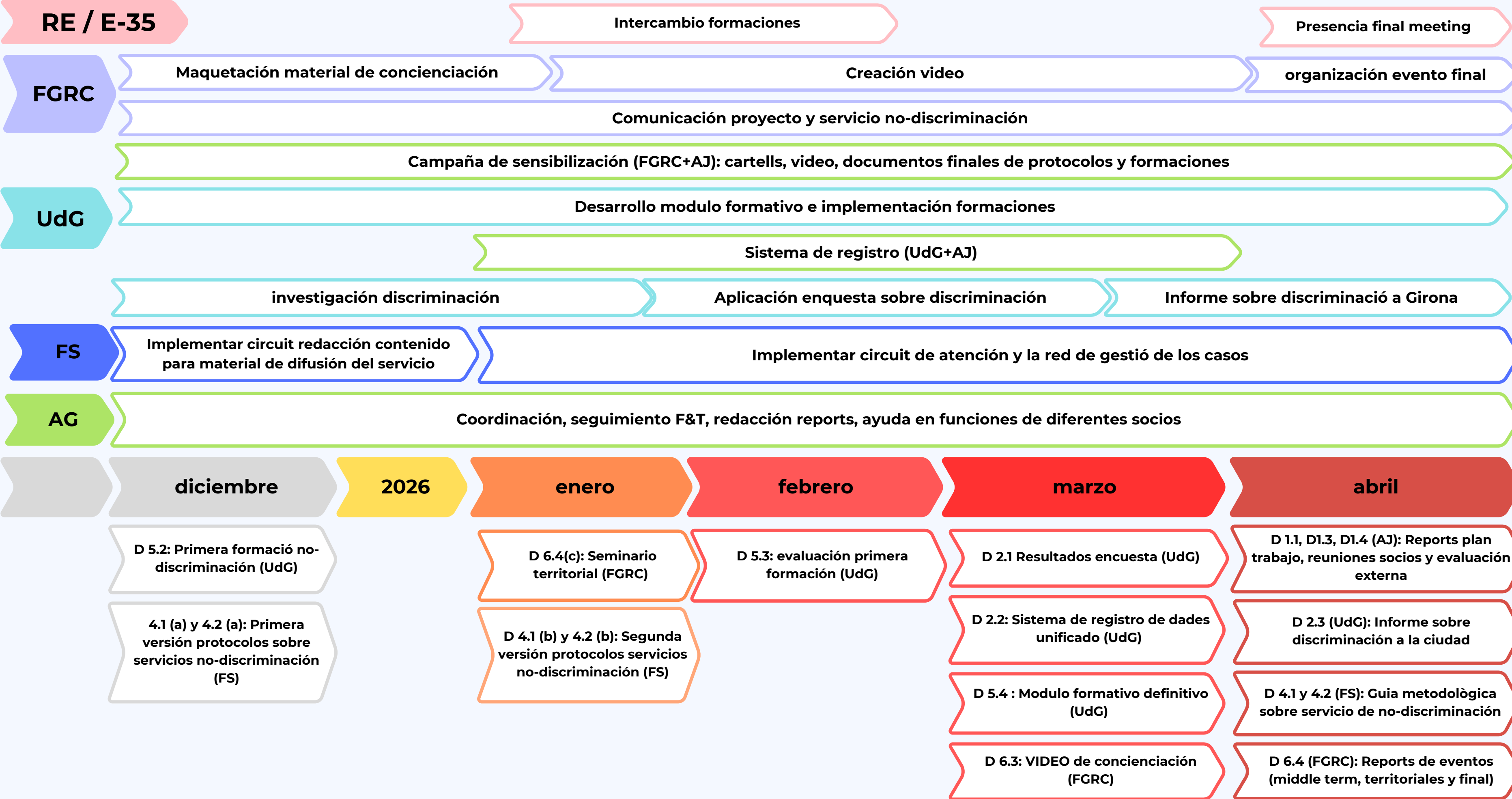
Toda la información sobre los cambios en la planificación y las tareas asociadas a cada socio se pueden encontrar descritos en la infografía añadida y en el calendario de work plan asociado.

Los mecanismos de evaluación y control de las actividades siguen siendo los descritos en el documento original, 1.1 (a), y los cambios aportados son el resultado de los acuerdos definidos en las reuniones plenarias entre los socios del proyecto.

Las adaptaciones coinciden con las necesidades de todos los socios, teniendo en cuenta los tiempos de ejecución necesarios, sin perder de vista los objetivos de implementación del proyecto.

Para garantizar el cumplimiento de los objetivos y la calidad de las actividades, a parte de las reuniones periódicas con los socios, se han implementado reuniones bilaterales de acompañamiento y reuniones de soporte por parte del socio coordinador con los socios implicados en las varias tareas, de acuerdo con las necesidades expresadas por parte de los socios.

CTR : 2026



PLANIFICACIÓ CTR 2026					
Soci	Tasca	Gener	Febrer	Març	Abril
AJ	T 1.1:Pla de treball	1.1c) planificació últim trimestre			D1.1: Resum de la planificació/execució general del projecte
AJ	T 1.3:Comitès assessors	Reunió comitè experts	Report comitè ètic	Reunió comitè assessor	D1.3 Report avaluació de comitè assessor i comitè ètic
AJ; socis	T1.4:Reunió socis	Reunió socis		Reunió soci	D1.4 Report reunions socis (actes, fotos, assistències)
UdG; AJ	T2.1Sistema de registre	Perfeccionar sistema unificat de registre de casos	Perfeccionar sistema unificat de registre de casos	D2.1: Explicació de la construcció del sistema de registre	
UdG (encàrrec extern)	T2.2: Enquesta discriminació	Aplicació enquesta	Aplicació enquesta	D2.2: Guió de enquesta i primera anàlisi de dades	
UdG	T2.3:Informe sobre discriminació	Investigació sobre discriminació a la ciutat	Investigació sobre discriminació a la ciutat	Investigació sobre discriminació	D 2.3: Informe final sobre discriminació a la ciutat de Girona
AJ + FS	T3.1:Circuit d'atenció i governança del servei	Atenció a les persones afectades / Consolidació Servei	Atenció a les persones afectades / Consolidació Servei	Atenció a les persones afectades / Consolidació Servei	Atenció a les persones afectades / Consolidació Servei
FS	T4.1:Guia/protocol d'intervenció	4.1 Guia/protocol d'intervenció (versió provisional)			D 4.1 Guia/protocol d'intervenció (versió definitiva)
FS	T4.2:Protocol intervenció practiques restauratives		4.2 Protocol intervenció practiques restauratives (versió provisional)		4.2 Protocol intervenció practiques restauratives (versió definitiva)
UdG	T5.3:Formacions	Segona part de la formació sobre discriminació (impartida per formadors formats a desembre)	D5.3: Report segona formació i avaluació del primer cicle (Tot i implementació per part dels formadors)		
UdG	T5.4:Formacions		Resum del treball de	D5.4: Guia didàctica: Continguts formació per formadors i Toolkit d'eines per implementar-la	

FGRC+AJ	T6.1 i 6.2: comunicació i sensibilització	Actualitzar web, campanyes de sensibilització, seguiment xarxes i comunicació	Actualitzar web, campanyes de sensibilització, seguiment xarxes i comunicació	Actualitzar web, campanyes de sensibilització, seguiment xarxes i comunicació	Actualitzar web, campanyes de sensibilització, seguiment xarxes i comunicació
FGRC	T6.4: creació i maquetació de material de dissemination		Maquetació protocols 4.1 i 4.2 (parcialment fet)	Maquetació guia didàctica	
FGRC+AJ	T6.8 i 6.9: Esdeveniments	Seminari territorial ERESS			Final Event D6.4: Report middle term, jornada ITND, seminari ERESS, final event
FGRC+AJ	T6.6: vídeo de sensibilització	Guió i idees de vídeo	Realització vídeo	D6.3: Video	
RE+FE35			Intercanvi en avaluació formacions		Presencia final Event



D 1.1 (d)

Work plan document for implementation of Commit to Right Project

El presente documento se redacta con la finalidad de coordinar la ejecución de los paquetes de trabajo entre los socios (Ajuntament de Girona, Fundació Girona Regió del Coneixemnet, Universitt de Girona, Fundació Ser.Gi, Comune di Reggio Emilia, Fondazione E-35), bajo la supervisión del Socio Coordinador (Ajuntament de Girona) y revisar el plan de trabajo propuesto en la fase inicial del proyecto, adaptándolo a las modificaciones necesarias al contexto de implementación.

En el específico, se revisa la planificación y calendarización de las actividades del proyecto CTR y la entrega de los documentos de revisión y control por parte del socio coordinador.

Toda la información sobre los cambios en la planificación y las tareas asociadas a cada socio se pueden encontrar descritos en la infografía añadida y en el calendario de work plan asociado.

Los mecanismos de evaluación y control de las actividades siguen siendo los descritos en el documento original, 1.1 (a), y los cambios aportados son el resultado de los acuerdos definidos en las reuniones plenarias entre los socios del proyecto.

Las adaptaciones coinciden con las necesidades de todos los socios, teniendo en cuenta los tiempos de ejecución necesarios, sin perder de vista los objetivos de implementación del proyecto.

