



**SCOUTS**<sup>®</sup>  
Creating a Better World

# WOSM GUIDELINES FOR THE HOSTING OF THE WORLD SCOUT MOOT

(ADOPTED BY THE WORLD SCOUT COMMITTEE IN MARCH 2017)





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Creating a Better World

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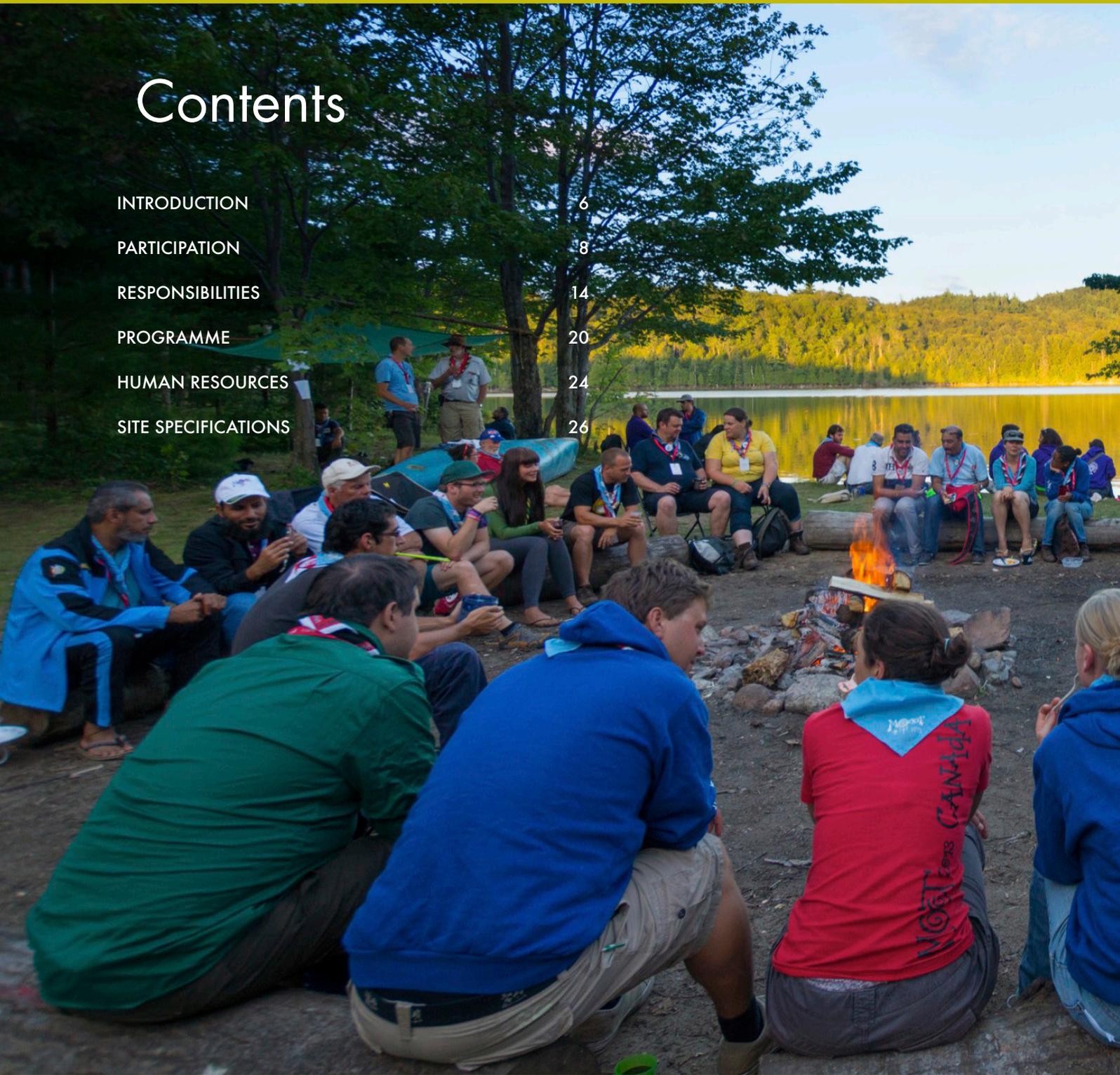
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# INTRODUCTION

This document describes the requirements that the Host Organisation of the World Scout Moot must fulfil in preparing and running this event. It was developed taking into account the constitution of World Organization of the Scout Movement (WOSM), resolutions and policies adopted by the World Scout Conference, decisions taken by the World Scout Committee (WSC), and the experience and knowledge accumulated at previous World Scout Moots.

The Host Organisation is obliged to comply with the WOSM guidelines for the hosting of the World Scout Moot, and is advised to take into consideration the reports, evaluations, and recommendations from previous World Scout Moots which are available from past Host Organisations and the World Scout Bureau (WSB).

## 1.1 Definition

The World Scout Moot is an official educational event of WOSM. It is specifically designed for young adults aged between 18 and 25 years inclusive, from National Scout Organizations (NSOs) that are members of WOSM. It is organised by an NSO or alliance of NSOs, appointed by the World Scout Conference, under the supervision of the WSC and with the support of the WSC and WSB.

## 1.2 Purpose and Aims

Participants at the World Scout Moot should develop as individuals, become better citizens of their local, national, and international communities, make new friends with Scouts from around the world, and assume new responsibility for promoting peace and goodwill.

