**Global Adventures Trip Review and Approval Process**

**Step 1: Preliminary Proposal and Risk Assessment (Templates/Examples** [**here**](https://www.mountaineers.org/about/vision-leadership/board-of-directors/committees/mountaineers-global-adventures-committee/elements-of-a-global-adventures-proposal/proposal-stage-1-initial-summary-proposal-and-risk-assessment)**.)**

Leader provides the Global Adventures (GA) chair(s)[[1]](#footnote-1) with a high-level summary of the planned trip itinerary, including all significant activity-specific, international and country specific and combined hazards and risk factors, first as a half page or less written summary, and your risk assessment table using the Global Adventures Risk Assessment Matrix (template here) including your risk rating, an explanation of the risk rating, and risk mitigation/management steps. For trips proposed during the Covid-19 pandemic, an additional risk assessment matrix should be completed to inform the Illness Risk sections of the Risk Assessment.

If the GA Committee approves this preliminary trip proposal, the leader can go on to develop the detailed proposal (incorporating any modifications that the committee requests). If the GA Committee determines that the risk remains unacceptably high even with the proposed measures, they may reject the proposal (with detailed explanation) and the leader may modify and re-submit a modified version. The leader always retains the right to appeal a rejected proposal.

For low risk trips his step may take a week to 2 weeks to complete, potentially longer if multiple proposals are under consideration at the same time. High risk trips could take a month.

A) **Enhanced Review for Higher Risk Trips**

For trips that have high risk elements, the GA Committee may request independent review (by an expert and/or by the leadership of the relevant activity committee) of the itinerary and risk assessment to further assess the adequacy of the risk mitigation measures before completion of step 1. These reviews, if called for, will be carried out by two Mountaineers outside of the Global Adventures committee who have a high level of experience and expertise with the activity in an international context. The input of the reviewers will be incorporated into the Preliminary Proposal, Risk assessment and mitigation measures and the preliminary proposal will be submitted to the GA Committee. If judged necessary, the Mountaineers Risk Management Committee may also be asked to weigh in on the final decision whether to approve the trip to go forward to the detailed proposal stage. Trips that are judged to carry excessive risk even after the leader’s best risk mitigation measures may be denied. A leader whose proposal has been denied may appeal the decision for further discussion, and the Mountaineers COO may be engaged in the discussion at that time.

**Step 2: Detailed Proposal and Budget (Templates/Examples** [**here**](https://www.mountaineers.org/about/vision-leadership/board-of-directors/committees/mountaineers-global-adventures-committee/elements-of-a-global-adventures-proposal/proposal-stage-2-detailed-proposal-and-budget)**).**

Upon Step 1 approval, the trip leader develops and submits the following documents to the GA chair(s)1:

1. Detailed itinerary and trip description
2. Trip budget with Proposed Trip Price
3. Summary of the leader’s experience relative to the proposed trip.
4. Application and Trip Agreement forms (on the templates using the requested markup instructions)

GA Committee does a detailed review of these documents. While all committee members are expected to perform the review and provide comments, one or two individuals with particular expertise in the activity and destination may be assigned primary responsibility for the review, and one may be outside of the Committee, depending on the expertise required. A checklist has been developed to document the completion of the review steps.

This step could take 2 weeks to a month depending on the complexity of the proposal and questions raised.

**Step 3. GA Committee Approval or Denial.**

The Committee will iterate back and forth with the leader until all Committee and independent reviewer questions and concerns have been addressed. The GA Committee Chair(s) will be the final arbiter of any differences of opinion, with the top priorities always being safety, management of risk exposure of the participants, leader and Mountaineers, and value delivered to participants. The final decision and rationale will be documented and communicated to the prospective trip leader and all proposal docs archived in [Global Adventures Proposals](https://www.mountaineers.org/about/vision-leadership/board-of-directors/committees/mountaineers-global-adventures-committee/global-adventures-proposals) on the Mountaineers website.

**Step 4: Final reviews and approvals**

Low/Moderate Risk Proposals: The Global Adventures Committee has final approval authority for proposals with low to moderate risk elements, based on thorough completion of the process steps described above.

High Risk Proposals: Any proposal with high risk elements will first be vetted through the Global Adventures committee through Step 3, and may be sent to the Mountaineers Risk Management Committee or COO including a link to the appropriate proposal documents on the GA committee page of the Mountaineers website. Upon review of the risk assessment and other trip details, the RMC or COO may decide to consult with or other parties at their discretion, before making a final decision to approve or to push the proposal back to GAC for specific amendments. Their suggested changes will be evaluated by GAC and the trip leader for potential revision of the trip, and assuming GAC approval of the modified proposal, final trip proposal documents will be archived on the GA committee page of the Mountaineers website.

1. Who then circulates to the GA committee [↑](#footnote-ref-1)