Para garantizar el cumplimiento de los objetivos y la calidad de las actividades, a parte de las reuniones periódicas con los socios, se han implementado reuniones bilaterales de acompañamiento y reuniones de soporte por parte del socio coordinador con los socios implicados en las varias tareas, de acuerdo con las necesidades expresadas por parte de los socios.

Socio	Tarea	Febrero	Marzo	Abril
AJ	T 1.1:Plan de trabajo			D1.1: Resumen de la planificación/ejecución general del proyecto
AJ	T 1.3:Comités asesores	Reporto comité ético	Reunión comité asesor D1.3 Report evaluación de comité asesor y comité ético Reunión socio D1.4 Report reuniones	
AJ; socios	T1.4:Reunión socios		socios (actas, fotos, asistencias)	
UdG; AJ	T2.1Sistema de registro	Perfeccionar sistema unificado de registro de casos	D2.1: Explicación de la construcción del sistema de registro (construcción Excel e informe ERESS sobre recogida datos)	
UdG (encargo esternón)	T2.2: Encuesta discriminación	Aplicación encuesta	D2.2: Guión de encuesta y primer análisis de datos (guión más primeros análisis a partir de Excel de casos)	
UdG	T2.3:Informe sobre discriminación	Investigación sobre discriminación en la ciudad	Investigación sobre discriminación	D 2.3: Informe final sobre discriminación en la ciudad de Girona (análisis resultados encuesta)
AJ + FS	T3.1:Circuito de atención y gobernanza del servicio Atención	a las personas afectadas / Consolidación Servicio	Atención a las personas afectadas / Consolidación Servicio	Atención a las personas afectadas / Consolidación Servicio
FS	T4.1:Guía/protocolo de intervención		D 4.1 Guía/protocolo de intervención (versión definitiva)	D 4.1 Guía/protocolo de intervención (versión definitiva) (traducción al inglés)
FS	T4.2:Protocolo intervención prácticas restaurativas	4.2 Protocolo intervención prácticas restaurativas (versión provisional)	4.2 Protocolo intervención prácticas restaurativas (versión definitiva) (maquetación + traducción al inglés)	
UdG	T5.3:Formaciones	D5.3: Report segunda formación y evaluación del primer ciclo (Todo e implementación por parte de los formadores)		
UdG	T5.4:Formaciones	Resumen del trabajo de	D5.4: Guía didáctica: Contenidos formación por formadores y Toolkit de herramientas para implementarla	
FGRC+AJ	T6.1 y 6.2: comunicación y sensibilización	Actualizar web, campañas de sensibilización, seguimiento redes y comunicación	Actualizar web, campañas de sensibilización, seguimiento redes y comunicación	Actualizar web, campañas de sensibilización, seguimiento redes y comunicación
FGRC	T6.4: creación y maqueta de material de diseminación	Maquetación protocolos 4.1 y 4.2 (parcialmente hecho)	Maquetación protocolos 4.1 y 4.2 (parcialmente hecho)	Maquetación guía didáctica
FGRC+AJ	T6.8 y 6.9: Eventos			Final Event D6.4: Report middle term, jornada ITND, seminario ERESS, final evento
FGRC+AJ	T6.6: vídeo de sensibilización	Realización vídeo	D6.3: Vídeo (finales de marzo entregar reporta con guio e ideas de contenido) (17 de abril presentación publica)	
RE+FE35		Intercambio en evaluación formaciones		Presencia final Event



Work plan document for implementation of Commit to Right Project (CERV_2023)

This document aims to record the work agreements established among the partners (Girona City Council, Fundació Girona Regió del Coneixement, Universitat de Girona, Fundació Ser.Gi, Comune di Reggio Emilia, Fondazione E-35), under the supervision of the Coordinating Partner (Girona City Council).

The document outlines:

- The work plan of the CTR project divided into task packages and scheduled accordingly;
- The milestones and deliverables of the CTR project;
- The agreements reached among partners to achieve the outcomes of the CTR project, including the responsibilities and functions of each partner regarding the tasks, activities, and deliverables.

1. Planning and Scheduling of Activities Throughout the CTR Project (Annex 1)

The partners are committed to executing the tasks outlined in the relevant work packages within the specified timelines, as detailed in Annex 1. The coordinating partner will oversee the monitoring of execution timelines and the completion of corresponding tasks, providing ongoing reports via the European Union portal (F&T). The control mechanisms, in accordance with the F&T framework, will primarily involve:

- Delivery of deliverables and adherence to milestone scopes;
- Key Performance Indicators (KPIs), activity surveys, and reports on execution, categorized into communication activities, dissemination, and events/trainings



2. Deliverables and Milestones (Annex 2 y 3)

The coordinator and partners are responsible for achieving the project milestones and deliverables within the specified timelines.

To enhance the execution and coordination of the project, the original deliverables have been clearly outlined and some milestone completion dates have been adjusted. Therefore, the work deliverables and milestones are detailed in the attached documents.

3. **List of Content (Annex 4)** – This document, completed by all partners, will serve as a foundational resource for communication and dissemination activities, content development for the website and social media, and the completion of ongoing F&T reports.
4. **List of activity (Annex 5)** – The tool developed by the coordinating partner, completed by all partners, will serve as a record of the implemented activities. It will include a collection of images, an activity sheet, and a list of signatures for each activity. This information will be utilized to complete the corresponding sections of the reports in the F&T.

To streamline and expedite the registration and control functions by the coordinating partner (Girona City Council), the project partners agree to complete the content and activity lists. Registration through these tools is essential for the coordinating partner to compile the F&T reports.

Additionally, the partners and the coordinator commit to presenting and completing the European Union survey in person for each activity conducted.



5. Survey (link available on the EU website) (rights extended to all partners)

The survey is essential for activity monitoring and will be automatically uploaded to the F&T portal. The survey link is available at https://ec.europa.eu/eusurvey/runner/CERV_2021-2027. The coordinator commits to providing all partners with access rights to the survey for submission related to their activities. Partners are required to ensure that participants complete the survey in person at all implemented activities.

6. F&T Portal- The coordinator will be responsible for entering all project information, completing the sections of the continuous reports, and submitting the deliverables.

- Communication and Dissemination Activities (from list of content)
- Event and Training Activities
- Survey (automatically deployed post-activities)
- KPIs: Events, Dissemination, and Communication Activities
- Continuous Reports: KPIs, Surveys, Deliverables, Milestones, Risks



In summary, each partner undertakes to:

1. Detail the tasks of each work package in the implemented activities.
2. Execute the activities within the established timelines:
 - Complete the activity list using the tool created by the coordinator.
 - Submit images, reports, and a list of signatures to the coordinator.
 - Present and submit surveys to participants of the implemented activities.
3. Fill out the content list to facilitate the communication activities of the CTR Project.
4. Produce deliverable documents for their work packages.

The coordinating partner commits to:

1. Coordinating tasks and activities, providing support, and conducting follow-ups with partners;
2. Executing their designated tasks as a partner;
3. Completing the list of activities and content relevant to their tasks;
4. Providing support and assistance for the execution of activities and surveys;
5. Collecting content from the list of activities and inputting the information into the F&T portal, which includes:
 - Submitting continuous reports;
 - Tracking KPIs;
 - Compiling activity reports categorized by communication, dissemination, events, and training;
 - Achieving established milestones;
 - Reviewing and submitting deliverables.

Annex 1: WORK PLANNING

[illegible]

PRIMER SEMESTRE: MAY -OCT 2024							
		may-24	jun-24	jul-24	ago-24	sep-24	oct-24
AG	WP1 – Coordination and managment (AG)						
	T.1.1 - Coordination and financial managment					D 1.1 (a)	
	T.1.2 - Project plan and collaboration agreement					M 1	
	T.1.3 - Organization of partners meetings						
	T. 1.4 - On-line meetigns of partners	On-M		On-M		Pres-M	
	T. 1.5 - Interim Report						
	T 1.6 - Independent evaluation					M 2	D 1.3 (a)
UdG	WP2 – Increase knowledge and data base creation (UdG)						
	T.2.1 - Research on international analysis and model of discrimination						
	T.2.2 - Emilia Romagna Study Visit					D 2.4	
	T.2.3 - Design of intersectional analysis on discrimination						
	T.2.4 - Creation of a unified registration system						
	T.2.5 - Pilot test on applied research and registration tools: pilot test on data processing						
	T 2.6 - Survey on discrimination						
	T 2.7 - Intersectional study-report on discrimination in the city of Girona						
AG	WP3 – Governance process of creation and management of anti-discrimination service (AG)						
	T.3.1 - Research and analysis of participatory governance models at an European level						
	T.3.2 - Identification of actors and resources for intersectional community policies for the prevention of discrimination in the city						
	T.3.3 - Design of a participatory process for the implementation anti-discrim services						
	T.3.4 - Creation of the governance model/governing bodies						
	T.3.5 - Development and implementation of the model						
FS	WP4 – Victim care service (Ser.Gi)						
	T.4.1 -Research on victim care service models at an European level						
	T.4.2 - Direct attention to citizens on intersectional issues of discrimination						
	T.4.3 - Activation of sectorial services based on the needs of the victims						
	T.4.4 - Creation of a psycho-educational and social care circuit						
	T.4.5 - Improvement of the service for reporting and sanctioning situations of discrimination						
	T.4.6 - Implementation of restorative justice service in cases of discrimination						
UdG	WP5 – Training in "prevention of discrimination" (UdG)						
	T.5.1 - Research on good practices in training on discrimination at European level						
	T.5.2 - Case study on anti-discrimination training in Reggio Emilia						
	T.5.3 - Design of the first version of the training proposal - Extensible Training module						
	T.5.4 - Content and methodologies for the formation of the different selected groups. - First version of the training toolkit						
	T.5.5 - Training of trainers						
	T.5.6 - Pilot and testing training						
	T.5.7 - First training evaluation (assessment and review)						
	T.5.8 - Elaboration and dissemination of the final version of training module						
FGRC	WP6 – Communication & Dissemination (FRGC)						
	T.6.1 - Project communication plan						
	T.6.2 - Raise-awareness strategy			M12	D 6.1		
	T.6.3 - Web and social media campaign					M13	
	T.6.4 - Editing raise-awareness material						
	T.6.5 - Dissemination of discrimination victims care circuit						
	T.6.6 - Awareness-raising video						
	T.6.7 - Middle term event						
	T.6.8 - Territorial workshops						
	T.6.9 - Final event						

