

# Starter Pack

For International Commissioners

START





## Roles and Competencies

Networking & Contacts

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# Roles and Competencies

+ TIPS

This chapter discusses some of the competencies you need to be a successful international commissioner. We'll distinguish into things you need to be (roles) and things you need to do to be successful in that role (competencies). Finally, we'll list a few generally useful tips. Please note that your main accountability is to your Member Organization (MO); therefore, the description here is a guiding one that should be consulted and decided by your Member Organization. Your job is to know who you are accountable for, your responsibilities, and your relation to other bodies in your Member Organization (such as the National Board, etc.).

The role of the International Commissioner (IC) is multidimensional. You're a representative, a networker, and a promotor all at once. We have split your role into three categories: your role as a bridge between the MO and WOSM, your role as a connection between your MO and others, and finally, your role as the promotor of the international dimension of scouting within your MO.



**Be the bridge between  
your MO and WOSM**



**Be a connection between  
your MO and other MOs  
(MO2MO)**



**Be a promotor of  
international cooperation  
in your MO**



NETWORKING & CONTACTS





## Useful general tips

- Be careful with your time, and learn to prioritise and delegate. Take a break from time to time and alert your colleagues about it. Remember to enjoy time at an international campfire or international evening.
- Plan for what you can plan for, such as conferences, reoccurring events and open calls, so you ´re not caught off guard when they arrive.
- Take time to figure out what keeps you going as an International commissioner and take a chance to develop it yourself.

## Useful scouting tips

- Have a support network, formal or non-formal, that can support you in your role as IC.
- Be aware of cultural differences and structural diversity in scouting.
- Look for your successor early, young delegates' potential in this, and other activities that can help with your work.
- Keep in contact with members from your organization who are already active in international scouting, they can give you insight that you might not have.

*This is a long list. Some of them might be more applicable to your MO than others. Some topics may be discussed in more detail later in the chapters. And remember that you don't need all these skills right away to be a great IC. You will learn along the way and give the role your own flavour anyway.*



# Be the bridge

The role of the IC as an ambassador of the Member Organization inside of WOSM is essential for effective communication and cooperation between your Member Organization and regional and world levels. Therefore, you need to:

- Keep up to date with what's going on in your organisation and international scouting.
  - Engage with WOSM regarding your MO and WOSM issues (like draft strategy) and read the WOSM communication (Circulars, ScoutPak, ...) regularly.
  - Respond to requests from WOSM and its affiliated entities: As an IC, you will also be a key contact person for the World Scout Foundation or the Scout Donation Platform to approve projects in your MO.
  - Be active in constitutional matters (such as voting on ballot forms and attending Conferences) of WOSM, as it is the Member Organizations that make WOSM.
- Be aware of WOSM support/offers that you and your MO can use to your advantage (Treehouse is an online place to find lots of resources and ask for a service).
  - Be a networker: Use the opportunities to exchange with WOSM representatives (like the committee contact person and regular bi-annual Regional Reach-Outs with the WOSM European Support Centre).
  - Remember the key requirements of WOSM membership: e.g., submitting the annual report (census, reports, Safe from Harm) in September/October every year, informing WOSM before any changes to the constitution, and paying the fee for European and World level.
  - Endorse members from your MO to attend the WOSM events when asked to do so (if you agree with their attendance). Prepare them for attendance, explaining their role, the particularities of the events (e.g., the international evening), the Safe from Harm policy, and cultural differences.



## Be a promoter

The role of an IC goes further inside the work of the MO, mainly in promoting the international dimension of scouting. This means that you, as an IC, have the most information about your organisation's international relations and are responsible for promoting cooperation, informing members about international events and trends in scouting, and facilitating and making easier ways of international involvement for members from your MO.

Create opportunities for members to engage with international scouting and WOSM (activities, events, meetings, etc.).

Be a promoter of WOSM opportunities in your MO. This includes introducing new policies (i.e. Safe from Harm), recruiting volunteers (for internal WOSM teams or Scout centres), fundraising, accessing WOSM services and consultants, putting in contact with other Scout centres, Scout shops, etc.).

Make a plan for what your MO should achieve in international work and execute the plan.

Understand who from your MO is already active in international scouting and keep in touch with these people. Work with them to help you in your IC role.

Create an internal network of contacts for your organisation. It is good to have contact on all levels of the organisation to be able to spread the ideas of international scouting, deliver the offers and raise the awareness in your own MO. It is good to have direct contact with other decision-making people in your organisation, such as the programme department, programme officer training adult programme department or programme officer. If you have a regionalised structure, it is good to have contacts with people in each region to be able to reach out if there is any opportunity for ie. Transborder cooperation arises.

Be sure to light the spark of loving international scouting in young Scouts and recognise the potential in young people from your MO who are willing to continue the IC work. That is part of succession planning, or making sure that there are young members ready to take on the work of an IC and have the right information and motivation to do so.

# POSITION

SENIOR DATA ANALYST

RESPONSIBILITIES:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

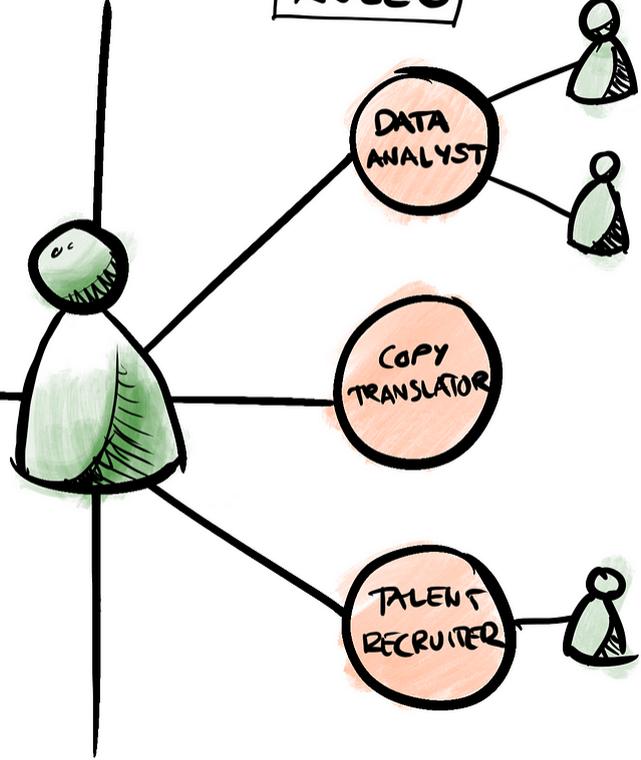
SKILLS:

