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Guidelines for the Organisation of the International Commissioners' Forum 2024

Preliminary Observations

These guidelines are for hosting the International Commissioners' (IC) Forum. The IC Forum usually takes place before the Regional Conferences of WAGGGS and WOSM, every three years.

Applications to host should ideally be made jointly by the Member Organisation (MO - a member of WAGGGS) and the National Scout Organization (NSO - a member of WOSM) of the country. In the case of several associations, the federation(s) must submit the application. The Forum can be hosted by a country without member organisations in both WAGGGS and WOSM.

The country making the application must be accessible to everyone, without distinction of nationality, and guarantees should be given to facilitate the issue of visas to citizens of all countries of the European Regions of WOSM and WAGGGS, without exception.

The European Committees of WAGGGS and WOSM will review the applications and select the host country during a Joint Committee Meeting.

Dates

The event will take place from 5 - 8 December 2024.

- Arrivals: 5 December 2024.
- The programme starts on 6 December 2024 (there might be an Opening Ceremony on 5 December).
- The programme ends on 8 December 2024 at noon.
- Departures: 8 December 2024 in the afternoon.

Additional meetings might occur before or after the IC Forum for the Regions or delegations. A separate agreement will need to be made if such a need exists.

Programme

The Forum programme will be provided by WAGGGS and WOSM through the Planning Team of the event. The host country is expected to organise (in agreement with the Planning Team) the Opening and Closing Ceremony and social activities (i.e. international night, host night, etc.)

Venue needs

The event is traditionally attended by most International Commissioners, attracting between 120 and 150 participants in past editions.

The venue should be within easy reach of a major airport - 30 minutes to 1 hour- to allow maximum time at the event and not spent travelling.

Venue needs:

- Plenary for 150 participants
- 5 - 7 breakout rooms
- WiFi strong enough for 150 participants
- Projector and sound system in the plenary room

- Space for displays and informal meetings
- Space for meals in the same venue

*Desirable but not essential: Interpretation facilities/booths at the plenary.

Accessibility of the venue

Careful consideration must be given to the full accessibility of the venue and accommodation to ensure that everybody can fully participate.

For safety reasons, it is recommended that no other events are happening at the same time in the same venue.

Accommodation

Accommodation for approximately 150 participants (including single and twin rooms) should be available in the Forum venue or within short walking distance.

Reasonable and healthy meals should be available, as per the conference programme, considering the dietary requirements of the delegates.

Preparatory meetings

A planning team for the event will be appointed, consisting of staff and volunteers from WAGGGS and WOSM. One liaison member of the host team shall be included in the Planning Team.

The Planning Team will regularly have virtual meetings, with the expectation of holding one in-person meeting at the venue before the event.

The cost of the in-person Planning Team meeting shall be included in the event's overall budget.

Finances

The Host Team is responsible for the finances of the IC Forum. It establishes its budget and proposes participation fees, which WAGGGS and WOSM should approve.

The Host Team is also expected to explore the availability of local financial resources (grants, sponsors, gifts, loans of equipment, participation fees, etc.).

If sponsorship is sought, then this should consider the guidelines/policies on sponsorship in both WAGGGS and WOSM.

Participation fee

The participation fee for the IC Forum should include accommodation, meals, a social programme, and all costs needed for running the programme.

WAGGGS and WOSM must approve the participation fee.

The final financial result, surplus or deficit, is the responsibility of the host organisation(s). A financial report and an evaluation report should be produced within six months of the end of the Forum. These should be shared in-depth with the hosts of the next Forum.

General Compliance

To capture all aspects of the agreement between the two Regions and the host organisation(s), a Memorandum of Understanding will be signed before of any major decisions relating to the IC Forum.

Risk management

A full risk management document must be prepared and made available to the two regions upon request. This should identify the major risks and how these are proposed to be managed.

Diversity perspective

All work in the preparation and execution of the IC Forum should be adequately recorded so that the learning concerning all aspects of diversity can be shared and mainstreamed in the work of the two Regions and their member organisations.



GDPR Compliance

All parties to the MoU will jointly prepare and sign a declaration relating to the confidential data collection, treatment and disposal.

Environmental Sustainability of the Conferences

The Conferences should be organised in compliance with the Sustainable Events requirements developed by the European Region of WOSM and WAGGGS.

