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World Scout
Youth Forum

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Forum des Jeunes
du Scoutisme
Mondial

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**World Scout Youth
Forum Guidelines and
Rules of Procedure**



WORLD SCOUT YOUTH FORUM GUIDELINES AND RULES OF PROCEDURE

The following guidelines for the organisation of World Scout Youth Forums have been developed by the World Scout Committee in accordance with World Scout Conference Resolutions 10/93 and 6/02 and based upon the experience of previous World and Regional Scout Youth Forums.

These Guidelines have been approved by the World Scout Committee in April 2005.

1. NATURE AND PURPOSE

a. Policy on Youth Involvement

The 33rd World Scout Conference in 1993 adopted a Policy on Involvement of young members In Decision-Making. This policy states, as a basic principle, that "Scouting is a Movement of young people, supported by adults; it is not a Movement for young people managed by adults only. Thus, Scouting offers the potential for a learning community of young people and adults, working together in partnership of enthusiasm and experience."

b. Youth Forums

The policy makes it a responsibility – among others – of the World Organization of the Scout Movement to provide "opportunities for young adults to participate in decision-making processes and training to be effective in such decision-making" and to organise "Youth Forums for the expression of views and for the training of young members in appropriate skills".

The same Conference adopted Resolution 10/93 on Youth Forums, recognising that such meetings "constitute one useful method to complement genuine participation by young people in decision making at all levels".

The same resolution recommended that "Youth Forums be held in conjunction with all statutory meetings such as national general assemblies, regional and world conferences; that these Youth Forums make recommendations to and advise the statutory meetings and other decision-making bodies; and that Youth Forum delegates also participate in these statutory meetings as delegates or observers".

A World Scout Youth Forum, therefore, provides a dual opportunity for young members:

- to discuss and express their views on issues of interest to them, preparing inputs and making recommendations to the World Conference to which the Forum is linked, and to the World Scout Committee; and
- to develop the skills necessary to strengthen their capacity to take part in decision-making processes.

The 36th World Scout Conference in 2002 adopted a Policy Statement on Youth Involvement in Decision-Making.

The same Conference adopted Resolution 6/02 on Youth Involvement in Decision-Making, deciding that World Scout Youth Forums be considered as educational opportunities for young members in the oldest age sections.

The same resolution stated that the purpose of World Scout Youth Forums "shall be to enable young people to: share their ideas and experiences on current issues affecting young people in different parts of the world; suggest ways of strengthening national youth policies and training young people for world citizenship; and contribute new ideas to the Movement on how to enrich educational programmes for young people over 16".

The Conference further decided that World Scout Youth Forums should continue to be held immediately prior to World Scout Conferences, and as such they would allow more

young members to be better prepared for the World Scout Conferences. It was decided that World Scout Youth Forums shall be empowered to make such recommendations they feel appropriate to the World Scout Committee for that Committee's consideration.

Resolution 10/93 made the World Scout Committee "ultimately responsible for agenda and procedures of the World Scout Youth Forum" and a Host Committee "responsible for facilities and support services". The resolution encourages these committees "to delegate to young members the planning, organising and running of such events". The Conference directed "the World Committee to devote the necessary human, financial and material resources" to the Youth Forum.

c. Youth Advisers

The World Scout Youth Forum, at the end of its meeting, shall propose six Youth Advisers to the World Scout Committee.

Twelve Youth Advisers shall be appointed, as youth representatives available to be called upon by the World Scout Committee when required.

- Six Youth Advisers shall be elected at the end of the World Scout Youth Forum, for a term of 3 years. The outgoing Youth Advisers shall be responsible for the elections of the new Youth Advisers.
- The Chairman (or equivalent) of each Regional Scout Youth Forum (or equivalent) shall be considered a Youth Advisor for the three year term *following* the Youth Forum at which they were Chairman (or equivalent).

• Responsibilities of Youth Advisers to the World Scout Committee

Youth Advisers should be able to help the World Scout Committee whenever requested by the Committee.

Given the current working structure of the World Scout Committee, this may include attending meetings and undertaking tasks for the working groups.

Through the working groups, Youth Advisers should be able to bring to the reflection and debates of the World Scout Committee the genuine opinion, views and proposals of young members of WOSM.

When appropriate, Youth Advisers may be invited by the World Scout Committee to participate in some of its sessions.

Youth Advisers would be ideal volunteers to assist the World Scout Committee by joining any task forces and or commissions set up by the Committee for specific purposes.

• Responsibilities of Youth Advisers to other young members of WOSM

Youth Advisers shall report regularly to ScOutPost (see paragraph below), and in particular following their participation in any meetings of the World Scout Committee or World Scout Committee working committees.

Youth Advisers shall moderate ScOutPost discussions as appropriate to bring the opinions of ScOutPost members to the World Scout Committee.

All twelve Youth Advisers shall present a report of their activities over the past Triennium to each World Scout Youth Forum, and the Youth Advisers who hold their role through being Chairman (or equivalent) of a Regional Scout Youth Forum (or equivalent) shall report to that Regional Scout Youth Forum (or equivalent).