- \_\_\_\_\_
- \_\_\_\_\_

QUALIFICATIONS:

- \_\_\_\_\_
- \_\_\_\_\_

# ROLES





## Be a connection

As an IC, you are the contact person for WOSM and your MO. You can open doors for your MO into different activities and projects and be perceived as an active and important member of the international community.

Exchange with fellow ICs from other countries whenever you need to: Use the network of ICs for best practices for your MO, help with your IC role, and more.

Don't be afraid to ask questions or reach out to your IC colleagues; we are here to support each other and work together.

Be responsive to other ICs' requests for help and help them with the experience and knowledge of your MO.

Foster as many direct international contacts as possible: chief commissioners network, national campsite manager network, etc.

Use partnerships to bring the fascination of international scouting to your members.

Know your partners; there are some informal groups of MOs in Europe - like the Lisbon group, Deutschsprachige Konferenz (German-speaking countries), Krakow group, South East Europe group, and Nordic countries - and know if your MO belongs to any of them.



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# Networking & Contacts



Networking will be one of, if not the most important, activities in your role as an IC. You use it to gain a better understanding of the positions of other MOs about current ideas, initiatives and proceedings at WOSM and you also use it to reflect your ideas - or those of your MO - in terms of what is happening or should be happening at WOSM.

Additionally, networking is important to gain insight into best practices—be they WOSM or other National Scout Organization (NSO)/National Scout Association (NSA) that can be used in your association.

Last but not least, you'll use networks to foster opportunities for the members of your MO to participate in and benefit more from the international dimension of scouting.



NETWORKS AND TYPES OF NETWORKS





## Why would you contact other ICs?

Why would you contact other ICs? It is usually desirable in situations like these:

- When you are working on something that involves some aspect of their country/Scouts/... Just that they are aware.
- When you need help with something your NSO cannot solve itself - you can reach out to WOSM Services, email some particular ICs or reach out to the Whatsapp group and ask, “Hey, is there anyone who has a good Safe from Harm policy we might have a look at?” if you have no idea who might have that.
- When you do something good and want to share it, we always learn from each other.

Before meeting other ICs for the first time, it is useful to know your MO, have your (virtual) business cards ready, and have the mindset of someone who wants to get to know people so that they can benefit from the relationship from that moment on.



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# Networks and types of networks

The IC network is the network of ICs which you are now a part of. However, due to specialisation and different needs, several other networks emerged, and you must understand what those are. It is important to remember that the specificity of those networks is usually different and based on why the network was created in the first place. Those networks usually govern themselves and establish the specificity of the work or, if organised by governing bodies, have those requirements specified for them. Networks based on events or working groups tend to evolve into lasting personal networks - as long as you work to create the connection.



**Subregional Geographical  
Networks**



**Interest Areas and  
Programmes**



**Creating your own  
networks**



NETWORKING & CONTACTS

HOW TO NETWORK





## **Sub-Regional Geographical Networks**

There are five sub-regional working groups currently. They tend to span through the countries with similar or close socio-economic relationships and/or language and cultural similarities. They are grassroots movements and will require self-organisation and proactivity to thrive. Those groups decide on their own what the network's purpose is and how it operates. The time of the increased activities of these networks is before and during the conferences, where the networks are working towards political influence and advocacy.

The currently known existing sub-regional working groups are the Nordics, Lisbon Group, German-speaking countries, Krakow Group, and South East European countries.

If you aren't aware of whether your MO is in one of those or you don't have the contacts, you can always reach out to the informal groups or ask the WOSM office for the information.



## Creating your own networks

As mentioned in the introduction to what networks are - some of them tend to have an expiration date tied to an event or the expiration date of a working group. This does not prevent you from creating Your own network based on those experiences. A one-to-one connection with an IC from a different sub-region is also a valid network and will serve you well. The invaluable connections made during events like the World Scout Conference or The Academy can be useful later. Nurture those one-to-one connections and create a network that can serve you during your time as an IC. It's also fun to have friends all around the world. 😊



## **Interest areas and programmes**

For example, there is the Partnership Network, Growth Network, Overture Network, Scout Center Managers Network, Fundraising Network, Chief Commissioners and Chief Executive Officer Network, Communications Network, etc.

Not specifically for the IC to join, but needs to be informed and

Important to involve other members of the MO.



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# How to network

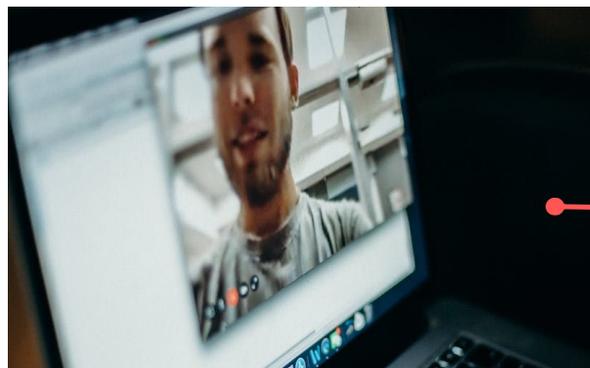
There is no one receipt or guidance on how you can start networking. Networking can happen everywhere and in any shape, so it's important for IC always to pack your bags with a proactive networking mindset. This section will provide examples of how networking can happen in scouting and share some tips to help you prepare as an IC.

