**Hoja de ruta RIDEFs - FIMEM**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **4 años antes** | **2 años antes** | | | | | | | | | | | | | | | | | | | | | **1 año antes** | | | | | | | | | | | | **Año en curso del RIDEF** | | | | | | | | | | | | **½ año después** |
| **Actividades** |  | E | F | | M | | A | | M | | J | | J | | A | | S | | O | | N | D | E | F | M | A | M | J | J | A | S | O | N | D | E | F | M | A | M | J | J | A | S | O | N | D |  |
| Presentación de la intención de ser país sede del RIDEF en la AG. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Formación del Comité Organizador del país sede (CO) y reuniones iniciales entre sus integrantes. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Avanzada de información sobre hospedaje. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Avanzada de información sobre el lugar sede. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Avanzada de información sobre la alimentación. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Avanzada de información sobre el transportes (Al lugar sede, excursiones, etc.). |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Presentación del anteproyecto (Tema, lugar sede, fechas, actividades principales, hospedaje) durante el RIDEF dos años antes, mismo que es aprobado por la AG. Igualmente se presenta un presupuesto estimado. |  |  |  | |  | |  | |  | |  | | En la AG del RIDEF | | | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Verificación de la cuenta bancaria del movimiento organizador, procedimientos y claves de trasferencias. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Contacto con instancias locales y nacionales de posible apoyo. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Exponer el proyecto de presentación para autoridades. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Traslado del dominio del sitio web RIDEF de la sede anterior. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Desarrollo del sitio web oficial del RIDEF. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  | Abrir |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Presentación del presupuesto del RIDEF al CA de la FIMEM para que sea aprobado el préstamo correspondiente. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Envío de la información de visados para participantes extranjeros. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Envío y recepción de formularios de Solidaridad por el CA. El CA informa el monto de la subvención de solidaridad para los movimientos y envía los formularios a llenar. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Los movimientos informan beneficiarios de la ayuda de Solidaridad y envían toda la información solicitada. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| El CA redacta las cartas de invitación para los miembros beneficiarios de Solidaridad de cada movimiento y las envía por correo postal y por correo electrónico. También envía una copia por correo electrónico al movimiento. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Comisión 15-FIMEM de “Visas”, Comisión de “Visas” del CO y personas interesadas, investigan requisitos para viajes, escalas y visas de tránsito/país sede; Compra de boletos. Tomar en cuenta que en algunos países no hay embajadas ni consulados del país sede del RIDEF; por lo que se tendrán que trasladar a la embajada o consulado más cercano para tramitar dicha visa. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| El CO organiza tabla de datos personales de solicitantes de visas para apoyar en casos de consulta de autoridades migratorias, asignando, por lo menos, dos contactos de emergencia para proporcionar información. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| El CA envía una carta al CO ratificando la designación del movimiento y el país para la celebración del RIDEF |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| El CO envía la carta emitida por autoridades locales que constata la celebración del RIDEF. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Realización del logo y cartel del RIDEF. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Difusión del cartel. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Desarrollo del programa RIDEF (Días y horarios). |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Desarrollo y apertura del sitio web oficial RIDEF. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  | Abrir |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Apertura de inscripciones y recepción de propuestas de talleres desde la página Web del RIDEF. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  | Abrir |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Elaboración de tabla con datos de llegadas de participantes (Vuelos, trenes, autobuses, entre otros). |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Organización de talleres. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Organización de mesas redondas, debates, encuentros. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Organización de la Jornada de puertas abiertas y exposiciones. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Organización del Encuentro de niños y niñas, adolescentes y jóvenes. (Sugerencia). |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Organización, apertura y registro de Pre-RIDEF y Pos-RIDEF. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  | Abrir |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Visita del CA al lugar sede (Considerar transporte, recepción, alimentación, alojamiento solidarios). |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  | En algún momento de este periodo | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Reuniones del CO con la Comisión 6-FIMEM de “Apoyo a RIDEF” (C6). |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Reuniones entre el CO y el CA. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Celebración del Pre-RIDEF. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Celebración del RIDEF. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Celebración del Pos-RIDEF  Apoyo solidario a reunión anual del CA. (Considerar transporte, recepción, alimentación, alojamiento solidarios). |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Informe financiero final y liquidación del préstamo al CA. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Pago al CA |  |
| Dossier del RIDEF. |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | E | | F | | M | | A | | M | | J | | J | | A | | S | | O | N | D | E | F | M | A | M | J | J | A | S | O | N | D | E | F | M | A | M | J | J | A | S | O | N | D |  |
|  | **4 años antes** | **2 años antes** | | | | | | | | | | | | | | | | | | | | | **1 año antes** | | | | | | | | | | | | **Año en curso del RIDEF** | | | | | | | | | | | | **½ año después** |

