

Permission to Plan and REN 1 Sign off procedure

12-18
months
before
travel

Trip Leader	Create P2P on GO and submit/ Notify and discuss with County IA
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County IA	Discuss trip details and ensure leader is aware of requirements/ risks including GAW qualifications requirements—including covering different sections. Notify CC and send summary to Region IA
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Region IA/Region Chief	Receive summary of proposed trip. If no concerns Region Chief to approve trip
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9-12
months
before
travel

Trip Leader	Submit REN part 1 on GO, send risk assessment to Region International Advisor (seek advice from County IA if needed)
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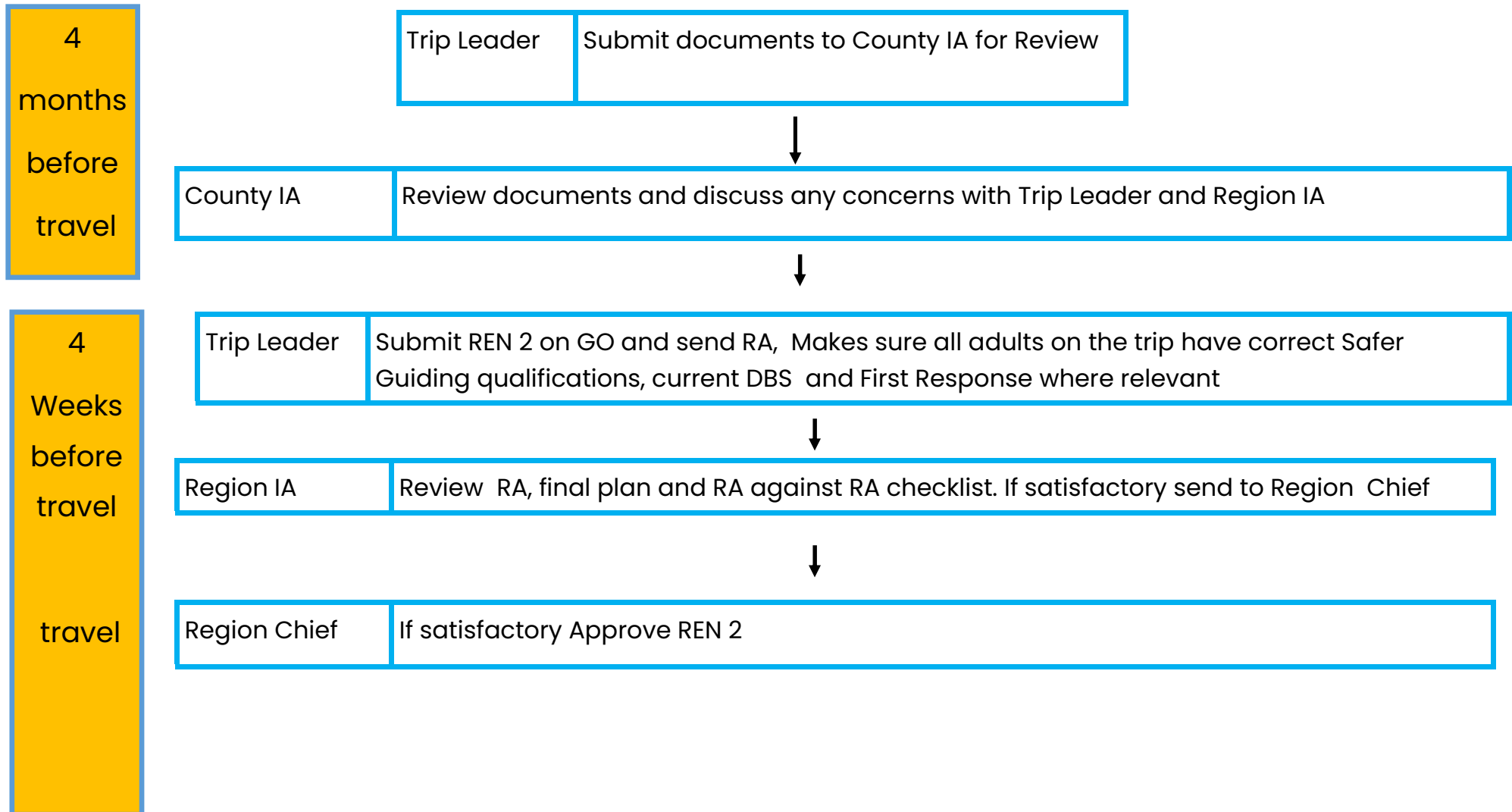


Region IA	Submit REN part 1 on GO, send risk assessment T&C, insurance, draft plan and budget against RA check list. If satisfactory send to Region Chief
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Region Chief	Follows recommendations from Region IA and REN1 Is approved
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REN 2 Sign off procedure



Permission to Plan & REN GO Status

Status	Description
Pre-Plan	For international trips only, leader in charge of event can update the information ready to submit. Event and information cannot be seen by commissioner at this stage
Pre-Plan Submitted	Leader has submitted the first stage of the international permission to plan, it's over to the commissioner to approve this first part
Planning (REN 1)	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 status. The commissioner is not able to see any details for the events at this stage
Plan Submitted	Leader has submitted part one of the REN form for any type of residential event. Leader is not able to make any amendments until the commissioner has authorised this stage
<u>Finalising</u> (Preparing REN 2)	Commissioner has approved part 1 of the REN form and it is now back to the leader to be able to add the final information and update anything else ready for Part 2 to be signed off
Awaiting Approval (Submitting REN 2)	Leader has submitted part two of the REN form to the commissioner for approval. No changes can be made now.
Approved	The residential event has now been approved by the commissioner, no further changes can be made to the event on GO, if you need to make changes you will need to use the action arrow to put it back to finalising status and go through part 2 approval 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 P2P/REN to be created at that level
- There has been a tendency for groups travelling to Disneyland Paris to fill their coaches with family members and other adults. If travelling by coach all these extra adults will need to be BDS checked and do Safe Space Levels 1 & 2. It is advisable to start working on this 9 months before 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 taking for example children of the leader who happen to be Brownies it is easier to put them on the REN as 'additional children' unless the leader has GAW Module 6 for Brownie Section