In general, we can say networking in scouting takes place during in-person meetings and online.

+ TIPS



NETWORKS AND TYPES OF NETWORKS





# Tips for successful networking

Learning the networking basics makes it easier to create helpful connections with others. Whether you attend networking events in person or online, following these networking tips can increase your confidence:

1. **Maximise networking opportunities** by meeting as many new people as possible. Aim to greet five individuals per hour and engage in 10-minute conversations about common topics, such as professions or hobbies.
2. **Attend diverse networking events** besides the established ones to meet new people and broaden your interests; explore online sources to find different events.
3. **Prioritise building authentic relationships** over quick conversations at networking events; focus on creating quality connections through meaningful discussions and finding shared goals and interests.
4. **Strengthen new connections by staying in touch**; reach out a few days after the event via call, text, or email to express pleasure in meeting, and continue building the relationship with periodic follow-ups, offering to meet or sharing relevant articles.
5. **Maintain older connections** by periodically contacting those you haven't spoken to in a few months; suggest meeting in person to keep the lines of communication open.



## ONLINE

# Networking

With that in mind, we also meet and network online. ICs meet and communicate regularly with their peers through different channels.

One of the most used channels is a WhatsApp group (you should be a member—if not, ask a fellow IC to add you in), and we often use email. These are good for dealing with issues outside of events or preparing for them. It is a good practice that the outgoing IC introduces the new one in both emails and the WhatsApp group.

Check the WOSM directory for up-to-date contacts on ICs, and check the website for contacts on WOSM that are relevant to you. You should also have a contact person from the European Scout Committee assigned to your MO.

In addition to day-to-day communication, ICs are joining, contributing to, and networking with their peers at online events and campfires organised by different networks (mentioned above). The World Scout Bureau could also organise and communicate these online events through circulars.



## IN-PERSON

# Networking

Scouting fosters great networking environments during in-person meetings and events. Here are some examples of ICs:

- IC forums and network meetings
- Events mainly focused on ICs (for example, Conferences)

We have some events primarily focused on networking (networking event, IC forum). At these events, be prepared for people to meet you and be ready to do the same. There are other agenda items at these events, but the networking elements stand out. These events are usually informal and easygoing—a great choice if you are a new IC. These events are usually held once a year and are key to developing good relationships among ICs and solving things that are of particular attention.

Other events are primarily for ICs, but another (often constitutional) aspect is key (Conferences, Symposiums..., etc.). We always find some time to network, but work is a priority here. These events are usually more formal. There are two conferences every three years (regional and world, not in the same year) and one symposium a couple (six) months before the European Scout Conference.

We have plenty of other events not primarily for ICs, but we sometimes meet there - like the World Scout Education Congress, The Academy, or the World Scout Jamboree. At these events, the focus is obviously on something completely different than the ICs' work, but we sometimes get together to solve something or spend some time together. There are plenty of events like this every year.

The ICs are making the IC community, so be open, friendly, and caring.



# What is WOSM?

As an International Commissioner, you represent the organisation's international dimension. Therefore, you need to know your basics. Even though you might be more than familiar with this information, here is a recap of the most important things you should know and where to find more.

WOSM is an international, non-governmental organisation, composed of its recognised National Scout Organizations.



## Mission

Scouting's mission is to contribute to the education of young people through a value system based on the Scout Promise and Law. Through scouting, we are building a better world where people are self-fulfilled as individuals and play a constructive role in society.

## Vision

By 2023, scouting's vision is to be the world's leading educational youth Movement, enabling 100 million young people to be active citizens who create positive change in their communities and worldwide based on shared values.



WOSM'S STRUCTURE



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# WOSM's Structure

The World Organization of the Scout Movement (WOSM) is made up of all National Scout Organizations worldwide, divided into five Regions: Africa, Arab, Asia-Pacific, Europe, and Inter-America. The World Scout Conference, which takes place every three years, is the governing body of WOSM. It elects a World Scout Committee, the organisation's executive body. The World Scout Bureau is the secretariat and is headed by a Secretary General.

In detail, information can be found in the Governance Model of WOSM publication.

[+ READ MORE](#)

The role of the NSO is to support and develop scouting in that country and facilitate contacts with other NSOs and the World Organization. To become a member of WOSM, NSOs must gain recognition from the World Scout Conference. There can only be one NSO per country. Due to historical reasons, federations of several NSAs have been formed into an NSO in some countries. However, federations are not being formed anymore. There are 218 countries where scouting exists. There are more than 57 million Scouts in the world (2023).

[+ LIST OF NSOS](#)



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# Governance



## The World Scout Conference

The World Scout Conference is the governing body, the "general assembly" of scouting, and is composed of all the members of the World Organization: the National Scout Organizations (NSOs).

[+ READ MORE](#)



## The World Scout Committee

The World Scout Committee is the executive body of WOSM. It is responsible for implementing the resolutions of the World Scout Conference and acting on its behalf between its meetings.

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# World Scout Conference

An NSO can have a maximum of six delegates at a World Scout Conference.

- The conference's function is to consider the policy and standards of the Scout Movement worldwide, formulate the general policy of the World Organization, and take the action required to further the movement's purpose. It takes place every three years. In addition to delegates, observers authorised by their National Scout Organization are eligible to attend the event. Delegations usually include International Commissioners and the Scout responsible for relations with WOSM and with Scout Organizations in other countries.
- In conjunction to the Conference, a World Scout Youth Forum is held. Through preparing inputs and making recommendations to the World Scout Conference and to the World Scout Committee, participants develop the skills necessary to take part in decision-making processes. The Youth Forum is open to members aged 18-26, of which many are also delegates at the World Scout Conference. The World Scout Youth Forum is considered as an interim measure to improve youth involvement in decision-making at the world level.
- The conference's functions include electing members of the World Scout Committee, admitting new member countries, and selecting the venues for forthcoming World Scout Events, namely the World Scout Jamboree, the World Scout Moot, the World Scout Conference, and the World Scout Youth Forum. The most recent World Scout Conference and World Scout Youth Forum occurred in 2017 in Azerbaijan and 2021 in Egypt.