Entrega	D 2.4	Report Study visit	30-sep-24
	M1	Project work plan	30-sep-24
Interns	M2	Mechanism for ind evaluation	30-sep-24
	D 1.1 (a)	Document WP	30-sep-24
	D 1.3 (a)	External evaluation	31/10/2024
Preparació	D1.4	Reports meetings	30-apr-2026
	D 1.2	Middle time report	31-maig-2025

Preparació	D 2.1	Survey model	31-ago-25
	D 2.2	Database	31-oct-25
	D 2.3	Analysis in Girona	31-abr-26
	M3	Research methodologies	31-ago-25
	M4	Registration system	31-oct-25

Preparació	D 3.1	internal organization OND	30-abr-25
	D 3.2	Report participatory process	30-abr-25

M5	No-disc. service structure	28-feb-25
M6	Share governement body	30-abr-25

Entrega	D 6.1	communication plan and web	31-jul-24
	M12	communication plan	31-jul-24
	M13	project web site	30/09/2024

SEGON SEMESTRE: nov'24-apr'25							
		nov'24	dic'24	ene'25	feb'25	mar'25	apr'25
AG	WP1 – Coordination and managment (AG)						
	T.1.1 - Coordination and financial managment						D1.1(b)
	T.1.2 - Project plan and collaboration agreement						
	T.1.3 - Organization of partners meetings						
	T. 1.4 - On-line meetigns of partners	on-M		on-M		on-M	
	T. 1.5 - Interim Report						
	T 1.6 - Indipendent evaluation						D 1.3(b)
UdG	WP2 – Increase knowledge and data base creation (UdG)						
	T.2.1 - Research on international analysis and model of discrimination						
	T.2.2 - Emilia Romagna Study Visit						
	T.2.3 - Design of intersectional analysis on discrimination						
	T.2.4 - Creation of a unified registration system						
	T.2.5 - Pilot test on applied research and registration tools: pilot test on data processing						
	T 2.6 - Survey on discrimination						
	T 2.7 - Intersectional study-report on discrimination in the city of Girona						
AG	WP3 – Governance process of creation and management of anti-discrimination service (AG)						
	T.3.1 - Research and analysis of participatory governance models at an European level						
	T.3.2 - Identification of actors and resources for intersectional community policies for the prevention of discrimination in the city						
	T.3.3 - Design of a participatory process for the implementation anti-discrim services						D 3.1
	T.3.4 - Creation of the governance model/governing bodies						M 6/6
	T.3.5 - Development and implementation of the model						D 3.2
FS	WP4 – Victim care service (Ser.Gi)						
	T.4.1 -Research on victim care service models at an European level						
	T.4.2 - Direct attention to citizens on intersectional issues of discrimination						
	T.4.3 - Activation of sectorial services based on the needs of the victims						
	T.4.4 - Creation of a psycho-educational and social care circuit						
	T.4.5 - Improvement of the service for reporting and sanctioning situations of discrimination						
	T.4.6 - Implementation of restorative justice service in cases of discrimination						
UdG	WP5 – Training in "prevention of discrimination" (UdG)						
	T.5.1 - Research on good practices in training on discrimination at European level						
	T.5.2 - Case study on anti-discrimination training in Reggio Emilia						
	T.5.3 - Design of the first version of the training proposal - Extensible Training module						
	T.5.4 - Content and methodologies for the formation of the different selected groups. - First version of the training toolkit						
	T.5.5 - Training of trainers						
	T.5.6 - Pilot and testing training						
	T.5.7 - First training evaluation (assessment and review)						
	T.5.8 - Elaboration and dissemination of the final version of training module						
FGRC	WP6 – Communication & Dissemination (FRGC)						
	T.6.1 - Project communication plan						
	T.6.2 - Raise-awareness strategy						
	T.6.3 - Web and social media campaign						
	T.6.4 - Editing raise-awareness material						
	T.6.5 - Dissemination of discrimination victims care circuit						
	T.6.6 - Awareness-raising video						
	T.6.7 - Middle term event						
	T.6.8 - Territorial workshops						
	T.6.9 - Final event						

Interns	D 1.1(b)	Document WP	30-apr-25
	D 1.3(b)	External evaluation	30-apr-25
Preparació	D1.4	Reports meetings	30 apr'26
	D 1.2	Middle time report	31 mag'26

Preparació	D 2.1	Survey model	31 agost'25
	D 2.2	Database	31 oct'25
	M3	Research methodologies	31 agost'25
	M4	Registration system	31 oct'25

entrega	D 3.1	NDS internal operating regulation	30 apr'25
	D 3.2	Final report PP	31 apr'25
	M5	Anti-discrimination service structure	28 feb '25
	M6	Creation of shared governement	30 apr '25

Preparació	M7	physical space for attention of victims	31 jul'25
	M8	Creation of shared governement	31 jul'25

Preparació	M9	Creation of joint training material	31 ago'25
	M10	Creation of trainin toolkit	31 ago'25
	D 5.1	provisional training model	30 sep'25

preparació	M14	dissemination documents of OND	31 maig'25
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TERCER SEMESTRE: MAG'25-OCT'25							
		mag'25	jun'25	jul'25	ago'25	sep'25	oct'25
AG	WP1 – Coordination and managment (AG)						
	T.1.1 - Coordination and financial management						D1.1©
	T.1.2 - Project plan and collaboration agreement						
	T.1.3 - Organization of partners meetings						
	T. 1.4 - On-line meetigns of partners	Pres-M		on-M		on-M	
	T. 1.5 - Interim Report	D 1.2					
	T 1.6 - Independent evaluation						D1.3©
UdG	WP2 – Increase knowledge and data base creation (UdG)						
	T.2.1 - Research on international analysis and model of discrimination						
	T.2.2 - Emilia Romagna Study Visit						
	T.2.3 - Design of intersectional analysis on discrimination				M3		
	T.2.4 - Creation of a unified registration system						M4
	T.2.5 - Pilot test on applied research and registration tools: pilot test on data processing						
	T 2.6 - Survey on discrimination						
	T 2.7 - Intersectional study-report on discrimination in the city of Girona						
AG	WP3 – Governance process of creation and management of anti-discrimination service (AG)						
	T.3.1 - Research and analysis of participatory governance models at an European level						
	T.3.2 - Identification of actors and resources for intersectional community policies for the prevention of discrimination in the city						
	T.3.3 - Design of a participatory process for the implementation anti-discrim services						
	T.3.4 - Creation of the governance model/governing bodies						
	T.3.5 - Development and implementation of the model						
FS	WP4 – Victim care service (Ser.Gi)						
	T.4.1 -Research on victim care service models at an European level						
	T.4.2 - Direct attention to citizens on intersectional issues of discrimination			M7			
	T.4.3 - Activation of sectorial services based on the needs of the victims						
	T.4.4 - Creation of a psycho-educational and social care circuit			D4.1(a)			
	T.4.5 - Improvement of the service for reporting and sanctioning situations of discrimination			M8			
	T.4.6 - Implementation of restorative justice service in cases of discrimination			D4.2(a)			
UdG	WP5 – Training in "prevention of discrimination" (UdG)						
	T.5.1 - Research on good practices in training on discrimination at European level						
	T.5.2 - Case study on anti-discrimination training in Reggio Emilia						
	T.5.3 - Design of the first version of the training proposal - Extensible Training module				M9		
	T.5.4 - Content and methodologies for the formation of the different selected groups. - First version of the training toolkit				M10	D 5.1	
	T.5.5 - Training of trainers						
	T.5.6 - Pilot and testing training						
	T.5.7 - First training evaluation (assessment and review)						
	T.5.8 - Elaboration and dissemination of the final version of training module						
FGRC	WP6 – Communication & Dissemination (FGRC)						
	T.6.1 - Project communication plan						
	T.6.2 - Raise-awareness strategy						
	T.6.3 - Web and social media campaign						
	T.6.4 - Editing raise-awareness material						D 6.2
	T.6.5 - Dissemination of discrimination victims care circuit				M14		
	T.6.6 - Awareness-raising video						
	T.6.7 - Middle term event	6.4(a)					
	T.6.8 - Territorial workshops						
	T.6.9 - Final event						