The World Scout Moot is an opportunity to develop Scouting, promote good practices and improve the quality of Scouting in all countries, spread the image of Scouting in the wider world, and keep the Scout Method relevant to modern society.

The World Scout Moot allows its participants to experience an exciting and challenging programme, faithful to the definition, purpose, and principles of Scouting and adapted to the needs and aspirations of young adults in today's world.

Participants undertake individual, small group, and large group activities, that enable them to develop physically, intellectually, emotionally, socially, and spiritually, adhering to the Scout Promise and Law.

Whilst each World Scout Moot reflects the culture and practices of its host NSO(s), each event aims to create an environment that celebrates the unity of the Scout Movement, develops among Scouts the awareness of their belonging to a world family and organisation, and provides them with the opportunity to make friends with other Scouts.

The World Scout Moot provides a unique opportunity to promote among the public worldwide the image of a universal educational movement which is open to all young people, both boys and girls, men and women, and contributes to the development of individuals as better citizens of their local, national, and international communities.

The aims of the World Scout Moot are:

- To provide meaningful, active, challenging, and fun experiences that can contribute to one's personal development
- To discover and celebrate the similarities and differences between cultures, ideas, lifestyles, behaviours, and experiences
- To enable collaboration and exchanges between participants on the challenges of today's world such as employment, family, sustainability, peace, citizenship, leisure, global issues, etc.
- To be an inspiration and starting point for activities, projects, partnerships, and cooperation amongst individuals, and NSOs and NSAs worldwide
- To provide a showcase for programmes and activities for the older sections and young leaders in Scouting
- To constitute a true example of a youth-driven event, in an international setting, in which participants have the main role in the design, preparation, implementation, and evaluation.

### 1.3 Basic Principles

The World Scout Moot shall be run in accordance with the basic principles of the Scout Movement, including the Scout Promise and Law and the different policies adopted by the World Scout Conferences, namely on the Youth Programme, Youth Involvement and Adults in Scouting.

The organisation of a World Scout Moot responds to historical and educational criteria that are specific to the Scout Movement.

The organisation of a World Scout Moot is subject to a number of technical and functional requirements which are outlined below. These have been established by WOSM in accordance with the Scout Method framework and the educational objectives of the event and in coherence with the different policies adopted by the World Scout Conference. These requirements are revised regularly in the light of experience.



# PARTICIPATION

## 2.1 Participants

The World Scout Moot is an event held for young adults and developed in partnership with them.

Participants at the World Scout Moot should be aged between 18 to 25 years (inclusive). The World Scout Moot is for members from all NSOs and is open to young men and women.

Every Scout should have the opportunity to attend one World Scout Moot. The Host Organisation should take into consideration the dates and specified birth dates for the preceding and succeeding World Scout Moots, and if necessary, adapt the eligible birth dates to ensure this principle is adhered to.

## 2.2 Service at the World Scout Moot

Members of the International Service Team (IST) and members of contingent teams must be members of an NSO and be 26 years of age or older at the time of the event.

In accordance with WOSM's policy on Youth Involvement, contingents should encourage the participation of adults in the under 30 age range.

## 2.3 Contingents

Participation at a World Scout Moot is organised through National Contingents. Each contingent will be led by a Head of Contingent and such Contingent Staff as necessary and appropriate to the size of the contingent. The maximum number of Contingent Staff per contingent, based on size, will be published in good time by the Host Organisation.

It is up to each NSO to organise their contingent and their attendance. Only NSOs can register contingents and there can only be one contingent per NSO.

Every individual attending the World Scout Moot must be a member of a contingent. Each NSO is responsible for all members of its contingent.

No contingent may constitute more than 10% of the maximum number of participants approved by the WSC, except for that of the country in which the World Scout Moot is being held, which may send a contingent constituting up to but not more than 20% of that number. Where an alliance of NSOs forms the Host Organisation, special arrangements may be agreed with the WSC.

No contingent may have more adults than participants, except for the country in which the World Scout Moot is being held. Where an alliance of NSOs forms the Host Organisation, special arrangements may be agreed with the WSC.

## 2.4 The Team System

The effective implementation of Scouting's team system is an essential component of the World Scout Moot programme, that complements participants' opportunities for individual personal development.

Participants should be registered by their National Contingent in such a way as to facilitate their allocation by the Host Organization into small teams. The Host Organization should allocate participants to teams on a multinational basis. Participants will camp, prepare meals, and undertake the World Scout Moot Programme in their teams throughout the duration of the event.

Each team forms part of a community made up of a small number of teams. The Host Organization may choose suitable, symbolic terminology in order to refer to the "team" and the "community" respectively. The team system is supported by a small number of advisors aged 26 years old or older. In special circumstances (e.g. when a participant has a disability that requires a carer), such persons are not considered as advisors and may support the participant(s) concerned in addition to the advisors.

## 2.5 Advisors

Advisors are members of the IST that work directly with the participants to facilitate their educational experience at the World Scout Moot. Advisors should be identified well in advance of the World Scout Moot as individuals with a strong background in Scouting for adolescents and young adults. Advisors should be well briefed as to the specific nature of their role at the World Scout Moot in advance of the event and should take part in appropriate role-specific training.

The role of the advisor is to support the participants' experience by

- helping participants identify personal challenges and set up personal plans
- encouraging participants to progress and overcome limits
- encouraging participants to take part actively in individual, team, and community activities
- helping participants to evaluate their progress and identify their potential

Exceptionally among IST members, advisors may camp with the participants.