• Support and management

The Youth Advisers group shall be supported by a World Scout Bureau Employee. This employee is responsible for support, liaison and co-ordination of all matters pertaining to the Youth Advisers.

If necessary, the Youth Advisors may elect from among themselves a coordinator who will represent the group of Youth Advisors.

- *A permanent Internet discussion web-site*

In order to allow participants to the World Scout Youth Forum to stay in contact after the Forum, an internet discussions web-site shall be established, with the working name of *ScOutPost*.

Participation in *ScOutPost* shall be through registration. All participants in the World Scout Youth Forum and the Regional Scout Youth Forums (or equivalent) shall be invited to join as members. At each Youth Forum (World or Regional), past members of *ScOutPost* coming from that event shall be thanked for their contributions and their membership terminated. Participants at the current Youth Forum shall then be offered the opportunity to register.

2. PARTICIPANTS

a. Profile

World Scout Youth Forum participants should have:

- experience in decision making at the institutional level within their National Scout Association and/or at Regional level;
- knowledge of current issues under consideration at world level of the World Organization of the Scout Movement;
- some experience in, or knowledge of conference participation, techniques of recommendation development, and
- some experience in representation of young people.

World Scout Youth Forum participants must be between their 18th and 26th birthday in the year of the Forum.

b. Delegates and Observers

There are two kinds of participants in World Scout Youth Forums: delegates (participants with right to speak and to vote) and observers (participants with right to speak but not to vote).

At the time of registration each delegate and observer will be required to produce an official letter of appointment clearly indicating the function of either delegate or observer, signed by the President, International Commissioner or other responsible official of his or her National Scout Organization, unless his or her name is listed on the appointment of delegates form deposited with the World Scout Bureau in advance.

Each National Scout Organization is encouraged to send at least one delegate to a World Scout Youth Forum and may appoint two delegates and a maximum of three observers to the Forum.

Each delegation may cast two votes, irrespective of the number of delegates representing a National Scout Organization at the Forum.

(The Planning Committee may also invite visitors to attend some plenary sessions of the Forum. Visitors may be invited by the Youth Forum Committee to speak but they have no right to vote. The age limits mentioned above do not apply to visitors.)

c. Selection

National Scout Organizations are responsible for ensuring the selection of appropriate participants in World Scout Youth Forum, in accordance with the profile listed in 2.a above.

Participants must be selected in advance of the event. The selection process should take into consideration the participants' capacity to contribute to the Forum topics. They

should be selected in a democratic way, and the method of selection should involve young members. If possible, participants should be elected by their peers according to democratic principles, and they should represent other young people within their association.

d. Participation

As far as possible, National Scout Organizations should, in the selection of their participants, attempt to achieve an equitable representation of their membership (geographical, ethnic and social background, etc.). Specifically, where a National Scout Organization includes both male and female young members it is recommended that there be balanced participation of both.

e. Preparation

National Scout Organizations are responsible for providing support to Forum participants in their preparation for the event. Participants should be selected, or provided with training, in accordance with the criteria listed in 2.a above.

Adequate information about the topics to be discussed by a World Scout Youth Forum should be given to National Scout Organizations early enough to allow them to pass it on to their participants to prepare for the Forum.

f. After the Forum

As a means of encouraging greater participation in the official decision-making processes of the Movement by young adults – in particular those who have had the opportunity to develop their personal skills through taking part in a World Scout Youth Forum – it is recommended that Forum participants be included in their National Scout Organization's delegation to the World Scout Conference which immediately follows the Forum, or at least to include one participant under the age of 26 in their delegation.

Forum participants attending the Conference should be invited to brief the other members of the delegation on the results of the Forum. National Scout Organizations should ensure that, on their return home, Forum participants are enabled to share their experience within the organization and report on the Forum to responsible bodies.

Participants are encouraged to maintain informal contact with each other after the Forum, as well as with their respective Regional Youth Forum participants, to share their experience of the Forum.

3. RESPONSIBILITIES

a. World Scout Committee

The World Scout Committee is responsible for:

- approving the venue and other practical arrangements proposed by the Host National Scout Organization;
- approving the participant fee for the World Scout Youth Forum;
- informing the Planning Committee of any specific topics it would like the Forum to consider, in time for this to be taken into account by the Planning Committee in its work;
- approving the main content of the programme and agenda of the World Scout Youth Forum, as recommended by the Planning Committee;

b. World Scout Bureau

The World Scout Bureau must devote the necessary resources similar to those accorded to World Scout Conferences, to ensure the success of the World Scout Youth Forum. This includes:

- providing adequate information to National Scout Organizations about all aspects of the World Scout Youth Forum early enough to allow them to plan and prepare for their participation;
- providing executive support to the Planning Committee and the Youth Forum Committee;
- providing secretarial and translation support during the Forum and in the days immediately following the event, when the report to the World Scout Committee is being prepared;
- translation, layout and publication of the final report of the Forum prepared by the General Rapporteur;
- providing web development and ongoing support to the the on-line World Scout Internet Discussion, ScOutPost.

c. Host National Scout Organization

In principle, the National Scout Organization hosting a World Scout Youth Forum fulfils the same responsibilities for the Forum as for a World Scout Conference; since the two events are run in conjunction many common procedures may be combined. The responsibilities of the host National Scout Organization include, among other things:

- proposing to the World Scout Committee a suitable venue and practical arrangements for the event;
- the appointment of a Host Committee and provision of support to its operation;
- arranging for government support, including the assurance of entry for Forum participants from all member countries.