Entrega	D 1.2	Middle time report	31-maig'25
Interns	D 1.1©	Document WP	31-oct-25
	D 1.3©	External evaluation	31/10/2025
Preparació	D1.4	Reports meetings	30 apr'26

Entrega	M3	Research methodologies model	ago '25
	M4	Registration system model	oct '25

Preparació	D 2.1	Survey model and pilot	mar '26
	D 2.2	Database	mar '26
	D 2.3	Report analysis in GIRONA	apr '26

Entrega	M7	physical space for attentions	jul '25
	M8	care circuit for victims	jul'25

Interns	D 4.1(a)	Awarness material about actions in discrimination	jul '25
	D 4.2(a)	Awarness material about restorative practices	jul '25

Entrega	M9	Creation of joint training material	jul '25
	M10	Creation of trainin toolkit	jul '25
	D 5.1	provisional training model	ago '25

Preparació	D 5.2	training of trainers	dec '25
	D 5.3	pilot training and avaluation	feb '26
	D 5.4	training program	mar '26
	M11	piloting and tasting training module	ene '26

Entrega	M14	Prevention discrimination material	mag '25
	D 6.2	Awarness material	oct '25
Interns	D6.4(a)	Middle-term event	mag'25

Preparació	D 6.3	Awarness video	mar '26
	M15	care circuit material	sep '25
	M16	local and international workshops and final event	apr '26

QUART SEMESTRE: NOV'25-APR'26							
		nov'25	dec'25	ene'26	feb'26	mar'26	apr'26
AG	WP1 – Coordination and managment (AG)						
	T.1.1 - Coordination and financial managment						D 1.1
	T.1.2 - Project plan and collaboration agreement						
	T.1.3 - Organization of partners meetings						
	T. 1.4 - On-line meetigns of partners	on-M		on-M		on-M	
	T. 1.5 - Interim Report						D 1.4
	T 1.6 - Indipendent evaluation						D 1.3
UdG	WP2 – Increase knowledge and data base creation (UdG)						
	T.2.1 - Research on international analysis and model of discrimination						
	T.2.2 - Emilia Romagna Study Visit						
	T.2.3 - Design of intersectional analysis on discrimination					D 2.1	
	T.2.4 - Creation of a unified registration system						
	T.2.5 - Pilot test on applied research and registration tools: pilot test on data processing					D 2.2	
	T 2.6 - Survey on discrimination						
	T 2.7 - Intersectional study-report on discrimination in the city of Girona						D 2.3
AG	WP3 – Governance process of creation and management of anti-discrimination service (AG)						
	T.3.1 - Research and analysis of participatory governance models at an European level						
	T.3.2 - Identification of actors and resources for intersectional community policies for the prevention of discrimination in the city						
	T.3.3 - Design of a participatory process for the implementation anti-discrim services						
	T.3.4 - Creation of the governance model/governing bodies						
	T.3.5 - Development and implementation of the model						
FS	WP4 – Victim care service (Ser.Gi)						
	T.4.1 -Research on victim care service models at an European level						
	T.4.2 - Direct attention to citizens on intersectional issues of discrimination						
	T.4.3 - Activation of sectorial services based on the needs of the victims						
	T.4.4 - Creation of a psycho-educational and social care circuit		D4.1 (b)				D 4.1
	T.4.5 - Improvement of the service for reporting and sanctioning situations of discrimination						
	T.4.6 - Implementation of restorative justice service in cases of discrimination		D4.2 (b)				D 4.2
UdG	WP5 – Training in "prevention of discrimination" (UdG)						
	T.5.1 - Research on good practices in training on discrimination at European level						
	T.5.2 - Case study on anti-discrimination training in Reggio Emilia						
	T.5.3 - Design of the first version of the training proposal - Extensible Training module						
	T.5.4 - Content and methodologies for the formation of the different selected groups. - First version of the training toolkit						
	T.5.5 - Training of trainers		D 5.2				
	T.5.6 - Pilot and testing training				D 5.3		
	T.5.7 - First training evaluation (assessment and review)			M 11			
	T.5.8 - Elaboration and dissemination of the final version of training module					D 5.4	
FGRC	WP6 – Communication & Dissemination (FGRC)						
	T.6.1 - Project communication plan						
	T.6.2 - Raise-awareness strategy						
	T.6.3 - Web and social media campaign						
	T.6.4 - Editing raise-awareness material						
	T.6.5 - Dissemination of discrimination victims care circuit		M 15				
	T.6.6 - Awareness-raising video					D 6.3	
	T.6.7 - Middle term event						
	T.6.8 - Territorial workshops	D 6.4 (b)		D6.4©			D 6.4
	T.6.9 - Final event						M 16

Entrega	D 1.1	final report	apr'26
	D1.4	Reports meetings	30 apr'26
	D 1.3	External evaluation	30 apr'26

Entrega	D 2.1	Survey model and pilot	mar '26
	D 2.2	Database	mar '26
	D 2.3	Report analysis in GIRONA	apr '26

Entrega	D 4.1	Metodological guide for attentions	apr'26
	D 4.2	Booklet of restorative justice	apr'26
Interns	D 4.1 (b)	First guide for attentions (publicable)	Dec'25
	D 4.2 (b)	First Booklet of restorative justice (publicable)	Dec'25

Entrega	D 5.2	training of trainers	dec '25
	D 5.3	pilot training and avaluation	feb '26
	D 5.4	training program	mar '26
	M11	piloting and tasting training module	ene '26

Entrega	D 6.3	Awarness video	mar '26
	D 6.4	Local workshop, middle and final event	apr '26
	M16	local and international workshops and final event	apr '26

Annex 2:

Deliverables for Project - CTR

Deliverables							
WP number	n°deliv	Deliverable Name	Description	Lead	Type	Dissemination	Due Date
WP1	D1.1	Work plan of the project and interim reports	Document Work Plan: Description of objectives, activities, partners' roles, responsibilities, schedule, and timing. Revised every 6 months according to the project needs (Electronic; English). Risk management and Data management and exploitation; Quality control of project working procedures, deliverables, and results; Long term impact. (Electronic; English, 20 pg.) __ (D1.1 a - 30/09/2024; D1.1 b - 30/04/2025; D1.1 c -31/10/2025; D1.1 FINAL - summary about every Documents.	AG	DMP	SEN	31 Mar 2026
WP1	D1.2	Progress report	A progress report will be submitted on the 13th month of the project, in English. The report will inter alia depict on progress and developments on the foreseen activities and results of the milestones and deliverables - using the EC template available on the F&T portal.	AG	R	SEN	31 May 2025
WP1	D1.3	Independent evaluation report	Indipendent and external evaluation of activities by the expert and affected people committee. (Single document; Electronic; English, 20 pages) : Expert comite meetings every 3 mouth and report every six, star to setember 2024 (D1.3 a, b, c)	AG	R	SEN	30 Apr 2026
WP1	D1.4	Steering committee meetings	12 meeting: 10 online and 2 face to face incorporated into the meetings programmed as the Study Visit (month 4) and Final Event (month 24). If necessary, as part of midterm event, another meeting will be held. On-line meeting: duration 2h, presence of two representative from each beneficiary, extract of attendance list from the online platform. In presence meetings: 3h, one representative from each beneficiary, signed attendance list, meeting agenda, report/or summary of the meeting, photos. (To complete this deliverable we have to report every meeting, presential and on-line!)	AG	OTHER	SEN	30 Apr 2026
WP2	D2.1	Survey model and pilot form for the collection of discrimination data at the local level	Survey document and form, for the collection of data on the perception of discrimination in local areas. Intersectional indicators and participatory methods will be considered for its construction. (30 pg; english, catalan and spanish)	UdG	DEM	PU	31 Mar 2026
WP2	D2.2	Database for the registration of uniformed data on discrimination in local public policies and institutions	Database for data collection on cases and situations of discrimination at the local level. Taking data protection into account, a registration system will be built capable of obtaining reliable data on discrimination and of being reproduced in other local contexts. (English, Catalan and Spanish)	UdG	DEM	PU	31 Mar 2026
WP2	D2.3	Report on the application of intersectional analysis of discrimination in the city of Girona	Annual report on intersectional discrimination in the city of Girona that includes the different axes and the various forms of discrimination present in the city. Within the framework of the project, the report will be made only in second year (2025) wile the firts year will be used to develop the research planning. (30 pg., catalan, spanish)	UdG	R	PU	30 Apr 2026
WP2	D2.4	Study visit Emilia-Romagna	Visit-study exchange of good practices in Emilia-Romagna, in particular at Reggio Emilia with possibility of visiting the varios Non-discrimination Offices present in the territory (rete sportelli Emilia Romagna e Sportello Bologna). 8 participants (local government, public administration staff, specialised workers and social agents): 2 from AG, 2 from UdG, 1 from FS, 1 from FCGR, 1 from RE and 1 from e-35. 3 days (2 nights) in Reggio Emilia with one afternoon excursion to Bologna city. Italian, spanish and english languages utilized for visit and report of the event, electronic, in spanish. Reported with signed attendance sheet, agenda, photos.	UdG	DMP	PU	30/09/2024
WP3	D3.1	NDS (No discriminations services) internal operating regulations (form and system of government; management system)	Drafting of internal regulations for the operation of the service: public-community shared form of government; management system and functions assumed by each actor; performance summary. (20 pg, Catalan-Spanish-English)	AG	R	SEN	30 Apr 2025
WP3	D3.2	Final report about participatory process for the implementation of anti-discrimination services	Final report about participatory process for the implementation of anti-discrimination services at the local level. Parts: a) desing of the participation process. b) mapping of the actors involved, public services and civil organisations, c) description of inclusion techniques, constitution of the network of actors involved, process to collect the needs of the territory d) Report about participatory methodologies; Meetings, focus groups, workshops, creation of work groups with actors involved in the fight against intersectional discrimination. It include agenda, summary, photos. 30p. (catalan, spanish, english)	AG	R	PU	30 Apr 2025
WP4	D4.1	Methodological guide for psychosocial, socio-educational and legal action in situations of discrimination	Methodological guidelines for action in situations of discrimination: divided by socio-educational, psychosocial and legal action protocols (document, 30 pg) (Edited in english /spanish and the languages of different affected groups chosen in the participatory process) _ previously 4.1(a) creation of awarness material about action in situation to discrimination to publicate and communicate at poblation. (30 juny 2025) + First version of methodological guidelines for action (utilized for publication)(31 december 2025)	FS	R	PU	30 Apr 2026
WP4	D4.2	Booklet of restorative justice methodology in cases of discrimination	Booklet on restorative justice resources in cases of discrimination (document, 5/6 pg) (Edited in spanish/english and the languages of different affected groups chosen in a participatory process) previously 4.2(a) creation of awarness material about restorative justice to publicate and communicate at poblation. (30 juny 2025) + 4.2(b) First version of booklet on restorative justice (utilized for publication)(31 decembre 2025)	FS	R	PU	30 Apr 2026
WP5	D5.1	Provisional training model and interim toolkit	Document in catalan-spanish and italian on training proposal about counter-discrimination (30 pg) and on methodologies and tools to provide training (15 pg.) Total 45 pg.	UdG	DEM	SEN	30 Sep 2025
WP5	D5.2	Training of trainers	Training of 25 trainers capables of proving the training to various reference goups (local governement, public administration and university staff; specialised social workers). Girona, 3 days, morning and afternoon, 20 hours total. Format in presence. Catalan, spanish and english languages will be used. Reported with signed attendance sheets. Training material to be uploaded, agenda, photos.	UdG	OTHER	SEN	31 Dec 2025
WP5	D5.3	Pilot training and evaluation report	Implementation of counter-discrimination training with a public chosen among the different groups influential for change of culture and implementation of servece at citizen level (specialised social workers of entities and public administration staff). This testing will be develop by ToT-trained trainers. An audience of 25 people is intended. Girona, 3 days, morning and afternoon, 20 hours total. Format in presence. Catalan, spanish and english languages will be used. Reported with signed attendance sheets, agenda, photos and a Evaluation report of the first trainer pilot groups: detection of eventual needs for revisions. (20 pg. Spanish, catalan and italian)	UdG	OTHER	SEN	28 Feb 2026
WP5	D5.4	Training program on discrimination prevention: extensible training module and toolkit	Training program for professionals from different areas of public administration and private social sectors. (With an Italian case study) (Document, 30 pg; different languages: Catalan, Spanish, English, Italian.)	UdG	R	PU	31 Mar 2026
WP6	D6.1	Communication plan report and creation the webside	Strategic plan document for communication, dissemination and awareness (10pg., Electronic; English) and creation the webside to host the repository of good practices found and/or implemented on policies and interventions in the field of intersectional equality policy, carried out in the local and international context (electronic, web site) (english, catalan, italian and spanish languages)	FGRC	DEC	SEN	31 Jul 2024
WP6	D6.2	Awareness material on intersectional discriminations for different audience and targets	Dissemination materials for general public: leaflets, roll-up, posters, roll-ups about prevention of discrimination. Information materials on the anti-discrimination service: action protocols and care circuit for victims, for especialized social and public workers: leaflets about counter-discrimination service and actuative protocols. (Electronic/printed; English, spanish, catalan languages) (made with document D4.1(a) and (b) and D3.1, 3.2)	FGRC	R	PU	31 Oct 2025
WP6	D6.3	Awareness video	A short video (3 -5 minutes) with the main project conclusions and recommendations to combat discrimination. The language video will be in catalan with spanish, italian, english subtitles.	FGRC	DEC	PU	31 Mar 2026
WP6	D6.4	Local workshops, middle term and final event	Middle term international meeting about non-discrimination local services; Local workshops on intersectional public policies; Final conference to present and discuss the results and outputs of the project at European level. D 6.4 (a) Middle term international meeting (mounth 13) : 10 participants (local government, public administration staff, specialised workers and social agents): 2 from AG, 2 from UdG, 1 from FS, 1 from FCGR, 4 from RE and 4 from e-35. 3 days (2 nights) in Girona with one afternoon excursion to Barcelona discrimination Office. Italian, spanish and english languages utilized for visit and report of the event, electronic, in spanish. Reported with signed attendance sheet. Training material to be uploaded, agenda, photos. D 6.4 (b) Locals workshops on intersectional public policies with local partners, social and administrative workers (mounth 19) : change of best practices about counter-discrimination in spanish context. 2 workshops, 8hours en total, 40 participants, format in presence, spanish and catalan languages, reported with signed attendance sheets. Training material to be uploaded, agenda, photos. Final conference (mounth 24) to present and discuss the results and outputs of the project at European level (attendance of at least 100 people). 10 participants of the partner's organization (local government, public administration staff, specialised workers and social agents): 2 from AG, 2 from UdG, 1 from FS, 1 from FCGR, 4 from RE and 4 from e-35. 2 session, 2 differents day, 8 hours in total, format in presence, reported with signed attendance sheets. Catalan, spanish, english, italian languages. raining material to be uploaded, agenda, photos.	FGRC	OTHER	PU	30 Apr 2026

Annex 3:

Milestones for Project - CTR

Milestones						
WP number	n°milestones	Deliverable Name	Description	Lead	Due Date	New Date
WP1	M1	Completion of Project Work Plan	Document sent to the EC with the signature of a collaboration and partnership agreements.	AG	31-jul-24	30-sep-24
WP1	M2	Creation of control mechanisms for independent evaluation	Creation of three control/evaluation committees: ethics committee, expert committee and group of affected people.	AG	31-jul-24	30-sep-24
WP2	M3	Creation of research methodologies on discrimination at the local level	Creation of survey and form on intersectional discrimination, as deliverable 2.1	UdG	31-ago-25	30-apr-25 (?)
WP2	M4	Registration system implementation	Creation of registration mechanisms (intersectional and unified) of data on discrimination (electronic database), as deliverable 2.2	UdG	31-oct-25	
WP3	M5	Anti-discrimination service structure	Internal regulation document (see D 3.1) and constitution of the network of public-community actors (affected committee).	AG	28-feb-25	
WP3	M6	Creation of a shared government body between entities, citizens and local administration	Internal regulation document (see D 3.1) and constitution of the network of public-community actors (affected committee).	AG	30-apr-25	
WP4	M7	Physical space for presential attention to the victim	Creation of physical structure and referenced space	FS	31-jul-25	
WP4	M8	Creation of a care circuit for victims: psycho-educational and legal intervention methodology	Government document of the anti-discrimination services (as deliverable 3.1) and Methodological Guide document in situations of discrimination (deliverable D 4.1.)	FS	31-jul-25	
WP5	M9	Creation of joint training material with social groups – extensible training module	Document in catalan on training proposal (30 pg.)	UdG	31-aug-25	
WP5	M10	Creation of training toolkit (training of trainers) module	Document in catalan-italian on methodologies and tools to provide training (30 pg.)	UdG	31-aug-25	
WP5	M11	Piloting and testing the training module	Evaluation of the first trainers of trainers and pilot groups: detection of eventual needs for revisions.	UdG	31-jan-26	
WP6	M12	Communication plan and raise awareness of the project	Strategic document of actions and methodologies for communication (10 pg. document) and dissemination of the project (15 pg) as deliverable D6.1	FGRC	31-jul-24	
WP6	M13	Project website created	Project progress report; project website available and Social networks account set.	FGRC	31-jul-24	30-sep-24
WP6	M14	Creation of awareness-raising and discrimination-prevention material (jointly with entities and citizens)	Dissemination documents on discrimination prevention as deliverables D 6.2	FGRC	31/05/2025	31-ago-25
WP6	M15	Creation of material on the care circuit for victims attention	Protocols for the prevention of intersectional discrimination and explanation/information on the rights protection circuit, as deliverable D 6.3		30-sep-25	31-dec-25
WP6	M16	Completion of local and international workshops and final conference	Report, attendance lists, pictures, content on social networks	FGRC	30-apr-26	

Annex 4: List of content

LIST OF CONTENTS						
CONTENT -A brief description of the content	WP	PARTNER	DATE	DESCRIPTION -A more detailed description	FORMAT	STATUS
Project Overview	1	FGRC	June 2024	A short video overview of the project.	VIDEO	Publicado
					TWITT	Progamado
					NEWS	Sin publicar
					WEB	

Content Planning Manual for the CtR Project

Introduction

This manual aims to describe the content planning process for the CtR project, including creating a content list, organizing it by month, and scheduling publications.

1. List of Contents

The content list is a document that compiles all the posts that will be made throughout the project. This list may include posts for the website, the news section or social media.

What should the table of contents include?