# World Scout Committee

The Committee is composed of the following members:

- Voting members: Twelve elected members, each from a different country. They are elected by the World Scout Conference by secret ballot for a three-year term. The elected members are eligible for re-election for an additional term, serving a maximum of six consecutive years.
  - Youth Advisors to the World Scout Committee: Six Youth Advisors, each from a different country, are elected by the World Scout Youth Forum participants preceding the World Scout Conference.
  - Ex-officio non-voting members:
    - The Chairperson or Vice-Chairperson of each duly elected Regional Scout Committee
    - The Secretary General of the WOSM
    - The Treasurer, who is appointed by the World Scout Committee
  - A member of the Board of the World Scout Foundation
- The Committee normally meets twice a year. Its Steering Committee, consisting of the Chairperson, two Vice-Chairpersons and the Secretary General, meets as needed.

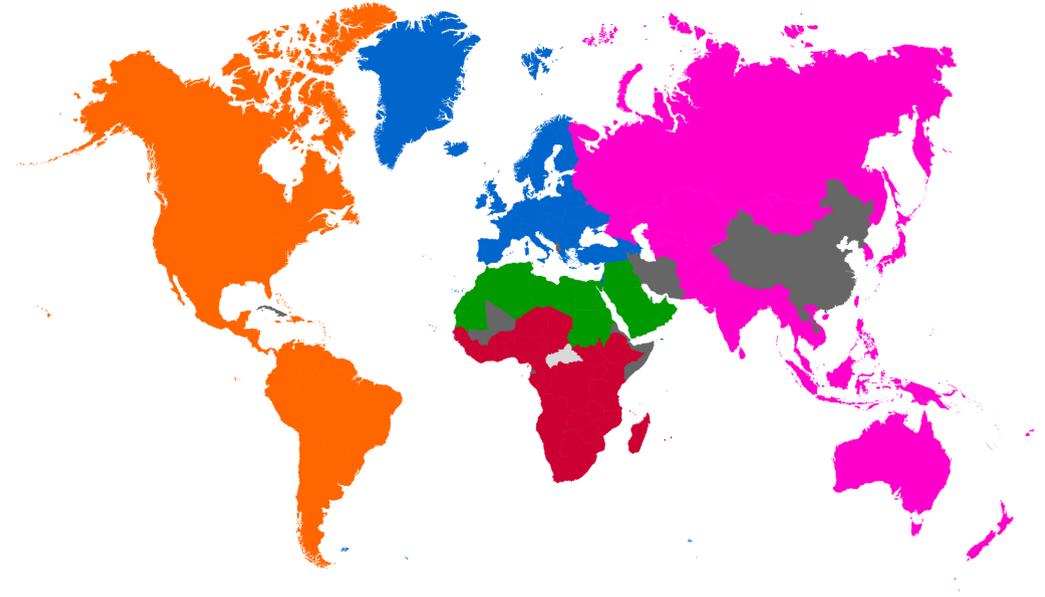




# Scout Regions

There are Five Scout regions. Regional Scout Committees, elected by Regional Scout Conferences, strategically manage the regions. These conferences take place every three years. Regional Offices, part of the World Scout Bureau, support the regions.

1. Inter America - Panama City, Republic of Panama
2. Asia Pacific - Manila, Philippines
3. Europe - Geneva, Switzerland & Brussels, Belgium
4. Africa - Nairobi, Kenya
5. Arab - Cairo, Egypt



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# Organisations with Consultative Status

Several scouting organisations enjoy Consultative Status with the World Scout Committee. These organisations enhance scouting's capacity to fulfil its Mission, offering complementary support in fields outside the scope of World Scouting's normal functions.

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SCOUT REGIONS

EUROPEAN SCOUT REGION





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# European Scout Region

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Scouting in Europe has over 2 million members in 46 Member Organizations. Guided by the European Regional Conference and the European Scout Committee, the Region is supported by volunteers in working groups and project teams and by professionals at the World Scout Bureau's European Support Centre.

## Europe Governance

The European Scout Region is strategically managed by the Regional Scout Committee. The Committee is elected by the Regional Scout Conference, which is attended by delegations from all European Member Organizations.



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# Europe Governance



## European Scout Conference

European Scout Conference meets every three years and it is usually held together with the European Conference of WAGGGS, and with the European Scout and Guide Conference. It elects the European Scout Committee, approves the Regional Scout Plan and passes on resolutions of the Region.



## European Scout Committee

The European Scout Committee comprises six volunteer members elected for a three-year term. It meets three times a year. Other members of the Europe Scout Committee are a volunteer appointed as Treasurer, and the Director of the World Scout Bureau - Europe Support Centre is the Committee's secretary.

The Committee exercises its functions outlined in the Regional Constitution, implements resolutions from the Regional Conference, and advises the World Committee.



EUROPEAN SCOUT REGION

REGIONAL SCOUT PLAN





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# Regional Scout Plan

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The Regional Scout Plan is a strategic document of the Region approved by the European Scout Conference every three years. The RSP contributes to the Vision and Mission of WOSM.

You can see the current regional scout plan and follow the progress.

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EUROPE GOVERNANCE





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## Treehouse

Treehouse is World Scouting's online community for members, comprising the World Scouting Directory and NSO Data Portal. This platform is the one-stop location for official information on WOSM's structures and Member Organizations.

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## Directory

The World Scouting Directory is where you can access all contact information of WOSM and of the Member Organizations.

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## NSO Data Portal

The NSO Data Portal brings together important information about Member Organizations and allows the sharing of annual reporting information with WOSM. This is where International Commissioners must submit their annual reports (comprising census, annual and financial reports, and Safe from Harm reports).

