

## Permission to Plan and REN Part 1 Sign-Off Procedure

12-18  
mths  
before  
travel

**Trip leader**

Create P2P on GO and notify/discuss with CIA, before submitting

**CIA**

Discuss trip details & ensure the leader is aware of requirements/risks - including GAW qualifications and covering different sections. Notify the CC, and send a summary to the RIA.

**RIA/Region Chief**

Receive summary of the proposed trip. If no concerns, Region Chief to approve.

9-12  
mths  
before  
travel

**Trip leader**

Submit REN part 1 on GO. Send risk assessment, T&Cs, insurance, draft plan and budget against RA check list to CIA.

**CIA**

Review RA, T&Cs, insurance, draft plan and budget against RA check list. **If** satisfactory, send to RIA; if not, return and discuss with the trip leader, to update and re-submit.

**RIA**

Submit REN part 1 on GO, send risk assessment T&Cs, insurance, draft plan and budget against RA check list. **If** satisfactory, send to Region Chief.

**Region Chief**

Follows recommendations from RIA, and REN is approved!

## Permission to Plan and REN Part 2 Sign-Off Procedure

<b>4 mths before travel</b>	<b>Trip leader</b>	Submit documents to CIA, for review.
	<b>CIA</b>	Review documents and discuss any concerns with the trip leader and RIA.
<b>4 weeks before travel</b>	<b>Trip leader</b>	Submit REN part 2 on GO and send RA, final plan and budget, and any insurance policy changes to CIA.
	<b>CIA</b>	Review RA, final plan and budget against RA checklist. If satisfactory, send to RIA.
	<b>RIA</b>	Review RA, final plan and budget against RA checklist. If satisfactory, send to Region Chief.
	<b>Region Chief</b>	Review RA, final plan and budget against RA checklist. If satisfactory, approve REN part 2.

## Permission to Plan and REN GO Status

Status	Description
<b>Pre-Plan</b>	For international trips only, the leader in charge of an event can update the information, ready to submit. The event and information cannot be seen by a commissioner, at this stage.
<b>Pre-Plan Submitted</b>	The leader has submitted the first stage of the International Permission to Plan. It's over to the commissioner to approve this first part.
<b>Planning</b>	For international events, when the commissioner has approved the Permission to Plan, the status will move to "Planning". (For all other events, it will start at this stage.) The commissioner is not able to see any details for the events, at this stage.
<b>Plan Submitted</b>	The leader has submitted part 1 of the REN form, for <u>any</u> type of residential event. She is not able to make any amendments, until the commissioner has approved this stage.
<b>Finalising</b>	The commissioner has approved the Part 1, and it is now back with the leader, to be able to add the final information and update anything else, ready for Part 2 to be signed off.
<b>Awaiting Approval</b>	The leader has submitted Part 2 of the REN form to the commissioner, for approval. No changes can be made, now.
<b>Approved</b>	The residential event has now been approved by the commissioner, and no further changes can be made on GO. If you need to make changes, you will need to use the "Action" arrow, to put it back into "Finalising" status, and go through the process, again.

## Notes

- \* If a leader is running a district, division, county, or region trip, the role of Event administrator may need to be created at that level, to allow a P2P/REN to be created at that level.
- \* There has been a tendency for groups travelling to Disney and Paris to fill their coaches with family members, and other adults. If travelling by coach, all those extra adults will need to be DBS-checked and do Safe Space levels 1 and 2. It is advisable to start working on this 9 months before the planned travel date. **Consider carefully if taking a number of extra adults is advisable.**
- \* If travelling with more than one section, the trip leader must have Going Away with Module 6 for all sections. If a leader's children, who are Brownies, are going on a Guide trip, for example, it is easier to put them on the REN as "Additional children", unless the leader has GAW Module 6 for the Brownie section.