**Nota: Para tener mayor información sobre las actividades e cada momento se puede consultar el documento de Hoja de Ruta que es una versión más detallada que esta tabla.**

**Feuille de route des RIDEFs - FIMEM**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **4 ans auparavant** | **2 ans auparavant** | | | | | | | | | | | | **1 an avant** | | | | | | | | | | | | **Année de la RIDEF** | | | | | | | | | | | | **1/2 année plus tard** |
| **Activités** |  | J | F | M | A | M | J | J | A | S | O | N | D | J | F | M | A | M | J | J | A | S | O | N | D | J | F | M | A | M | J | J | A | S | O | N | D |  |
| Présentation de l'intention d'accueillir le RIDEF à l'AG |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Formation du comité d'organisation du pays hôte (CO) et premières réunions entre ses membres. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Avance d’information sur l'accueil. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Avance d’information sur le lieu d'accueil. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Avance d’information sur la nourriture. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Avance du transport (vers le lieu de réunion, excursions, etc.). |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Présentation de l'avant-projet (thème, lieu, dates, activités principales, hébergement) aux RIDEF deux ans à l'avance, qui est approuvé par l'AG. Un budget prévisionnel est également présenté. |  |  |  |  |  |  |  | Dans l'AG RIDEF | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Vérification du compte bancaire du mouvement organisateur, des procédures et des codes de transfert. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Contact avec des organismes locaux et nationaux pour un éventuel soutien. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Partager le projet de présentation pour les autorités. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Transfert du domaine du site web de RIDEF depuis le site précédent. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Processus de développement du site informatif et ouverture. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Ouverture |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Présentation du budget de RIDEF au Conseil d'administration du FIMEM pour approbation du prêt correspondant. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Envoi des informations sur les visas pour les participants étrangers. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Envoi et réception des formulaires de solidarité par l'AC. L'AC informe du montant de la subvention de solidarité pour les mouvements et envoie les formulaires à remplir. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Les mouvements informent les bénéficiaires del’aide de solidarité et envoient toutes les informations demandées. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Le CA rédige les lettres d'invitation pour les membres bénéficiaires de la solidarité de chaque mouvement et les envoie par courrier et par e-mail. Envoie aussi une copie par e-mail au mouvement. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Commission 15-FIMEM « Visas », Commission « Visas » du CO et personnes intéressées doit se renseigner sur les conditions de voyage, les escales et les visas de transit/pays d'accueil ; achat de billets. Noter que dans certains pays, il n'y a pas d'ambassades ou de consulats du pays d'accueil des RIDEF; on doit se rendre à l'ambassade ou au consulat le plus proche pour demander un visa. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Le CO organise un tableau des données personnelles des demandeurs de visa afin de les aider en cas de consultation des autorités migratoires, en désignant au moins deux personnes à contacter en cas d'urgence pour fournir des informations. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Le CA envoie une lettre au CO ratifiant la désignation du mouvement et du pays pour le RIDEF. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| La CO envoie la lettre des autorités locales confirmant la tenue du RIDEF. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Création du logo et de l'affiche du RIDEF. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Diffusion de l'affiche. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Élaboration du programme de la RIDEF (jours et heures). |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Développement et ouverture du site WEB officiel de la RIDEF. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Abrir |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Ouverture des inscriptions et réception des propositions d'ateliers sur le site de RIDEF. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Abrir |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Préparation d'un tableau avec les données sur l'arrivée des participants (vols, trains, bus, etc.). |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Organisation des ateliers. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Organisation de tables rondes, de débats, de rencontres. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Organisation de la journée portes ouvertes et d'expositions |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Organisation de la Rencontre des enfants, adolescents et jeunes (Suggestion). |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Organisation, ouverture et enregistrement du Pre-RIDEF et du Post-RIDEF. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Abrir |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Visite du CA sur place (envisager le transport, l'accueil, la restauration, l'hébergement solidaire). |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | En algún momento de este periodo | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Réunions du CO avec la Commission 6-FIMEM « Soutien au RIDEF » (C6). |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Réunions du CO avec le CA FIMEM. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Tenue du Pré-RIDEF. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Tenue du RIDEF. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Célébration du Post-RIDEF.  Soutien solidaire à la réunion annuelle du CA. (Considérer le transport solidaire, l'accueil, la nourriture, l'hébergement). |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Rapport financier final et retour du prêt à l'AC. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Paiement au CA |  |
| Dossier du RIDEF. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | J | F | M | A | M | J | J | A | S | O | N | D | J | F | M | A | M | J | J | A | S | O | N | D | J | F | M | A | M | J | J | A | S | O | N | D |  |
|  | **4 ans auparavant** | **2 ans auparavant** | | | | | | | | | | | | **1 an avant** | | | | | | | | | | | | **Année de la RIDEF** | | | | | | | | | | | | **1/2 année plus tard** |