## 2.6 International Service Team

The IST is made up of volunteers who assist with the delivery of the World Scout Moot. It is composed of host country/countries and international Scouts. Members of the IST must attend the World Scout Moot as part of a contingent.

The presence of volunteers drawn from NSOs around the world is necessary to guarantee the worldwide character and the cross-cultural dimension of the event. The Host Organisation shall undertake to build an IST with the greatest possible international diversity.

No more than 10% of the total planned IST should be drawn from any one country (with the exception of the country in which the World Scout Moot is being held). Where an alliance of NSOs forms the Host Organisation, special arrangements may be agreed with the WSC.

Members of the IST are required to be onsite before the first participants arrive in order to take part in training required for their role at the World Scout Moot and assist with the set-up of the event. They are also required to stay after the participants depart to assist the Host Organisation with the World Scout Moot take down process.

When nominating members of the IST, NSOs should take into consideration the individual's ability to manage the physically and psychologically demanding conditions at the event.

## 2.7 Visitors and Special Guests

The Host Organisation should encourage visitors to attend the World Scout Moot. However, effort should be made to ensure that their presence impacts as little as possible upon the participants.

The Host Organisation, on behalf of the WSC and NSOs present, may invite special guests, including representatives of sponsors and partners, to the World Scout Moot. The WSB shall work in close cooperation with the Host Organisation in relation to the invitation and coordination of special guests and partners.



## 2.8 Non-WOSM Scout Organisations/Associations

The WSC may decide if any non-WOSM Scout organisations or associations shall be invited to attend and participate at the World Scout Moot, with the agreement of the WOSM Member NSO in that country, if applicable.

## 2.9 World Association of Girl Guides and Girl Scouts members

Members of the World Association of Girl Guides and Girl Scouts (WAGGGS) can participate in accordance with the policy agreed upon by WOSM and WAGGGS, which is as follows:



- For National Scout and Guide Associations (those which are members of both WOSM and WAGGGS), invitations to World Scout Moots are addressed not only to WOSM registered members, but also to those members registered with WAGGGS.
- Members of national Girl Guide/ Girl Scout Associations (which are members of WAGGGS only) may attend such events with the agreement of the NSO in their country. Apart from the initial information provided by WOSM and WAGGGS, all information about the event, registration procedures, etc. are handled through their WOSM Member Organization.
- In all cases, Girl Guides/Girl Scouts attending a World Scout Moot are part of their respective National Contingent. There will, therefore, be no WAGGGS contingents.



## RESPONSIBILITIES

The World Scout Conference elects an NSO or an alliance of NSOs to host the World Scout Moot. Nominations for candidate Host Organisations must be received in good time, in accordance with the rules of procedure of the World Scout Conference and the official circulars released by the WSB in this regard.

Should several NSOs wish to form an alliance to host a World Scout Moot, a formal written agreement constituting the alliance and including the obligations and authority of each NSO in the alliance must accompany the candidature to be elected as the World Scout Moot Host Organization. This agreement will need to be approved by the WSC.

From the time of their election to host the World Scout Moot until the event, the Host Organisation shall deliver a report on the status of the World Scout Moot preparations to each session of the World Scout Conference. An evaluation report shall be delivered at the first session of the World Scout Conference following the event.

### 3.2 World Scout Committee

The WSC is the executive body of WOSM and acts on behalf of the World Scout Conference between its sessions. In this capacity and in line with the WOSM Constitution, the WSC has the responsibility to supervise the organisation of World Scout Events.

The WSC will also approve:

- the site of the event
- the dates of the event
- the maximum permitted numbers of participants and IST members at the World Scout Moot
- the logo
- the theme and motto
- the registration fee levels and structure
- an outline of the World Scout Moot programme and educational objectives (see Section 4)
- the crisis management plan (see Section 7.5)
- the exact dates for eligibility of participants (see Section 2.1 above)
- the communications plan (see Section 8)
- and any other matters as described in this document

The Host Organisation shall deliver a report on the status of the World Scout Moot preparations to each ordinary meeting of the WSC during the five years prior to the event. Physical attendance at the WSC meeting is not required or encouraged. An evaluation report, in a format specified, shall be presented at the first appropriate meeting of the WSC following the event.

The WSC shall appoint an appropriate person to be its liaison person for the World Scout Moot and will put in place appropriate reporting arrangements for this role.

The WSC shall be represented at the decision-making level in the crisis management organisation for the World Scout Moot.

In exceptional circumstances, acting on behalf of the World Scout Conference, the WSC has the authority to revoke the selection of an NSO to host a World Scout Moot.

### 3.3 Host Organisation

The NSO or alliance of NSOs, which has been elected by the World Scout Conference to host the World Scout Moot, is known as the Host Organisation.

The Host Organisation organises and runs the event, in accordance with WOSM's policies and priorities. It must ensure that those responsible for organising the World Scout Moot (the Planning Team) have relevant experience and skills in relation to large scale events.

At least 25% of those organising World Scout Events should be under 30 years of age.

The Host Organisation is responsible for the financial management of the event.

The Host Organisation shall develop a project plan for the World Scout Moot, including the planning period, the build and take down phases, and the World Scout Moot delivery phase. The project plan must include a plan for communication before and during the event, staffing, and operational management. It must also include a risk management plan (see 7.5 below).

The Host Organisation shall work closely with the WSB throughout the World Scout Moot preparations and shall keep the WSB informed about the status of the World Scout Moot preparations always.

