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ANNEX 3

Call for Bids to Host The Academy 2025

Dear Friends in Scouting and Guiding in Europe,

The European Regions of the **World Association of Girl Guides and Girl Scouts (WAGGGS)** and the **World Organization of the Scout Movement (WOSM)** are pleased to launch this **Call for Bids to Host The Academy 2025**, which is scheduled to take place in autumn 2025.

We launch this call early enough to enable long-term planning and funding management.

What is the Academy, and why host it?

The Academy is a unique Scout and Guide event designed to provide participants with high-quality training and networking opportunities around the core priorities of the European Regions of WAGGGS and WOSM.

By hosting such an event, your members can be involved in different areas (communications, registrations, social activities planning, fundraising, etc.), broadening their potential and skills internationally.

Furthermore, having the event in your country can ease the participation of more of your members as no or less travel will be involved.

Your Association can increase its visibility in your local/national context by hosting an international event for 200 people from around Europe.

Bidding Process

Interested Member Organisations in the European Regions of WAGGGS and WOSM are requested to indicate their interest by **submitting a short paper** addressing the points below. It is anticipated that the candidatures will be contained in a short document of about three to four A4 pages.

The bid proposals will be assessed by the Offices and submitted to the Joint Committee of the European Regions of WOSM and WAGGGS in February '24 for decision. This will enable an effective application for funding to be presented to the Erasmus+ Programme and other funding sources by the respective deadlines.

The **deadline for submission of declarations of interest applications is Friday, 5 February 2024 by noon, 12h00 CEST**. The bidding document should be submitted to both europe@scout.org and europe@waggs.org.

Role of the Host Association in the Academy

1. Suggest a possible location for the event. Give precise location details.

The venue should be easily accessible through a major international airport and train station (if possible) with suitable connections to transport infrastructure. If transfers are to be arranged by the host, their costs need to be included in the bid price. Otherwise, indicative costs and the time required for transfers by public transport should be provided.

2. Give information on what prices for the facilities have been negotiated – approximate costs.

Negotiations will be completed and taken over by the European Scout Region and the Europe Region WAGGGS, with the support of the host so that the two Regions can meet financial commitments.

3. Please indicate how the proposed venue meets these requirements:

- § Accommodation for about 200 participants, plus 25-30 who will manage and run the event. Ideally, all should be accommodated at the event venue; however, accommodation may be at a separate location (see below).
- § There should be a range of accommodation options – single, twin, and multiple beds.
- § Breakfast must be included.
- § Meeting facilities should provide the possibility of 8-10 sessions happening simultaneously, with a capacity of 20 to 25 people participating in each.
- § For the duration, there should be one facilitators' room with a capacity for 18-20 people to work and one support team room with 6 – 8 people to work. A room big enough for both facilitators and the support team could also work.
- § It is preferable that all facilities are located at the same venue.



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4. Please note that the additional expectations the European Scout Region and the Europe Region WAGGGS have of the hosts include:

- § Set up a Host Team to support the preparation and delivery of the event (1-2 coordinators as a contact point between the host organisation and the Planning Team), and around 10 people to support the delivery of the event itself.
- § Logistical support.
- § Location information and advice.
- § The strong possibility to submit an Erasmus+ grant application or any other similar possibility in the name of the host association.
- § Working with regional fundraising staff to prepare and submit the funding application(s).
- § Advice on travel options.
- § Negotiation of special travel or tourism options for offering to participants.
- § A possible meet-and-greet facility.
- § A social programme – sports, culture, relaxing activities – may include options for which participants will pay for the service provided separately from the basic participation fee.
- § A help desk is available on-site.
- § Liaison with the people responsible for communications in the Regions and sharing tasks in publicising the event.
- § A small, agreed budget will be provided.

5. Sustainability Commitment.

Please include in your bid all the measures you will take to ensure eco-friendliness. We would greatly appreciate a sustainability impact assessment.

Some aspects are not included in the host's responsibilities:

- § Invoicing of participation fees.
- § Completion of the contract for accommodation and meeting room services.
- § All services for the event which require reimbursement must be agreed upon in advance.
- § The Regions will appoint event coordinators who will be responsible for all aspects of the Academy.
- § The coordinators are responsible for presenting a budget for the event to the WOSM European Regional Director, working in conjunction with the relevant WAGGGS Europe Region staff member, and controlling that budget.
- § The coordinators will appoint a small support team to ensure that:
 - The objectives agreed by the European Scout Committee and the Europe Committee WAGGGS are fulfilled.
 - The educational value of the inputs is maintained.
 - A communication plan is in place with the support and host teams knowing their responsibilities.
 - All pre-event information is prepared and distributed in good time.
 - The event is evaluated and reported.

The European Regions of WOSM and WAGGGS look forward to receiving your bid to host The Academy 2025. Raül Molina (raulm@scout.org) and Eirini Kappou (eirini.kappou@waggs.org) are available for further information.

Yours in Scouting and Guiding,

The European Regions of WOSM and WAGGGS
07 September 2023