**Note : Pour plus d'informations sur les activités à chaque étape, veuillez vous référer au document de la Feuille de route, qui est une version plus détaillée de ce tableau.**

**"Apertura de inscripciones y recepción de propuestas de talleres desde la página Web del RIDEF."**

**RIDEFs - FIMEM Guideline**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **4 years before** | **2 years before** | | | | | | | | | | | | | | | | | | | | | **1 years before** | | | | | | | | | | | | **Year of the RIDEF** | | | | | | | | | | | | **½ year later** |
| **Activities** |  | J | F | | M | | A | | M | | J | | J | | A | | S | | O | | N | D | J | F | M | A | M | J | J | A | S | O | N | D | J | F | M | A | M | J | J | A | S | O | N | D |  |
| Presentation of the intention to host the RIDEF at the GA. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Formation of the Host Country Organising Committee (OC) and initial meetings among its members. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Advanced information on accommodation. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Advanced information on the venue. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Advanced information on meal. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Advanced transport information (to the venue, excursions, etc.). |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Presentation of the preliminary project (theme, venue, dates, main activities, accommodation) during the RIDEF two years before, which is approved by the GA. An estimated budget is also presented. |  |  |  | |  | |  | |  | |  | | In the RIDEF GA | | | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Verification of the organising movement's bank account, procedures and transfer codes. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Contact with local and national bodies for possible support. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Present the draft presentation to the authorities. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Transfer of the RIDEF website domain from the previous venue. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Development of the official RIDEF website. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Presentation of the RIDEF budget to the FIMEM Board for approval of the corresponding loan. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Sending visa information for foreign participants. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Sending and receipt of Solidarity forms by the CA board. The CA board informs the amount of the solidarity grant for the movements and sends the forms to be filled in. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Movements report beneficiaries of Solidarity aid and send all requested information. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| The CA board drafts the invitation letters for the Solidaridad beneficiary members of each movement and sends them by post and email. A copy is also sent by email to the movement. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Commission 15-FIMEM ‘Visas’, OC ‘Visas’ Commission and interested persons investigate requirements for travel, stopovers and transit/host country visas; purchase of tickets. Please note that in some countries there are no embassies or consulates of the RIDEF host country, so you will have to go to the nearest embassy or consulate to apply for a visa. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| The OC organises personal data tables of visa applicants to support in cases of enquiries from migration authorities, assigning at least two emergency contacts to provide information. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| The CA board sends a letter to the OC ratifying the designation of the movement and country for the RIDEF. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| The OC sends the letter issued by local authorities confirming the holding of the RIDEF. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Creation of the RIDEF logo and poster. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Dissemination of the poster. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Development of the RIDEF programme (Days and times). |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Opening of the official RIDEF website. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  | Open |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Opening of registration and reception of workshop proposals on the RIDEF website. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  | Open |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Preparation of a table with data on participants' arrivals (flights, trains, buses, etc.). |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Organisation of workshops. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Organisation of roundtables, debates, meetings. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Organisation of the Open Day and exhibitions. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Organisation of the meeting of children, adolescents and young people (Suggestion). |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Organisation, opening and registration of Pre-RIDEF and Post-RIDEF. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  | Open |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Visit of the CA board to the host country and venue (consider transport, reception, food, accommodation in solidarity). |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  | At some point during this period | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |
| OC meetings with Commission 6-FIMEM ‘Support to RIDEF’ (C6). |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Meetings between the OC and the CA board. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Pre-RIDEF Celebration. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Celebration of RIDEF. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Post-RIDEF celebration  Solidarity support for the annual meeting of the CA board. (Consider transport, reception, meal, accommodation in solidarity). |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Final financial report and settlement of the loan to the CA board. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Payment to the CA |  |
| RIDEF dossier. |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | J | | F | | M | | A | | M | | J | | J | | A | | S | | O | N | D | J | F | M | A | M | J | J | A | S | O | N | D | J | F | M | A | M | J | J | A | S | O | N | D |  |
|  | **4 years before** | **2 years before** | | | | | | | | | | | | | | | | | | | | | **1 years before** | | | | | | | | | | | | **Year of the RIDEF** | | | | | | | | | | | | **½ year later** |

**Note: For more information on the activities at each point in time, please refer to the Roadmap document, which is a more detailed version of this table.**