To ensure effective communication, the WSB's representative (usually the Director of World Scout Events) will be a non-voting member of the World Scout Moot's senior decision-making body with right of attendance at all meetings and access to all documentation.



### **3.4 World Scout Bureau**

The WSB shall support the WSC in carrying out its duties to supervise the preparation of the World Scout Moot and shall support the Host Organisation in the preparation and delivery of the World Scout Moot.

The Host Organisation and WSB shall sign a standard written agreement specifying the level of support and supervision to be provided to the Host Organisation by the WSB and the financial reimbursement the Host Organisation shall provide to the WSB to make this support possible.

It is a condition of being invited to bid for the World Scout Moot that a prospective Host Organisation agrees to sign the agreement and provide the financial reimbursement. Details of both items will be available to interested parties in good time.

The WSB shall assist the Host Organisation in the regular reporting to the WSC, which will be in a format agreed by the WSC.

### **3.5 Financial Management**

The Host Organisation has full responsibility for the financial management of the World Scout Moot.

The Host Organisation shall create a World Scout Moot budget, including all income and expenditure that can be attributed to the World Scout Moot. Two years before the World Scout Moot, the Host Organisation shall present the World Scout Moot budget to the WSC for information and comment.

The Host Organisation is accountable to the WSC on behalf of the World Scout Conference for the use made of the sums paid for World Scout Moot registration fees and any other sources of income.

Any profit realised by the World Scout Moot shall be retained by the Host Organisation to be used in its sole discretion. In this respect, the Host Organisation may refer to the spirit of conference resolution 2011-37 and share this profit with WOSM to be used for the promotion of Scouting worldwide.

WOSM shall not be responsible for any financial loss incurred by the hosting of the World Scout Moot. In this respect, the Host Organisation accepts full responsibility.

Within the World Scout Moot budget, a sum equal to not less than 2.5% of the total projected income from registration fees shall be allocated to the World Scout Moot Solidarity Operation.

### **3.5.1 Solidarity Operation**

The Host Organisation shall establish a Solidarity Operation. This operation shall set up a solidarity fund and raise as much money as possible. The purpose of the Solidarity Operation is to ensure that as many Scouts as possible can attend the World Scout Moot, regardless of their economic circumstances. Priority shall be given to those countries who have no possibility to otherwise send Scouts to the World Scout Moot.

NSOs and partners of World Scouting are invited to contribute to the solidarity fund. The Solidarity Operation is managed in close cooperation with the WSB Regional Support Centres.

The Host Organisation must ensure that the facilities and experience provided to Scouts supported by the Solidarity Fund are equal (including in look and feel) to those of all other World Scout Moot participants.



### **3.6 Partners and Sponsors**

The Host Organisation shall seek external support and sponsorship for the World Scout Moot. This may come from governmental, non-governmental, corporate, or private bodies.

All agreements with sponsors or partners of the World Scout Moot shall be consistent with WOSM's criteria for working with corporate partners stated in circular N° 4/2005. Consideration shall be given to any agreements previously signed by the WSB with partners of World Scouting.



### **3.7 Evaluation and Documentation**

The Host Organisation shall conduct a detailed evaluation of the World Scout Moot and produce an evaluation report to be shared with the WSC. The evaluation process should be well defined before the event and should include actions to be taken before, during, and after the event. The evaluation should include not only logistical or organisational aspects, but also the educational ones related to the personal impact of living the World Scout Moot experience.

The Host Organisation shall ensure that the planning and delivery of the World Scout Moot is recorded in a way that can be followed by future organisers. The documentation, in English, with relevant indexing, shall be delivered to the WSB along with the World Scout Moot evaluation report.

### **3.8 Handover to Future Organisers**

The Host Organisation shall invite the Host Organisation of the succeeding World Scout Moot to observe and participate in the planning, delivery, and evaluation of the event.



# PROGRAMME

## 4.1 Youth Programme

The programme of a World Scout Moot shall be developed in accordance with WOSM's policies and guidelines related to the Youth Programme and particularly those related to empowering and involving young people. Therefore, the Host Organisation shall plan to involve participants and potential participants in the design and development of the programme.

A programme outline, covering the educational objectives of the event, the general programme concepts and a draft schedule of the event, shall be presented to the WSC at least two years before the World Scout Moot.

To ensure that the World Scout Moot programme contributes to and is consistent with other WOSM programmes, the content of the programme outline shall be developed in consultation with the appointed representatives of the WSC and WSB staff.

#### The programme of activities for a World Scout Moot should:

- be based on the Scout Method (adapted to the age range)
- take into account the adult age range of participants and be challenging for this age range, at different levels (physical, intellectual, emotional, social, and spiritual)
- include a good proportion of challenging adventurous activities appropriate to the age range
- address global issues relevant to the participants' age group
- be varied to cover all dimensions of the participants' personal development
- be both educational and attractive
- be inclusive and respect diversity
- be modern and contribute to the development of World Scouting
- reflect the priorities of WOSM and appropriate societal trends

#### The programme of the World Scout Moot must contain the following:

- Activities focussed on global development issues (for example in a Global Development Village, but other options can be explored), which should be organised in close cooperation with the WSB
- Activities focusing on the great diversity among the participants, giving them the opportunity to learn more about each other's cultures, thoughts, and experiences
- Activities encouraging the participants to both practise and reflect on their own beliefs and to learn more about other religions, including an Interreligious Ceremony. The planning of these activities should be made in consultation with the World Scout Interreligious Forum.
- The concept of subcamp life
- Opportunities for young people to exercise involvement in decision-making particularly in relation to the delivery of the event
- Activities reflecting the aspect of community involvement in Scouting
- Opportunities for adventure and meaningful experiences in a natural environment
- Opportunities for leadership development
- Activities that enable an understanding and knowledge of the culture of the host country in its different dimensions
- Opportunities for sufficient free time to allow participants to meet and mix in an unstructured way. The Host Organisation must be able to demonstrate how the site is designed to facilitate this important aspect of the World Scout Moot, for example through the provision of spaces for young people to congregate informally.