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# Access Permission

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Members Portal Admins, by default, are the International Commissioner or other official contact with WOSM. Official contacts with WOSM are identified by the asterisk\* in the Directory. These admins would be able to keep their NSO profile up to date. It is required to request access granting and removal by contacting [reporting@scout.org](mailto:reporting@scout.org). You can tell if you have admin access by seeing the “Administration” tab once logged in.

For Federations, the Members Portal Admin also has administrative access to all the NSAs within their Federation. Each NSA can also have its own Members Portal Admin.



WOSM KNOWLEDGE REPOSITORY

WOSM SERVICES





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# WOSM Services

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WOSM Services is a space for supporting and strengthening the ability of National Scout Organizations to deliver high-quality scouting activities and programmes to more young people worldwide.

- 🔗 Quality resources in 12 areas
- 🔗 Tailor-made in-person support
- 🔗 Peer learning through best practices

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International Commissioners are the NSO points of contact that can request access to the WOSM Services Platform, where the service request needs to be submitted. Contact [services@scout.org](mailto:services@scout.org) to request access if you are an International Commissioner or point of contact for your NSO.



ACCESS PERMISSION

COMMUNICATION WITH WOSM





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# Communication with WOSM

There is one person in the European Scout Committee who is dedicated to supporting your country. You can turn to them for:

- This person is a dedicated contact committee link for you and your organisation that can deliver the latest news on regional initiatives.
- You can reach out to your committee contact person with any questions at any time, asking for assistance in specific matters related to your MO's needs (aside from using WOSM Services, this is a very good way to collaborate, think, and work on solutions amongst professionals and specialists in said matters).
- A committee contact person is a quick link to the people responsible for specific areas where you might want to ask questions.
- A committee contact person is a way to pass on your MO's matters and needs to the whole committee.





# ESC Contact Person

ESC Member	Countries
Wouter Zilverberg	Austria, Denmark, Germany, Israel, Liechtenstein, Serbia, Sweden, Switzerland, Georgia
Jérémy Apert	Belgium, Croatia, Estonia, Finland, Luxembourg, Monaco, Netherlands, Poland, Romania, Moldova
Boris Vujnović	Bosnia & Herzegovina, Cyprus, Latvia, Lithuania, Malta, Montenegro, North Macedonia, Armenia
Diana Slabu	Bulgaria, Czechia, France, Hungary, Iceland, Slovakia, Ukraine
Martin Seemann	Greece, Italy, Norway, Portugal, San Marino, Slovenia, Turkey, United Kingdom, Belarus*
Matthias Gerth	Ireland, Spain, Azerbaijan



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# ScoutPak and Circulars

The ScoutPak and Circulars are the official communication of WOSM with its members. Through them, MOs are informed of institutional and governance processes and decisions. They can be found either in your e-mail (ScoutPak from worldbureau@scout.org) or on treehouse.scout.org.

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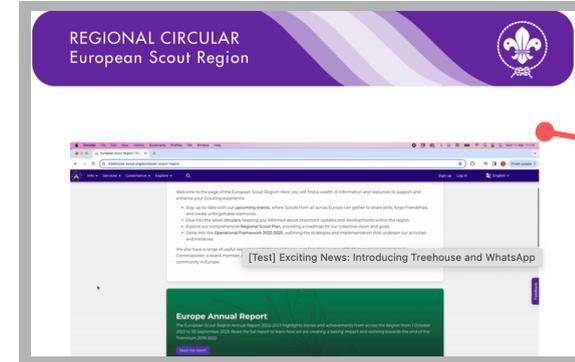
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ESC CONTACT PERSON

SCOUTPAK AND CIRCULARS





European Scout Region



## Call for Participants: The Academy 2024

The European Regions of the World Organization of the Scout Movement

## Circulars

Circulars are regional and are sent to the official contact persons automatically. If you do not receive them, reach out to the European Support Centre at [europe@scout.org](mailto:europe@scout.org).



### ScoutPak

29 August 2024



## ScoutPak

ScoutPak is the global newsletter that packages important news in international scouting and will include recent circulars plus additional news and updates on events, projects, and opportunities.

ScoutPaks are sent to the official contacts automatically. If you know about someone who wants to receive them but is not an official person, check the link





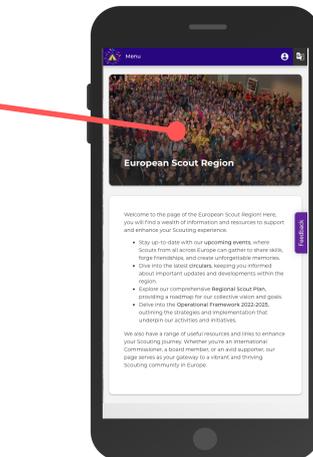
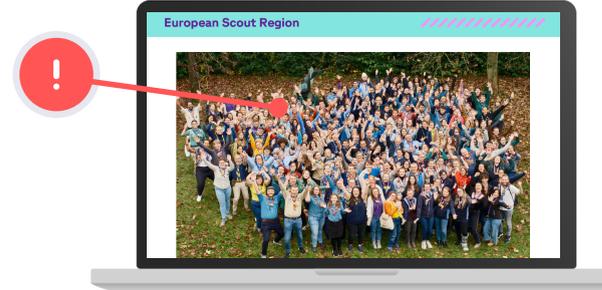
# ScoutPak and Circulars

Through these channels, Member Organizations are informed of the latest news on all different matters from different regions:

- Committee meetings updates
- Open Calls
- News on events and initiatives, i.e. Conferences, trainings, workshops, and other opportunities
- Reports from governing bodies
- Success stories from projects
- Important deadlines



SCOUTPAK AND CIRCULARS



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## Online Campfire: Mid-Term Report of the Regional Scout Plan 2022-2025

*\*Veuillez trouver la version française ci-bas*

We are delighted to invite you to the Mid-Term Report Campfire for the Regional Scout Plan 2022-2025. Learn more on [Treehouse](#) and register using [this form](#).

