**Hoja de ruta RIDEFs - FIMEM**

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|  | **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 Post-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 Post-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 en 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**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | **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 la RIDEF à l'AG |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Formation du comité d'organisation du pays hôte (CO) et premières réunions entre ses membres. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Information initiale sur l'accueil. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Information initiale sur le lieu d'accueil. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Information initiale sur la nourriture. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Avance du transport (vers le lieu de réunion, excursions, etc.). |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Présentation du pré-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 la RIDEF au Conseil d'administration de la FIMEM pour approbation du prêt correspondant. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Envoi des informations sur les visas pour les participants étrangers. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Envoi et réception des formulaires de solidarité par le CA. Le CA informe du montant de la subvention de solidarité pour les mouvements et envoie les formulaires à remplir. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Les mouvements informent les bénéficiaires de l’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 doivent 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 la RIDEF. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| La CO envoie la lettre des autorités locales confirmant la tenue de la RIDEF. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Création du logo et de l'affiche de la 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 la 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 de la Pre-RIDEF et de la 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 aux RIDEF » (C6). |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Réunions du CO avec le CA FIMEM. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Tenue de la Pré-RIDEF. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Tenue de la RIDEF. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Tenue de la Post-RIDEF.  Soutien solidaire à la réunion annuelle du CA. (Prévoir le transport solidaire, l'accueil, la nourriture, l'hébergement). |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Rapport financier final et retour du prêt au CA. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Paiement au CA |  |
| Dossier de la 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.**

**RIDEF roadmap – FIMEM**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | **4 years before** | **2 years before** | | | | | | | | | | | | | | | | | | | | | **1 year 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 the accommodation. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Advanced information about the place of the RIDEF. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Advanced information on the food. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Advanced transport information (to the RIDEF, excursions, etc.). |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Presentation of the preliminary project (theme, RIDEF place, dates, main activities, accommodation) during the RIDEF two years before, which is approved by the GA. An estimated budget is also presented. |  |  |  | |  | |  | |  | |  | | At the RIDEF GA | | | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Verification of the organising movement's bank account, procedures and transfer codes. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Contact with local and national organisations for possible support. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Share the draft presentation with the authorities. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Transfer of the RIDEF website domain from the previous RIDEF. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Development of the official RIDEF website. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  | Open |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Presentation of the RIDEF budget to the FIMEM Board (BD) for approval of the corresponding loan. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Sending visa information for foreign participants. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Solidarity forms sent and received by the BD. The BD informs the movements of the amount of the solidarity grant and sends the forms to be filled in. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Movements inform the beneficiaries of Solidarity aid and send all the information requested. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| The BD drafts the invitation letters for the Solidarity beneficiary members of each movement and sends them by post and email. It also sends an e-mail copy to the movement. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| FIMEM-Commission 15 ‘Visas’, OC-Commission ‘Visas’ 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 a table of visa applicants’ personal details to help them in the event of consultation with the migration authorities, designating at least two people to be contacted in an emergency to provide information. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| The BD sends a letter to the OC ratifying the designation of the movement and country for the RIDEF. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| The OC sends the letter from the 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 the registration and reception of workshop proposals on the RIDEF website. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  | Open |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Preparation of a table with details of participants' arrivals (flights, trains, buses, etc.). |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Organisation of the workshops. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Organisation of roundtables, debates, meetings. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Organisation of the Open Day and exhibitions. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Organisation of the Children’s, Teenagers’ and Young People’s Meeting (Suggestion). |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Organisation, opening and registration of the Pre-RIDEF and the Post-RIDEF. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  | Open |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| On-site visit of the BD (considering 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 BD. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Holding of the Pre-RIDEF. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Holding of the RIDEF. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Holding of the Post-RIDEF.  Solidarity support for the annual meeting of the BD. (Considering transport, reception, food, accommodation in solidarity). |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Final financial report and return of the loan to the BD. |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Payment to the BD |  |
| RIDEF file. |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 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 year before** | | | | | | | | | | | | **Year of the RIDEF** | | | | | | | | | | | | **½ year later** |

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