- Title of the post
- Brief description of the publication
- Expected publication date
- Format (web, news, social media)
- Work Package
- Author of the post (Partner)
- Status (Published, Scheduled, Unpublished)

2. General list for 48 months

The 48-Month Overview List is a breakdown of the content list, organized by month. This list allows you to have an overview of the publications that will be made in each month of the project.

What should the 48-month master list include?

- Date, day, time.
- Title of the post (content)
- Partner
 - Format (web, news, social networks)
 - Info (description of the post)
 - Hastags
 - Status (Published, scheduled, unpublished)

3. Calendar of posts by month 48 months

Scheduling posts is a process of assigning specific dates to each post. Dates of important events related to the project

4. Centralization of information

All information related to the content planning of the CtR project will be centralized by the FGRC. The FGRC will be responsible for:

- Update the table of contents
- Maintain the general list for 48 months
- Schedule publications
- Managing the task list
- Monitor compliance with the publication schedule

Annex 5: List of activities

Exemple of activities implemented so far:

WP	LEAD	TASK	TYPE	DATE	TITLE	SURVEY	KPIs
1	AG	D	S	17/06/2024	Seminar ERESS	SI	SI
1	AG	CM	M	15/02/2024	Partners Meetings on line	NO	NO
1	AG	CM	M	24/04/2024	Partners Meetings on line	NO	NO
1	AG	CM	M	15/05/2024	Catalan's Partners Meetings	NO	NO
2	(CRE; E35) UdG	SV	SE	13/06/2024	Staff exchange good practiques in RE	SI	SI
2	(CRE; E35) UdG	SV	SV	23-25/09/2024	Study Visit Emilia Romagna	SI	SI

Each partner, while performing their functions and tasks specific to the CTR project, commits to filling out the activity list according to the model and tool designed by the coordinating partner. To construct the tool, each work package has been divided into main tasks, to which an identifier has been assigned. At the same time, types of activities that can be implemented in the execution of the tasks have been codified.

In this way, once an activity is implemented, partners will be able to fill out the list with the corresponding codes, execution dates, and the title of the activity. Additionally, as a control mechanism, it will be noted whether the survey has been presented to participants and whether there is a need to fill out the KPIs for the F&T.

Apart from filling out the activity list, each partner will send the **list of subjects, the activity sheet, and images of the activity** to the coordinator so that they can register it and complete the corresponding parts of the continuous report on the F&T portal.

The following tables detail the task codes and types of activities that are useful for filling out the activity list.

Finally, the list of signatures and the activity sheet model will be added.

CTR - Tasks codes and work packages

WP num - soci	Tasks	ID
WP 1 - AG	Coordination	C
	Meetings coordination	CM
	Financial and administrative management	G
	Experts group meetings	GE
	Reports F&T	R
WP2 - UdG	Research methodologies data collection	IRC
	Registration of data (Data Base)	DB
	Survey (indicators construction)	E
	Survey in Girona (Observatory)	O
	Study Visit RE	SV
WP3 - AG	Research participatory methodologies	IPP
	Actors identification	A
	Participatory process design	PP
	Govern body constitution (no-disc service)	GS
	No-discrimination service structure	ES
WP4 - FS	Research interventions methodologies	I4
	Direct care no-discrimination	AD
	No-discrimination service implemented	OND
	Circuit of victim attention (protocols and guides)	P
	Sanctioning procedures	PS
	Restoratives procedures	JR
WP5 - UdG	Research of good practices of no-disc trainings	IBP
	Case study of RE	SC
	Trainings design	T
	Training toolkit	ME
	Training of trainers	ToT
	Pilot training	PT
	Training evaluation	TE
	Training Final Version	TF
WP6- FGRC	Project communication plan	PC
	Raise awareness	RA
	Web	W
	Dissemination OND	D
	Video	V
	Middle term event	MT
	Territorials works shops	WS
	Final Event	FE

CTR - Tipologías de actividades

ACTIVITAT	TIPO	ID
Coordination/Management	Meetings	M
	Document management	DM
	Experts meetings	EM
Research	Interviews	IN
	Focus Groups	FG
	Web research	WR
	Documental research	DR
	Data analysis	DA
	Data registration	DR
Governance	Network construction	NC
	Co-government process	CoP
	Government Agreement	GA
ITND Service	Care service	CS
	Action Protocols	AP
	Sanctions Protocols	SP
Training activities	Class room	CR
	e-learning	e-L
	Staff exchanges	SE
	Study visit	SV
	Workshop	WS
	Seminars	S
Mutual learning	Meetings	M
	Seminars	S
	Webinars	W
	On-line platform	onP
	Experts group meeting	EGM
	Peer-learning	PL
	Networking	NT
	Study visit	SV
Awareness raising	Conferences	C
Information	Press Conferences	PC
Dissemination	Media Campaign	MC
(list of content)	Publications	P



THE IMPLEMENTATION OF
LOCAL POLICIES AGAINST
DISCRIMINATION WITH A
PARTICIPATORY GOVERNANCE
METHODOLOGY

Project N° 10114436 - COMMIT TO RIGHTS - GDV 2023 EQUAL



Funded by
the European Union

WP	PARTNER	TASK	TYPE	DATE	HOURS	TITLE

	Name	Surname	Gender (Male, Female, No-binary)	Country	Signature
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					



WP	PARTNER	TASK	TYPE	DATE	TITLE

REPORT

TITLE:

NUMBER OF ASISTENTS:

DESCRIPTION OF ACTIVITY:

DEVELOPMENT OF ACTIVITY:

VISUAL MATERIAL:



30 de setembre de 2024

SURVEY APPLICATION INSTRUCTIONS

As established by the Grant Agreement, the CTR project partners are obliged to use the survey produced by the European Union (in the framework of the call CERV 2024: justice, rights and value) to collect the feedbacks of the participants in the events and activities organized in the framework of the project.

In order to evaluate and monitor the activities carried out, the European Union requires project coordinators and partners to submit the survey at each of the activities and events promoted.

In order to implement the European Union's instructions, therefore, the partners that carry out the activities/events are obliged to:

1 - Submit the survey to the participants of the activities and events so that they can evaluate it. You can choose to have it filled out on site by the participants (advisable) or later sending it by mail.

2 - Send a link to the SURVEY to the participants of the activities/events.

CERV program survey: https://ec.europa.eu/eusurvey/runner/CERV_2021-2027

3 - Give instructions to the participants on how to fill in the first page of the survey.

It is very important to give instructions to the participants on the points of paragraph 1:

1.1 PROJECT REFERENCE : always 101144346

1.2 TYPE OF ACTIVITY: CHOOSE BETWEEN TRAINING, MUTUAL LEARNING OR AWARENESS RAISING (the partner leading the activity/event chooses it and has to communicate the choice to the participants so that they check the corresponding box).

1.3 TITLE OF THE EVENT: the partner in charge of the activity/event chooses it and has to communicate the choice to the participants so that they can fill in the corresponding box.

4 - Explain the importance of filling out the survey in all its sections:

In fact, the survey is divided into two sections that serve to collect opinions on the quality of the activity/event and to understand the transmission of the values of the European Union in the activities carried out within the framework of the project.

5-Have the participants fill out the survey.



Acuerdo de compromiso de los socios participantes al proyecto CTR

Judit Font Redolad



Joaquim Brugue Torruella



Èlia Llinàs Serradell



Marcel Bassachs Birosta



~~Luca Colombo~~ LORENZA
BENEDETTI



Rosati Sabrina





D 1.1 (b)

Work plan document for implementation of Commit to Right Project

This document is prepared to coordinate the execution of the work packages among the partners (Girona City Council, Girona Regional Knowledge Foundation, University of Girona, Ser.Gi Foundation, Municipality of Reggio Emilia, E-35 Foundation), under the supervision of the Coordinating Partner (Girona City Council), and to review the work plan proposed in the initial phase of the project, adapting it to the modifications necessary for the implementation context.

Specifically, it reviews the planning and scheduling of the CTR project activities and the delivery of review and control documents by the coordinating partner.

All information regarding changes in the planning and the tasks associated with each partner can be found described in the attached infographic and in the associated work plan calendar. The mechanisms for evaluating and monitoring activities remain those described in the original document, 1.1(a), and the changes implemented are the result of agreements reached in plenary meetings among the project partners.