 Friday, 28 June 2024, at 19:00 CEST

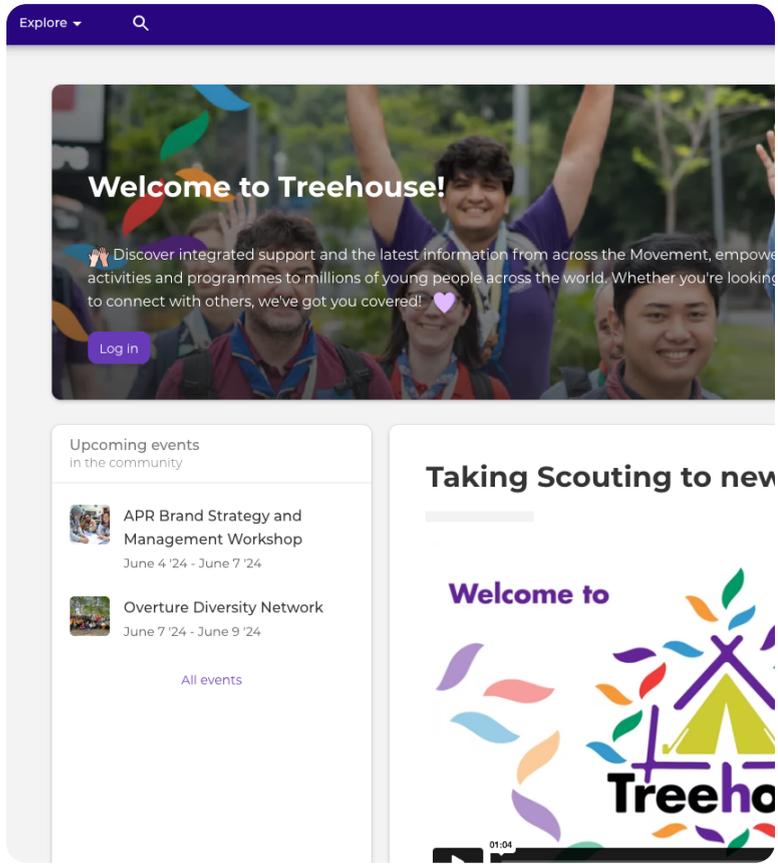
## ScoutPak and Circulars

You can find them in your email (from [worldscoutbureau@scout.org](mailto:worldscoutbureau@scout.org) and [europa@scout.org](mailto:europa@scout.org)) or Treehouse (searchable including the ones sent before your mandate). You can also receive the European circulars via WhatsApp joining the channel.

Latest news on all different matters:



- News from Committee meetings
- News on events and initiatives, i.e. Conferences, trainings, workshops, programmes, and other opportunities
- Reports from governing bodies
- Success stories from projects
- Open calls



# Treehouse

Unlike scout.org, Treehouse is the internal platform of the WOSM that acts as a transparency portal for members. On Treehouse, you can find:

- Circulars that can be filtered by topic, Region,...
- WOSM Services
- All events
- Governance pages: World Scout Committee, World Scout Conference, Annual Reports
- Quick links to NSO Data Portal, Directory, Learning Zone

The European Scout Region also has its own page centralising information like regional events, a page on fundraising, the Regional Scout Plan, the Operational Framework monitoring page and other useful links.

The screenshot shows a mobile application interface for Scout24. At the top, there is a purple navigation bar with a 'Menu' icon and several utility icons. The main content area features a post titled 'Call for Participants: European Sustainability Forum 2024' under the 'CIRCULAR' category. The post is from the 'Europe Support Centre' and is dated '17 May 2024', marked as 'Public'. The central graphic for the forum includes the text 'SUSTAINABILITY FORUM' in large, bold letters, with '16-20 OCTOBER 2024' and 'CORINTHOS, GREECE' below it. The graphic also features stylized icons of a fish, a leaf, and a recycling symbol. Below the graphic, there are interaction options: '0 comments' and '0 likes', a 'Follow content' button, and a 'Details' tab with a 'Translate' option. At the bottom, there is a 'Tags' section. A vertical 'Feedback' button is located on the right side of the post. A circular orange icon with a white link symbol is positioned at the bottom right of the screenshot.

## Open Calls

It can be found in your email ('call for' from europe@scout.org) or treehouse.scout.org. Compiled information on participation rules and event information for upcoming events.

- Practical information like dates, who should apply, how much the event costs, how the travel is organised, where to register, and more.
- Information on leading topics for the event and programme outlines.
- Updates for any participation rules and event information.
- Contact details to inquire further information.



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# WeConnect

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WeConnect is the joint communication of WAGGGS and WOSM in Europe. It is facilitated in the same way as the ScoutPak and brings news about the joint work of the two organisations, announcements, and invitations to events and projects for MOs.

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Azimuth is a web application. Thanks to Azimuth, members easily get in touch with new Scouts and Guides to create international projects. MOs accepted members can post events at will. Registration for MOs and training sessions on using the portal are available with the Azimuth team and can be reached directly at [info@azimuth-weconnect.eu](mailto:info@azimuth-weconnect.eu) or via your Committee Contact Person.

Azimuth's success—as an internal tool—very much relies on the work of MOs. The more the MO encourages and inspires people to use the platform, the more opportunities it generates for everyone.

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# Social Media

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As mentioned above, ICs must be up to date with the developments in the international scouting world. Here are a few social media channels that can be used to get info:

## World Organization of the Scout Movement



## Scouting in Europe



WECONNECT





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# Preparation of Delegation

Conferences are the governance body of the Scout regions and World Organization. It is the MOs that decide for the region/WOSM, can propose resolution with other MOs, work on the triennium plan, and elect the committee members that will implement the triennium plan voted during the conference. IC is in charge of delegation preparation on the different aspects: intercultural dimension, decision preparation, intercultural evening, and safeguarding.