The Host Organisation will ensure that appropriate programme concepts and written content of resources developed in relation to the World Scout Moot are available to NSOs after the event, usually via the official event website and scout.org.

WOSM welcomes creativity in the design and delivery of the event. If Host Organisations or potential Host Organisations have creative ideas about how the core objectives of the World Scout Moot can be met using a model different to the one described here WOSM would welcome a discussion. The ultimate aim is to provide a relevant, exciting, safe, and challenging educational event for young adults and creativity in how that is achieved would be welcome.

## 4.2 Ceremonies

Ceremonies at a World Scout Moot are conceived for the adult age participants within a Scout framework and are part of the Youth Programme. During one of the major ceremonies, the following shall be included:

- The reading of the Scout Law (WOSM constitutional version recommended)
- The renewal of the Scout Promise
- A message from WOSM representatives

The following ceremonies which are open to all participants at the World Scout Moot must take place:

- Opening Ceremony
- Closing Ceremony
- Interreligious Ceremony



### 4.2.1 Opening Ceremony

The Opening Ceremony must include the presentation of national flags, those from NSOs will be followed, as appropriate, by those of National Scout Associations (NSAs) invited by the WSC. In addition, the World Scout flag must both precede and close the presentation of national flags.



#### **4.2.2 Closing Ceremony**

The Closing Ceremony must include the passing on of the World Scout flag from the Host Organisation to the hosts of the succeeding World Scout Moot.



#### **4.2.3 Interreligious Ceremony**

The Interreligious Ceremony shall be defined in consultation with the WSB and the World Scout Interreligious Forum, and shall contribute to interreligious dialogue.

### **4.3 Programme for the International Service Team**

Recognising the number of adults present at the event to serve in the different support teams and the unique opportunity to see the World Scout Moot as an opportunity for learning, there should be a specific programme for Service Team members. This may include forums, workshops, conferences, cultural, sporting, and religious activities. The outline of the Service Team programme must be presented to the WSC at least two years before the event.



## HUMAN RESOURCES

The Host Organisation shall recruit a World Scout Moot Organising Team to carry out the planning and the delivery of the World Scout Moot. The Host Organisation shall establish the organisational structure of the World Scout Moot Organising Team and communicate this to the WSB, clearly identifying the senior leadership, key points of contact, and decision-making and governance processes.

The Host Organisation is encouraged to recruit suitably experienced Scouts from NSOs around the world to the World Scout Moot Organising and Planning Teams, in consultation and with the formal consent of the NSOs concerned. The WSB shall use its international networks to suggest adults with suitable experience for recruitment to the World Scout Moot Organising Team.

The Host Organisation must follow the World Adults in Scouting Policy, particularly when recruiting, selecting, training, and providing follow-up to all categories of the event's staff – volunteer and paid.

## 5.1 International Service Team

The role of the IST is to support the Host Organisation in delivering the World Scout Moot. The Host Organisation shall ensure that all IST members receive appropriate induction, training, and leadership for the task they are assigned. In particular, IST members should undertake a refresher safeguarding programme provided by the organisers with the support of the WSB – known as the Safe from Harm training.

Through contributing to the delivery of a World Scout Moot, members of the IST should have the chance to develop as adults in Scouting. Innovative and effective ways should be explored to ensure that IST members carry out their role in delivering the World Scout Moot in a responsible, yet rewarding and pleasant way.

## 5.2 External Support

The Host Organisation may engage external support staff to help deliver the World Scout Moot. All external support staff must follow the internal regulations for the World Scout Moot when onsite, especially in relation to safeguarding guidelines.

The WSB will support the Host Organisation in promoting the participation of support staff from United Nations agencies and international non-governmental organisations at the World Scout Moot.





# SITE SPECIFICATIONS

The location chosen for the World Scout Moot main site must be appropriate in size, access, and physical terrain for the activities of the event. The site must be able to provide the basic infrastructure necessary to support the planned number of participants and IST members, having in mind the duration of the time they will be all together. The main site shall be approved by the WSC and shall be presented to the World Scout Conference in the bid to become the Host Organisation for the World Scout Moot.

## 6.1 Facilities

When providing facilities for the World Scout Moot, the Host Organisation shall consult with the WSB and refer closely to the evaluations of previous World Scout Moots. Careful consideration should be given to the needs of participants and IST members from different parts of the world and different cultures. Whilst the facilities provided should be appropriate to the event, care should be taken to ensure the costs are proportionate to the relatively short time participants will in the central location.

The WSC will require details of the facilities, and the processes in place for ensuring they remain fit for purpose during the World Scout Moot. Such details are to be provided no later than one year before the event. The Host Organisation will be required to demonstrate the calculations and assumptions used in the site specifications.