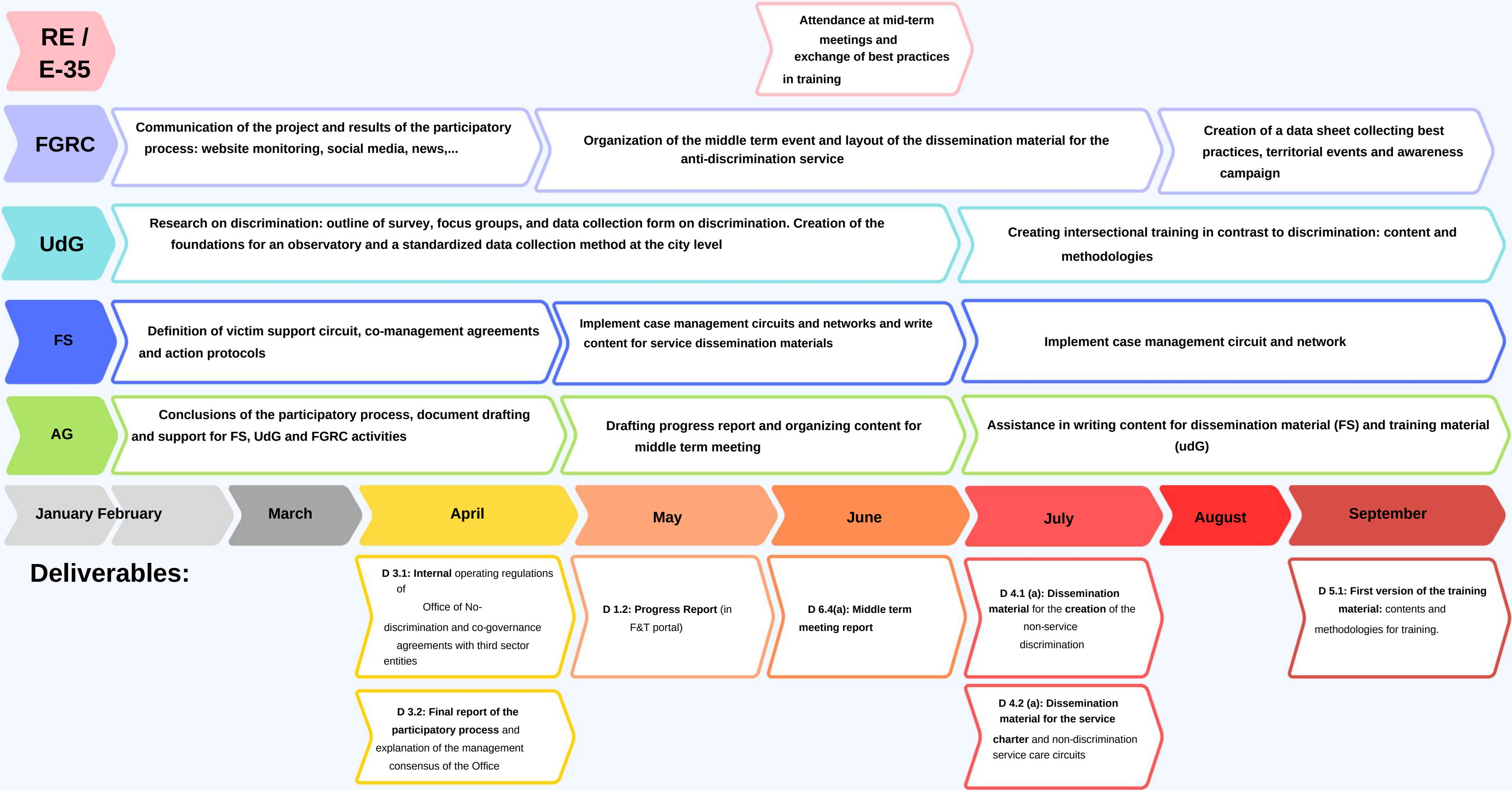
These adaptations align with the needs of all partners, taking into account the necessary execution timelines, while keeping the project's implementation objectives in mind.

To ensure the achievement of objectives and the quality of activities, in addition to regular meetings with partners, bilateral follow-up meetings and support meetings have been implemented by the coordinating partner with the partners involved in the various tasks, based on the needs expressed by the partners.

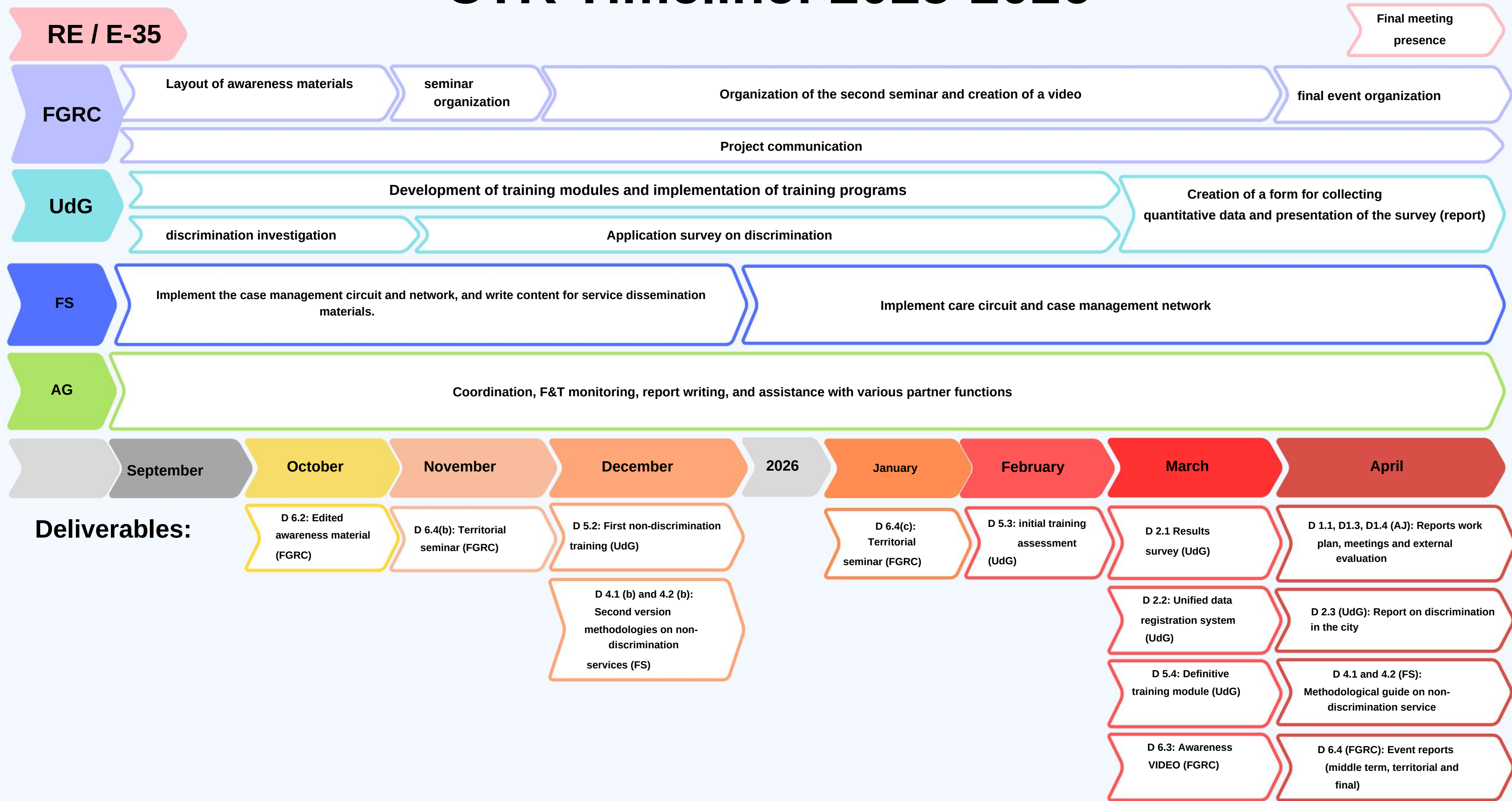
Annex 1: WORK PLANNING (b)

[illegible]

CTR Chronology: first semester 2025



CTR Timeline: 2025-2026



Funded by
the European Union

D 1.1 (c)

Work plan document for implementation of Commit to Right Project

This document is written with the purpose of coordinating the execution of the work packages between the partners (Ajuntament de Girona, Fundació Girona Regió del Coneixemnet, Universitat de Girona, Fundació Ser.Gi, Comune di Reggio Emilia, Fondazione E-35), under the supervision by the Coordinating Partner (Ajuntament de Girona) and review the work plan proposed in the initial phase of the project, adapting it to the necessary modifications to the implementation context.

Specifically, the planning and scheduling of CTR project activities and the delivery of review documents are reviewed.
control by the coordinating partner.