**The IC role during  
the Conference**



**Who should be part  
of a Delegation**

**+ TIPS**



**SOCIAL MEDIA**

**KEY RESPONSIBILITIES**





## Who should be part of a delegation

- The IC is the key person of each delegation as you are the key contact to WOSM.
- Also represented in the delegation should be the Chief Commissioner.
- It also makes pretty much sense to involve young member(s) of your NSO in the delegation who have the potential to become your successor.
- Many NSOs have young delegates as part of their delegation, even if this will no longer be an official role from the World Conference onwards. Still, it is a great opportunity to identify and promote young people and ensure that your delegation also involves the views and opinions of “normal” Scouts who haven’t been active nationally for many years.
- Other members of your delegation might be experts, e.g. from your national board, on certain topics that are of relevance for that specific conference or people to support a certain bid (e.g. to host a major event) or a candidate.



The IC is usually seen as the face of the MO. It's a privilege and a huge responsibility since you represent the values, principles, and opinions of all scouts in your organization. So, when it comes to representing your MO officially in conferences and other events, keep in mind that you are chosen to act and speak in the name of your MO. You need to honour and respect that and act accordingly.

### **Delegation preparation**

Usually, ICs don't attend conferences on their own but as part of a delegation. Depending on many factors, such as the size of your NSO or if your NSO is a federation, the size of a delegation can range from just a few people to more than ten people.

In order to work as a team, it demands preparation and training. In the delegation, there are different tasks to take on (debate about the triennium plan, interview the candidates...). Splitting the tasks allows each member to have a role and report to the other. It could also be an idea to pair people with young members and experienced

ones who have the same task, in order to ensure the passing of knowledge and a fresh point of view. This should also include an explanation of what a conference is: going through the WOSM constitution, programme and documents, Rules of Procedure (RoP) and timeline.

You should also set up roles in your delegation:

- Head of Delegation - one person who has the voting credentials
- Delegates - up to 5 people
- Observers - depending on the size of the delegation, can be included in the internal work

The delegates and HoD hold the voting rights that the delegation has during the elections and voting during the Conference, as well as the opportunity to make contributions and discuss during the plenary of the Conference. The roles are previously chosen while registering and can't be swapped. In most cases, each MO has six votes to cast, but these can differ on a case-by-case basis. The votes can be split during voting.



## Tips

For good preparation, an early start is key. Your best guideline is the timeline posted by WOSM well in advance of the conference. Here you find deadlines for nominating candidates, proposing resolutions etc. Be aware that these deadlines may be several weeks before the conference.

It might be wise to identify some topics that you and your NSO are particularly keen to influence before the conference. This can be done by consulting with your national board, for example.

It is also highly advisable to plan a preparation weekend with your delegation. During this weekend, you can go deeper in discussing the different candidates, draft resolutions, etc. and prepare the delegation members for the conference. Most of all, you can also grow as a team and discuss the different roles & responsibilities.



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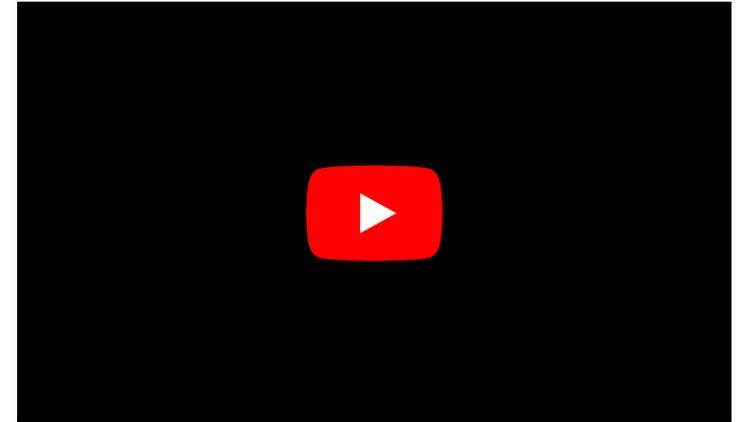
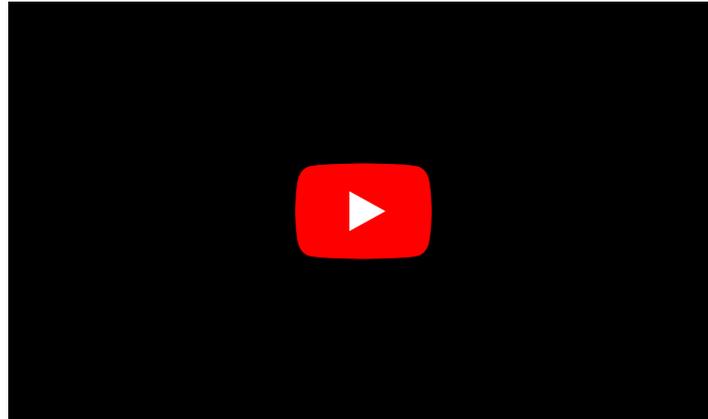
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PREPARATION OF A DELEGATION

KEY RESPONSIBILITIES





# Key Responsibilities

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**Resolutions voting preparation**



**Election voting preparation**



**Safeguarding and Wellbeing**



**International Evening**



**Reporting about the Conference**



PREPARATION OF DELEGATION

CONTINGENT PREPARATION





## International Evening

Most of the time, an international evening is planned in the programme. This night shows cultural aspects, such as Scout programmes, publications, materials, food, and drinks.

- It is interesting to discover different cultures and have fun during such events.
- Bringing a flag is always a good asset.
- When preparing for the international evening, remember the specifics of the hosting country, as well as customs and rules, and respect them.
- It is this evening that it is easier to welcome your country ambassador or other guest you want to invite; consider this opportunity to contact relevant stakeholders.



## Safeguarding and Wellbeing

Each MO has its safeguarding regulations. WOSM adopted a policy (put the link into it) and a code of conduct (put the link into it), and each person had to pass the e-learning for each conference.

