

<https://osi-ngo.org/agir-vous-memes/centre-de-ressources/services/guichets/sciences-pedagogie/article/esquisse-de-nouveau-sejour>



# Outline of New Program

- Act Yourself - Resources Center - Services - Service Counters - Sciences & Pédagogie -



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**An essential timeframe of 18 months to 2 years is required between the approval of an outline and the first operation to allow for optimal project co-development, effective promotion of the operation, and, consequently, adequate participant enrollment.**

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This is the procedure for a new program.

In the case of a variation on an existing program, a simplified process may apply (approval by the 3 circles under the responsibility of dir-op, then scheduling), provided that:

- there is a program leader, or at least a project manager, for each area necessary for the operation (Research, Educational-Logistics, Development).
- minimum timelines are respected, allowing for promotion and enrollment in the program (online publication of the validated description at least 18 months before the first operation).

## Steps for the Project Manager

The process must begin at least 2 years before the first operation.

1. **Discuss with the relevant dir-op** for a project within an existing local group, or with the Local Group Creation department for a project within a new local group. **The dir-op will direct you to a program leader or other relevant contact** for preliminary discussions on the concept.

Before the next step: The project must include a research program leader and an educational-logistics program leader (or at least a project manager for each of these aspects).

1. Create an **online draft**, meaning a preliminary description on scientific-vacations [in the appropriate section](https://www.vacances-scientifiques.com/ecrire/?exec=rubrique&id_rubrique=243) [https://www.vacances-scientifiques.com/ecrire/?exec=rubrique&id\_rubrique=243]. A maximum of the sections in the scientific vacations descriptions should be filled out, at least partially.
2. Record a short video (around 5 minutes) presenting the concept and upload it to the relevant description.
3. Prepare a provisional budget, covering both educational-logistics aspects (accommodations, transport, etc.) and research needs (equipment or other).
4. Notify the relevant dir-op.

## Steps for dir-op

1. Analyze if the project falls within an existing research program (in this case, it is handled by dir-op with the 3 circles) or if it involves a new scientific field (handled by codir).
2. Add the draft to the draft tracking table.
3. Notify the relevant people so they can review the draft and contribute to the FAQ, for example through a regular newsletter keeping everyone updated on new projects.
4. If the project requires a dir-op decision, consult the various stakeholders to assess the draft by answering the following questions:
  - Is the project scientifically and/or strategically interesting (even if it is still a preliminary concept)?
  - Is the team responsible for this project (3 circles) well-identified and competent?
  - Is the project logistically and/or safely viable?
  - Is the investment necessary to launch this project feasible?
  - Do we have time to promote and fill this operation?

## Steps for the Codir, for drafts requiring a Codir decision

1. Validation
  1. Each member of codir provides feedback/ratings on the points to be validated directly in the draft tracking table.
  2. If everyone agrees all points are satisfactory, a meeting is not needed, and the codir validates the draft.
  3. If any point is not validated by all codir members, it will be discussed at the next codir meeting to reach a consensus.
2. Notification
  1. If the draft is validated by Codir, whether before or after a meeting, the project manager and relevant dir-op are notified.
  2. If consensus finds a point unvalidated, the project manager and relevant dir-op are notified that the draft is not accepted as it is, but that specific improvements are required for it to be considered.
  3. If multiple points are not validated, the project manager and relevant dir-op are notified of the rejection and reasons for it.

## Post-Decision Steps

- For validated drafts: follow the standard programming steps under the responsibility of dir-op: publication of the description, cost structure creation, selection of dates AT LEAST 18 MONTHS AFTER THE CONCEPT IS IMPLEMENTED, publication on osi-start, assignments, etc.
- For unvalidated drafts: it is the project manager's responsibility to contact the dir-op again with improvement proposals.