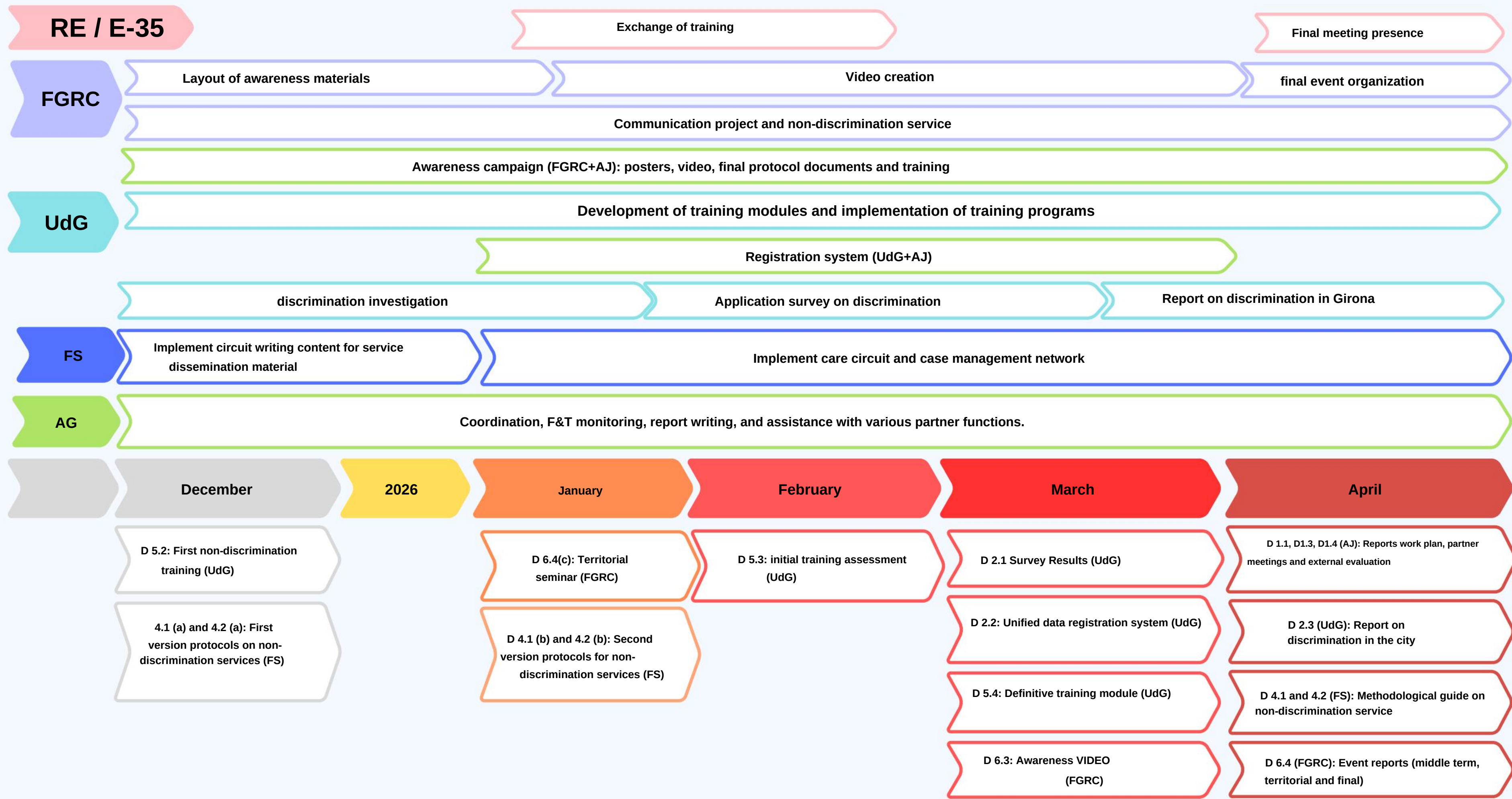
All the information about the changes in planning and the tasks associated with each partner can be found described in the infographic.
added and in the associated work plan calendar.

The mechanisms for evaluating and controlling the activities remain those described in the original document, 1.1 (a), and the changes
The contributions are the result of agreements defined in plenary meetings between the project partners.

The adaptations meet the needs of all partners, taking into account the necessary execution times, without losing
given the project implementation objectives.

To ensure the achievement of objectives and the quality of activities, in addition to regular meetings with partners, the following measures have been implemented:
bilateral follow-up meetings and support meetings implemented by the coordinating partner with the partners involved
in the various tasks, according to the needs expressed by the partners.

CTR: 2026



CTR PLANNING 2026					
Soci	Tavern	Gene	February	Març	April
AJ	T 1.1:Work Plan	1.1c) planning last quarter			D1.1: Summary of the general planning/execution of the project
AJ	T 1.3:Commitèss assessors	Expert committee met	Report ethical committee	He met the advisory committee	D1.3 Committee evaluation report assessor i comitè ètic
AJ; socis T1.4:	Gathered socis	He gathered partners		He gathered partners	D1.4 Report member meetings (minutes, photos, attendance)
UdG; AJ	T2.1Registration system	Improve unified case registration system Application inquesta	Improve unified case registration system	D2.1: Explanation of the construction of the registration system	
UdG (encarrec stern)	T2.2: Enquesta discriminació		Aplicació enquesta	D2.2: Survey guide and first analysis of data	
UdG	T2.3: Report on discrimination	Investigation into discrimination in the city	Investigation into discrimination in the city	Investigation on discrimination	D 2.3: Final report on discrimination against the city of Girona
AJ + FS	T3.1:Circuit d'atenció i governança del servei	Provided care to affected people / Consolidation Servei	Provided care to affected people / Consolidation Servei	He cared for the affected people / Consolidació Servei	He cared for the affected people / Consolidació Servei
FS	T4.1:Intervention guide/ protocol	4.1 Intervention guide/ protocol (version provisional)			D 4.1 Intervention guide/protocol (final version)
FS	T4.2:Protocol intervening restorative practices		4.2 Protocol intervention restorative practices (provisional version)		4.2 Protocol intervening restorative practices (definitive version)
UdG	T5.3:Formations	Segona part of the training on discrimination (taught by formators formats a desembre)	D5.3: Report on training and evaluation of the first cycle (Tot and implementation by the trainers)		
UdG	T5.4:Formations		Summary of the work	D5.4: Teaching guide: Continguts training for trainers and Toolkit for implementing it	

FGRC+AJ T6	1 i 6.2: communication i awareness	Update website, campaigns awareness, follow-up and communication	Update website, campaigns awareness, follow-up and communication	Update website, awareness campaigns, xarxes follow-up and communication	Update website, awareness campaigns, xarxes follow-up and communication
FGRC	T6.4: creation i layout of dissemination material		Layout protocols 4.1 and 4.2 (partially fet)	Maquetació guía didáctica	
FGRC+AJ T6	8 i 6.9: Events	ERESS Territorial Seminar			Final Event D6.4: Report middle term, ITND conference, ERESS seminar, final event
FGRC+AJ T6	6: awareness video	Video script and ideas	Video realization	D6.3: Video	
RE+FE35			Intercanvi in training evaluation		Final Presence Event



D 1.1 (d)

Work plan document for implementation of Commit to Right Project

This document is prepared to coordinate the execution of the work packages among the partners (Girona City Council, Girona Regional Knowledge Foundation, University of Girona, Ser.Gi Foundation, Municipality of Reggio Emilia, E-35 Foundation), under the supervision of the Coordinating Partner (Girona City Council), and to review the work plan proposed in the initial phase of the project, adapting it to the modifications necessary for the implementation context.

Specifically, it reviews the planning and scheduling of the CTR project activities and the delivery of review and control documents by the coordinating partner.

All information regarding changes in the planning and the tasks associated with each partner can be found described in the attached infographic and in the associated work plan calendar. The mechanisms for evaluating and monitoring activities remain those described in the original document, 1.1(a), and the changes implemented are the result of agreements reached in plenary meetings among the project partners.

These adaptations align with the needs of all partners, taking into account the necessary execution timelines, while keeping the project's implementation objectives in mind.

To ensure the achievement of objectives and the quality of activities, in addition to regular meetings with partners, bilateral follow-up meetings and support meetings have been implemented by the coordinating partner with the partners involved in the various tasks, based on the needs expressed by the partners.

Partner	Task	February	March	April
AJ	T 1.1:Work plan			D1.1: Summary of the overall planning/execution of the project
AJ	T 1.3: Advisory Committees	I am reporting to the ethics committee	Advisory committee meeting D1.3 Advisory committee and ethics committee evaluation report	Partner meeting D1.4 Partner meeting report (minutes, photos, attendance)
AJ; partners	T1.4: Partners' Meeting			
UdG; AJ	T2.1 Recording System	Improve unified registration system cases	D2.1: Explanation of the construction of the registration system (Excel construction and ERESS report on collection data)	
UdG (sternum order)	T2.2: Discrimination Survey	Survey application	D2.2: Survey script and initial data analysis (script plus initial analysis based on Excel case studies)	
UdG	T2.3: Report on discrimination	Research on discrimination in the city	Research on discrimination	D 2.3: Final report on discrimination in the city of Girona (survey results analysis)
AJ + FS	T3.1: Service care and governance circuit. Care for affected individuals / Consolidation	Service	Attention to the affected people / Service Consolidation	Support for affected individuals / Service Consolidation
FS	T4.1:Intervention guide/protocol		D 4.1 Intervention guide/protocol (final version)	D 4.1 Intervention guide/protocol (final version) (English translation)
FS	T4.2: Intervention protocol for practices restorative	4.2 Intervention protocol practices restorative (interim version)	4.2 Restorative Practices Intervention Protocol (final version) (layout + English translation)	
UdG	T5.3:Formations	D5.3: Report on the second training and evaluation of the first cycle (All implementation by the trainers)		
UdG	T5.4:Formations	Summary of the work of	D5.4: Teaching guide: Training content for trainers and Toolkit of tools to implement it	
FGRC+AJ	T6.1 and 6.2: Communication and awareness	Update website, campaigns awareness, network monitoring and communication	Update website, campaigns awareness, network monitoring and communication	Website updates, awareness campaigns, social media monitoring and communication
FGRC	T6.4: Creation and layout of dissemination material	Layout of protocols 4.1 and 4.2 (partially done)	Layout of protocols 4.1 and 4.2 (partially done)	Layout of teaching guide
FGRC+AJ	T6.8 and 6.9: Events			Final Event D6.4: Report middle term, ITND conference, ERESS seminar, final event
FGRC+AJ	T6.6: Awareness video	Video production	D6.3: Video (end of March, submit report with guide and content ideas) (April 17, presentation public)	
RE+FE35		Exchange in training evaluation		Final Presence Event