Particular attention should be paid to the following issues:

- the provision of sufficient toilets in camping areas, public areas, and programme areas and the process in place to ensure they are kept hygienic and clean. It is essential that both “Western” and “Asian”/squat toilets with appropriate washing facilities are readily available in previously agreed ratios
- sufficient showers on the main site to ensure participants and IST members can shower regularly without undue waiting times
- food and catering arrangements, especially dietary requirements both religious and medical. It is essential to ensure a balanced diet for all participants and IST. It is essential that food and catering arrangements can respond to the dietary needs of all participants and IST members
- access to facilities and access to all areas of the main site for those with disabilities of a sufficient standard to ensure they can take a full part in the World Scout Moot
- camping arrangements – sufficient area within a layout which contributes to developing a Scout community and which is accessible for emergency vehicles
- specific cultural and religious requirements such as prayer areas and washing facilities
- sufficient fresh water volumes to meet the needs of the number of participants and IST members, and with appropriate access to drinking water for participants and IST members at all times
- sufficient capacity of the infrastructure to deal with waste water and rain water, bearing in mind the number of participants and the expected weather conditions
- IST/adult catering facilities which offer a balanced and varied diet in a facility which does not require excessive waiting times
- provision of robust data networks (mobile and fixed line) and mobile telephone coverage to ensure that digital communication is the preferred method of communicating with participants and IST members during the event

If the model and venue of the event proposed by a hosting NSO, for the sake of offering a challenging programme for young adults, proves the above to be impossible or extremely difficult, adapted requirements can be adopted with the agreement of the WSC/WSB.

## 6.2 World Scout Centre and Contingent Displays

Every contingent at the World Scout Moot shall be offered the possibility to share information on Scouting in their respective countries at a designated display stand located in the World Scout Centre.

A World Scout Centre shall be set up to promote World Scouting in partnership with the WSB. It shall include exhibitions on Scouting, activities for young people and adults, an interactive exhibition and information area on WOSM, including its Regions and information on future World Scout Events.



# SAFETY AND HEALTHCARE

## 7.1 Internal Regulations

Taking into consideration local legislation and the international dimension of the event, World Scout Moot regulations shall be established by the Host Organisation in consultation with the WSB and WSC.

The World Scout Moot regulations shall apply to all people onsite, including participants, IST members, external support staff, and visitors. Contingents and the World Scout Moot Organising Team must ensure that these regulations are respected. The Host Organisation has the ultimate responsibility and duty to decide, after consultation with the Head(s) of Contingent concerned, which measures are to be taken in the case of a breach of these regulations.

In order to communicate the appropriate principles of conduct from the World Scout Moot regulations, the following documents should be produced:

- a participants' code of conduct that is educational and expressed in a manner appropriate to their age and culture
- a code of conduct for those supporting the delivery of the World Scout Moot (IST members, Advisors, CMT, etc.), including a clear explanation of the safeguarding policy

## **7.2 Safeguarding Policy (Safe from Harm)**

The Host Organisation, in consultation with the WSB, must develop a safeguarding policy for the World Scout Moot. Consideration shall be taken of all relevant local legislation and the international dimension of the event. This policy aims to safeguard the welfare of all involved at the event by protecting them from harm.

## **7.3 Specific Health Matters**

Local legislation relating to the illegality of drug possession and/or consumption shall apply to the World Scout Moot. In all cases, possession and/or consumption of any of the following substances at the World Scout Moot shall be strictly forbidden:

- amphetamine-type stimulants
- cannabis
- cocaine
- opiates
- other psychoactive substances

The abuse of volatile solvents shall also be strictly forbidden.

The use of alcohol shall not be permitted on the World Scout Moot sites. Some exceptions may be made providing this is in confined areas, in accordance with the host country's habits. Alcohol consumption must not affect the ability of any person onsite to carry out their assigned role. World Scout Moot staff may not interact with participants when affected by alcohol.

The use of any tobacco products shall be strongly discouraged. Smoking shall be confined to specific areas.

The Host Organisation must ensure that condoms are readily and easily accessible for all participants and IST members at a number of locations on the site. Heads of Contingent must be informed in advance and made aware of their responsibility in communicating this policy to their participants, Contingent Staff, and IST members in an appropriate way. When making this information available onsite, consideration shall be given to the various cultures and beliefs present.



## 7.4 Healthcare

The fee for all involved in the World Scout Moot must include, at minimum, medical care in the case of minor illness (excluding pre-existing conditions) or accidents, including minor surgery or treatment when necessary during the period of the event.

The Host Organisation must make arrangements for healthcare services of international standard to be provided, recognising that this is likely to be through the country's own health services provision.

The Host Organisation must ensure that participants have sufficient health insurance cover before arrival at the World Scout Moot. This will usually be done on a contingent basis.

The Host Organisation must notify NSOs of the healthcare and medical services that are covered by the World Scout Moot fee, as well as those that are not, by no later than two years before the event.

The Host Organisation will provide appropriate medical facilities onsite. The purpose of these facilities will be to avoid (as far as is reasonably possible) the removal of patients to offsite healthcare facilities. The facility must provide international standards of healthcare and be of sufficient size, with sufficient staffing and facilities to manage the anticipated issues and flow of patients.

Details of the type of issues and volume of patients are available from previous Host Organisations and the WSB. The staff of the facility and other healthcare facilities must have a sufficient range of language capability to ensure effective diagnosis of and communication with patients.