In preparation, you must remember the atmosphere at these highly stressful events and share some examples from previous conferences. \*

In the preparation, it can be the moment to speak about examples of what happened in former conferences. One example might be a workshop on intercultural dimensions, differences between hosting countries, different ways of speaking and reacting and introducing Safe from Harm and a code of conduct. MOs are diverse in structure (federations, NSAs, etc.) and culture. It is important to talk about intercultural differences and be open-minded because speaking in stressful and tiring situations could be misunderstood by others. For most people, the language used during the conference is not their mother tongue, so patience and understanding are necessary. It is an effort for most of the people.

As the Conference is intensive, it is important to consider the well-being of your delegation, talk with them regularly, take precautions, and take action in case you find something is not right.



## Who should be part of a delegation

There are usually voting about the members of the European Scout Committee and different events (such as ESC and Roverway). It is useful to talk to different candidates and discuss their perspectives.



## Reporting about the Conference

It is a good idea to report back to your MO both during and after the conference to increase the visibility of WOSM and the decisions taken. It might be just as easy as sharing a couple of pictures during the event and providing a detailed report of the decisions (perhaps with a translation) after the event to increase interest in the decisions and show the unity of the movement.



# Resolutions voting preparation

There are alone standing resolutions as well as constitutional changes and triennial plan. It is important to discuss these from the perspective of your MO and also think about the perspective of other MOs and WOSM. It might be useful to reach out to other experts in your MO about this and ask for their opinions. It is important to make clear rules about who makes the voting decision in the end.

You might also want to consider bringing your own resolution or amending some other resolution. When doing so, always obey the Rules of Procedure and think about the impact on other MOs and WOSM.



# Contingent Preparation

*In this section, we will discuss the contingent preparation. You should note that these are the general ideas. However, the processes and material content of these steps vary from MO to MO, and you should consult with your Board/Chief Commissioner.*

A contingent is an organised group of participants in a world (i.e. World Scout Jamobree, World Scout Moot) or a regional event (i.e. Roverway) from the MO. The support structure consists of HoC and a contingent management team. Due to the international dimension of the task, the contingent often falls under the accountability of the IC; however, due to the sheer scope of the task, it is wise to delegate responsibilities to separate teams of people.



**Head of Contingent**



KEY RESPONSIBILITIES



**Contingent Management Team**



HOW DO WE RECRUIT HOC/CMT MEMBERS?



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# Head of Contingent

The Head of Contingent (HoC) represents the MO with the organisers of the event. Is directly responsible for the delivery of the whole project, reporting and passing on the information during the preparation and delivery phases to relevant MO stakeholders

Competencies:

1. An experience in scouting on national level with some international experience already
2. High-level leadership, teamwork and communication skills
3. High experience in project management



# Contingent Management Team

The Contingent Management Team (CMT) is a group of people that supports the HoC in contingent preparation and management during the events. The organisers can define the number of people included in the CMT, which should be adjusted according to the size of the contingent.

## Competencies

1. An expert in the role to be filled in the contingent management team i.e. financial expert
2. Strong team player



# How do we recruit HOC/CMT Members?

MOs have different ways of recruiting a HoC and CMT. Often, an open call or a headhunting is used. It is vital to have a good process that defines how your MO recruits and appoints the HoC and/or CMT and to whom they are accountable.

Suggestion on the HoC/CMT Task:

## **Organisational**

- Recruit members and register them
- Help/organise the logistics of people and material
- Organise contingent meetings before the event and on it (if this is expected in your MO)
- Risk management

## **Communication**

- Promote the event within the MO
- Communicate regularly with the host and be responsive
- Report regularly to IC/MO

## **Financial**

- Propose a budget and abide by it
- Ensure transfers of money

## **Representational**

- Ensure proper representation of your MO (incl. merch, international day, expo tent)

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For some events, an open call will go out to let interested MOs bring a bid to be the host. The open call will appear in a circular and include the guidelines and other requirements of bidding for it. If your MO is interested in hosting an event, look at the event calendar for the Triennium and find out which events don't have a location yet. You can reach out to your Committee Contact to find out more. It is wise to be proactive and reach out before the official open call is published. That way, you may have a bit more time to prepare a bid. After the open call is published, the deadline is usually only a few months away.



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International Commissioners are important in supporting the fundraising of the MOs efforts by:

- Following the partnership invitations and call for project partners
- Networking in the development of proposals
- Advocating for projects in your MO to international funding communities

The European Scout Region has created a comprehensive page that brings together different funding opportunities available for European organisations including who can apply, amount of the activity, deadlines,...

[+ READ MORE](#)

Fundraising guidelines are designed as a practical tool to develop the capacity of National Scout Organisations to fundraise effectively for Scouting activities in their countries.

[+ RESOURCE](#)



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# Fundraising

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Furthermore, the ICs are the key to disseminating the opportunities for the local groups in cooperation with your national communication responsibilities. One of the platforms where local groups can fundraise for their local actions is the Scout Donation Platform. These projects need to be validated and approved by the IC in order to be set on the platform, enabling validation and control of the MO.

In some countries, opportunities from national funding can be used for international activities. The IC is important to support the scoping and ensure partnership and cooperation.

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# Succession Planning

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Succession Planning is integral to the health of the Adult Life Cycle. To maintain the operational continuity of our roles and responsibilities, the MO and every individual in it should have a clear view of succession, even when it is a few years down the road.

The International Commission should operate succession planning, a process whereby someone is identified early in the development process so they can replace another adult in the IC position when the time, circumstances, and situation are right. More than one successor can be identified, coached or mentored. The earlier this begins, the more possibilities there are for a smooth succession.

As a new or outgoing IC, take the time to plan your succession by identifying employees/volunteers with the skills and potential and creating and implementing development plans for them.

+ TIPS



FUNDRAISING





# Tips

- Some people take time to mentally remove themselves from a role or the IC. This is a common reaction and should be considered part of the planning process and the support role.
- Planning is essential. Many MOs plan to shadow the ongoing IC as part of the succession and have the transition plan for a few years.
- The most critical for the MOs is that the new IC can continue his work, ensuring.
- That the connections and partnerships are maintained.
- That knowledge is kept and properly transferred.