

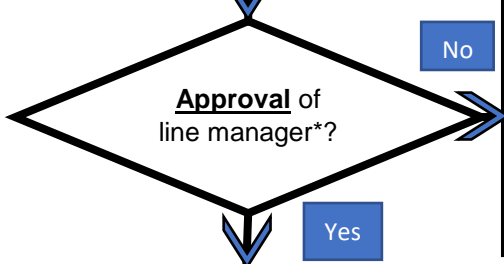
**Any CEC business-related overseas travel and work.**  
Initial discussion with line manager\*.

For schools: if your **Business Manager** is not aware, please inform them.



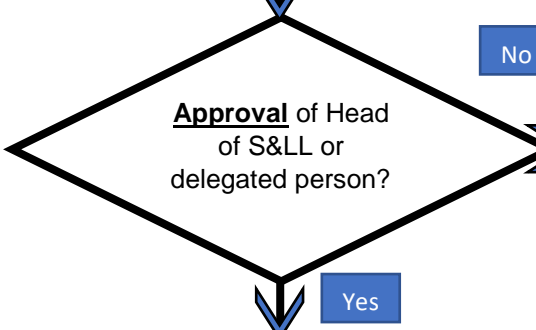
**NOT APPROVED**

Applicant and designated line manager\* examine the opportunity in more detail. Use the S&LL Staff Overseas Policy, checklist and undertake research to complete the S&LL Staff Overseas Proposal Form (Appendix 4).  
\*Line manager must be the **Head Teacher (Schools), Head of Establishment or Senior Manager** of the business unit/service. **For Headteachers, the line manager is their S&LL Senior Manager (based at Waverley Court).**



Additional information or action required.	Business related travel and work will not be approved (end of application)
<b>OR</b>	

Send the form and any relevant supporting documentation (see Section 7 of Policy) **from the line manager\*** to the Sport and Outdoor Learning Team (S&OL Team) as soon as reasonably practicable and normally before 3 months of departure: [staffoverseas@edinburgh.gov.uk](mailto:staffoverseas@edinburgh.gov.uk). This proposal will be registered and sent to the Head of Schools and Lifelong Learning or a delegated person for evaluation.



Additional information or action required.	Business related travel and work will not be approved (end of application)
<b>OR</b>	

The S&OL Team will evaluate the proposal using the requirements set out in the S&LL Staff Overseas Policy and any other relevant guidance and/or policy.



Additional information or action required.	Business related travel and work will not be approved (end of application)
<b>OR</b>	

CEC overseas business-related travel and work **approved** subject to any conditional comments from the S&OL Team and any post-approval emerging issues. The form will be returned to the applicant **and** line manager\*. It is the responsibility of the member of staff travelling and working overseas to monitor any emerging issues and report these to their line manager\* and the S&OL Team as soon as reasonably practicable.