The Host Organisation must ensure that there is a robust and clearly explained first aid and triage process for all areas used by participants and IST members – including offsite programme areas. The Host Organisation must ensure that minor issues are effectively dealt with at first aid points and that sufficient facilities exist for the transport of patients to the Moot healthcare facility. The Host Organisation must ensure that sufficient mobile first aid facilities are provided for participants and IST unable to attend designated first aid points.

## 7.5 Risk Management and Crisis Management

The Host Organisation must establish a risk management plan for the World Scout Moot. This must include a thorough risk assessment of the preparatory and delivery phases of the event, and a crisis management plan. In particular, this must detail the arrangements for the evacuation of the whole or part of the World Scout Moot site.

A crisis management organisation shall be defined. The WSC shall be represented in the crisis management organisation for the World Scout Moot at the decision-making level.

The Host Organisation must obtain a public liability insurance to cover it for the duration of the World Scout Moot.



## 7.6 Data Management and Network Security

The Host Organisation shall ensure that all data on individuals associated with the World Scout Moot is held securely at all times and that security measures are in line with internationally recognised standards. All data gathered on individuals must only be used for the purpose of administering the World Scout Moot. It may not be sold or shared with other parties.

They must also ensure that any data network provided (wireless or fixed) are also secured to international standards and, as far as is reasonably possible, not vulnerable to disruption or misuse.



# 8

## COMMUNICATION AND MARKETING

The Host Organisation shall define a World Scout Moot profile, including a logo, motto, and theme. This must be consistent with the World Scouting's brand and any policy related to communications adopted by the World Scout Conference.

The Host Organisation shall develop a communications plan for the World Scout Moot. To ensure that the World Scout Moot communications plan contributes to and is consistent with other WOSM projects related to communications, the content of the World Scout Moot communications plan should be developed in consultation with the WSB.

Previous experience has shown that to be effective the World Scout Moot communications plan should include:

- A marketing plan for promoting the Moot, focussed on individuals in the World Scout Moot age range
- A clear brand identity which supports both the adult focus of the event and the challenging nature of the activities on offer
- Extensive and creative use of social media and on line platforms
- A timeline for all communications and marketing activities
- Extensive and constant communication with Heads of Contingent, making good use of on line channels
- The provision of social media content and other promotional resources that can be easily shared
- A plan for press and media relations

The World Scout Moot communications plan shall be presented to the WSC three years before the World Scout Moot.



## 8.1 Official Publications

The World Scout Moot website will be the source of official information concerning the World Scout Moot and this should be supplemented by other social media channels that are used to promote the availability of official information as it becomes available.

The website must be created four years before the event and be regularly updated. It may have a "closed" area available to Heads of Contingent and other official stakeholders such as International Commissioners and WOSM representatives.

A minimum of five summaries of official information (known as Moot Bulletins) shall be produced during the three-year period preceding the event. The Host Organisation shall consult with the WSB about the content schedule for these summaries.

The availability of these summaries shall be notified to all NSOs through the WSB digital media channels and ScoutPak. These summaries should be widely available for download from the official website.

Updates of official information (known as Moot Circulars) may be posted at any time but notification should be made to Heads of Contingent before being publicly available.

The official publications of the event are information summaries known as Moot Bulletins and any (optional) Moot Newspaper which are issued during the event.

All official publications shall be produced in at least two previously agreed languages.

## 8.2 Promotion of Participation

The Host Organisation shall promote participation at the World Scout Moot at all World and Regional Scout Conferences held during the four years prior to the event, in cooperation and with the support of the WSC, Regional Scout Committees, and the WSB (including Regional Support Centres).

The Host Organisation may use the regular WOSM communication channels, including the WOSM website (scout.org), to promote the event. This will be covered in the communication plan; the operational details being agreed with the WSB.

The Host Organisation shall offer all Heads of Contingent the possibility to visit the World Scout Moot site within the two years preceding the event, at a so-called Heads of Contingent visit.

## 8.3 Press and Media

The Host Organisation shall set up a Media Centre on or near the World Scout Moot site. Through the Media Centre or some other means information exchanges with national and international media will be undertaken during the event. These exchanges shall be planned and undertaken by the Host Organisation in partnership with the WSB.

There shall be a programme for Young Correspondents at the World Scout Moot.





## 8.4 Intellectual Property

The WSB manages all matters pertaining to trademarks, copyright, and other intellectual property on behalf of WOSM.

The Host Organisation shall ensure that permission is obtained (in accordance with any local regulations) from all individuals registered to the World Scout Event such that the Host Organisation, WSB, their licensees or assignees may use any video footage or still images in which that individual appears.

This permission shall cover use of these images or footage for advertising or editorial purposes, for commercial or non-commercial use, and/or for worldwide distribution in perpetuity.

The Host Organisation shall ensure that any person registered at the World Scout Event gives permission to the Host Organisation, WSB, their licensees or assignees to use without limitation any materials created in the execution of their role at the World Scout Event or created in any organised associated activity that would otherwise be copyright to the creator.

This permission shall cover use of the material for advertising or editorial purposes, for commercial or non-commercial use, and/or for worldwide distribution in perpetuity. Such materials may include (but are not limited to) images, videos, sounds, songs, artworks, and web design.

The WSB shall manage the licensing and distribution of any audio-visual or other materials produced in relation to the event (images, videos, sounds, songs, artworks, and web) for commercial purposes after the conclusion of the World Scout Event.



# BRAND MANAGEMENT AND COMMERCIAL ASPECTS

## 9.1 Event Logo

The logo of the World Scout Event shall be created and designed by the Host Organisation and must include the World Scout Emblem. The World Scout Emblem must be incorporated in accordance with the guidelines provided in the World Scout Brand Identity Guide and Brand Manual. The Host Organisation shall produce a document defining the logo to be submitted for approval to the WSC.

