|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| LM = Line ManagerEL = Event LeaderCMT = CountyManagement Team |  | LM & ELhold discussions and agreeto make a submission |  |  |
|  |  |  |  |  |
|  | completing x4 fields allows“save” |  | *title of event; country; start date; and LM(only LM & EL can see the event at this stage* |
|  |  |  |  |  |  |
|  |  | LM & ELcomplete section 1ie: all mandatory fields“submit” |  | *edits and updates can be made throughoutthe ongoing planning* |
|  |  |  |  |  |  |
|  |  | submission notifies ELthat CMT membershave been informed |  | *emails to EL & CMT(CMT can now view with LM & EL –only LM & EL can edit)* |
|  |  |  |  |  |  |
| “not approved” |  | discussion at nextCMT Meeting“approved” |  | *CC/CMT may decide to inform/involve CECto support approval(note: LM cannot approve event)* |
|  |
|  |  |  |  |  |  |  |
| *LM and/or CChave discussionwith EL* |  | CC or a Deputy CCcompletes section 2 |  | *approval emails to LM & EL* |
|  |  |  |  |  |  |
|  |  | EL continues tocomplete/update section 3(mainly uploading documents) |  | *CMT notified of uploadsCore Team can viewLM monitors for CMT* |
|  |  |  |  |  |  |
|  |  | edits lockedat event start date |  |  |
|  |  |  |  |  |  |
|  |  | post event sectioncompleted |  | confirms reviews; reports; and accounts;have been submitted |