Once the event logo is approved, the Host Organisation shall take all reasonable measures to protect the World Scout Event logo. The logo may be registered as a trademark by the Host Organisation in the host country, and it may grant licenses for commercial and non-commercial use of the logo and its related design elements.

The Host Organisation shall produce design guidelines for NSOs specifying the approved use of the logo, including different permissible versions, minimum usage size and approved applications. Any commercial or non-commercial licensing arrangements must also be detailed in this document.

As members of WOSM, NSOs, and by extension NSAs, will be entitled to use the World Scout Event logo for non-commercial purposes, in accordance with WOSM's general licensing conditions, as published in the World Scout Brand Identity Guide.

The Host Organisation shall own all rights to the World Scout Event logo, and shall grant to the WSB and its licensees and assignees the right to use the logo and its related design elements for commercial and non-commercial use in perpetuity.

## **9.2 Sale of World Scout Event Profile Products**

The Host Organisation shall create a range of official World Scout Event products to complement the World Scout Event brand. The WSB and the official licence holder for the retail of World Scout branded products (World Scout Shop) shall support the Host Organisation in the development and marketing of this collection.

The World Scout Shop shall have the right to distribute official World Scout Event products.

The Host Organisation, WSB, and World Scout Shop shall conclude a written agreement stipulating the practical arrangements covering all aspects of the involvement of the World Scout Shop in the World Scout Event.

## **9.3 Use of the World Scout Emblem, Brands, Logos, and Designs**

### ***9.3.1 Non-commercial Use***

The Host Organisation of the World Scout Event is obliged to use the World Scout Emblem in the World Scout Event logo.

The WSB grants to the Host Organisation unrestricted non-commercial use of all trademarks and designs of World Scouting in accordance with the general license terms as published in the World Scout Brand Identity Guide, including the World Scouting Brand Logo and related design elements, in the context of promoting the World Scout Event, WOSM's educational programmes, projects, events, and other initiatives from the time of its election as Host Organisation until one month after the date of the closing of the World Scout Event.

### ***9.3.2 Commercial Use***

The WSB agrees to waive royalties resulting from all commercial use by the Host Organisation of the World Scout Emblem exclusively where it is used in the reproduction of the official World Scout Event logo.

In return for this concession, the Host Organisation shall provide the World Scout Shop an appropriately appointed sales area space on the event site at no charge. The World Scout Shop shall have the right to establish a store on the World Scout Event site and to sell official World Scout branded products and related items.



# 10

## ENVIRONMENTAL MANAGEMENT

The Host Organisation must develop an environmental policy covering the preparations and delivery of the event. All reasonable measures should be taken to minimise the negative environmental impact of the event with preference given to minimised use of resources, reusable products, energy saving, recycling programmes, waste reduction, water saving, purchasing greener materials, development of the site(s), etc.

The Host Organisation shall communicate the environmental policy of the event to contingents and shall promote good environmental practices.





# PROTOCOL

## 11.1 Languages

As per the constitution, the official languages of WOSM are English and French. WSB publications in relation to the event will be provided in these languages.

The operational language of the event will be English. This means that publications and key documents will be available in English and that the World Scout Moot's key personnel are able to communicate effectively in English.

For each World Scout Moot, at least one additional language (other than English) will be recommended by the organisers and agreed by the WSC. This additional language(s) will be used for publications, arena events and in other situations as would be helpful. The ceremonies must include balanced use of at least two languages by fluent speakers of those languages.

Organisers are encouraged to use the five working WOSM languages as widely as possible.

The senior leadership of the Host Organisation and those who have direct contact with contingents and World Scout entities must be capable of communicating in English. At the World Scout Moot, the leadership staff, subcamp staff, and the staff of the welcome, services, and programme areas directly in contact with participants must be capable of communicating in at least one of the agreed languages of the event.



## 11.2 Flags

In the main arena of the event, only the national flags of NSOs, the World Scout flag, the event flag, and that of the Host Organisation can be hoisted. They are presented in alphabetical order. In other open areas of the event (such as the main entrance boulevard), the same flags as above can be displayed as well as those of NSAs invited by the WSC.

In the subcamps, flags of provinces, territories, and other communities to which Scouts of that subcamp belong can be displayed, as long as none of these flags undermines any of the official emblems of NSOs and invited Scout associations. Flags of other Scout-related organisations invited by WOSM can be displayed in their stands and campsites, and in particular at the Global Development Village. Political and culturally insensitive slogans must not be displayed on flags and banners.

Flags or banners of commercial companies can be displayed in a limited number of areas where they will not compete with the country flags. Any flag or banner needs to be sensitive to the multicultural environment of the World Scout Moot.





## AMENDMENTS AND UPDATES

NSOs or alliances of NSOs standing to be elected as a Host Organisation for a World Scout Moot must provide written agreement that they will follow these guidelines (and its annexes) at the time of posting their candidature. Any amendments to these guidelines after that date may apply to that Host Organisation at the discretion of the WSC and after consultation with the Host Organisation.

The WSC may decide to change these guidelines at any time. The most recent version shall apply to any NSO or alliance of NSOs posting candidature to host a World Scout Moot.

In the event of a conflict arising out of the interpretation of these guidelines, the English text shall prevail.





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Creating a Better World

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