4. ORGANISATIONAL STRUCTURE

4.1 Planning Committee

a. Composition

The Planning Committee shall comprise:

- The six Youth Advisors elected by the delegates to the World Scout Youth Forum at the end of the previous event.
- One representative of the Host National Scout Organization.
- One member of the World Scout Committee.
- Executives from the World Scout Bureau giving specific support to the Forum.

The Planning Committee will consult, when appropriate, the six Youth Advisors.

b. Functions

The Planning Committee has the following functions:

- to identify topics of interest to young people which may be considered by the Forum;
- to take into account input from the World Scout Committee on any particular topics the Committee may wish the Forum to consider;
- to ensure, within the programme of the Forum, opportunities for the development of skills of participants in the processes of decision-making;
- to recommend to the World Scout Committee for approval, the main content of the programme and agenda of the World Scout Youth Forum;
- to prepare information for National Scout Organizations on the main topics to be discussed by the Forum in advance of the event;
- to develop the detailed programme and agenda of the Forum;
- to choose the working methods of the Forum, favouring skills development opportunities, discussions and group work by participants;
- to inform participants about their role both within the Forum itself and within their association following the Forum.

c. *Chairperson*

The six Youth Advisors elected at that Forum shall elect from among themselves the Chairman of the next World Scout Youth Forum.

4.2 Youth Forum Committee

a. *Composition*

The Youth Forum Committee shall comprise:

- the Planning Committee;
- the six Regional Youth Forum Chairmen or their equivalent;

b. *Functions*

The Youth Forum Committee has the following functions:

- to assist the Forum in achieving its objectives;
- to adapt the programme, agenda and working methods, if required, according to the needs of the Forum, without changing the main contents of the programme and agenda approved by the World Scout Committee;
- to appoint the members of the Recommendations Committee;
- to appoint two Forum participants to act as tellers during any voting sessions;
- to present a report and the recommendations adopted by the Forum to the World Scout Committee meeting which takes place immediately following the Forum.

c. *Chairperson*

The function of the Chairperson is:

- to chair the Forum, with the assistance of the members of the Youth Forum Committee;
- to present on behalf of the Forum the summary oral report to the World Scout Committee which immediately follows the Forum.

d. *Representative of the Host Committee*

The function of the representative of the Host National Scout Organization is to act as point of contact between the Youth Forum Committee and the Host Committee.

e. *Host Committee*

The Host Committee is appointed by the host National Scout Organization. The Host Committee is responsible, inter alia, for:

- managing the venue (meeting rooms, offices and equipment);
- arranging for participants' reception, transportation and accommodation;
- arranging for the opening and closing ceremonies and social programme;
- providing the necessary staff to support the Forum.

5. OFFICIAL LANGUAGES

The official languages of the World Scout Youth Forum are English and French.

6. RECOMMENDATIONS

a. *Nature of Recommendations*

Recommendations from the Forum are addressed to the World Scout Committee.

Recommendations should reflect the desire of the Youth Forum participants to communicate the conclusions of the discussions of the subjects on the agenda to the World Scout Committee, in a form of a request that action be taken upon them.

b. Recommendations Committee

Composition:

The Recommendations Committee comprises:

- three Forum delegates appointed by the Youth Forum Committee on the basis of their competence to carry out their function; among them, the members should be competent in both official languages of WOSM;
- one member of the Youth Forum Committee;
- one facilitator from the World Scout Bureau;

Functions:

The Recommendations Committee has the following tasks:

- to inform participants on the function and form of recommendations to be forwarded to the World Scout Committee;
- to receive draft recommendations from Forum delegates; draft recommendations must be proposed by one delegate and seconded by another delegate from a different National Scout Organization;
- to arrange for redrafting, when necessary, and translation;
- to distribute copies of the proposed recommendations, in writing and in both official languages of WOSM, to Forum participants sufficiently in advance of the final session of the Forum to permit participants to study them;
- to present the proposed recommendations in writing in both official languages to the final session of the Forum for consideration and voting.

7. FINANCIAL MATTERS

In principle, the same policies and procedures concerning financial matters that apply to World Scout Conferences apply to World Scout Youth Forums; this includes the self-financing nature of all World Events and the responsibility of the host National Scout Organization to cover any eventual financial deficit.

Since World Scout Youth Forums are run in conjunction with World Scout Conferences, budget and financial control for the two event, may be combined, provided that separate financial statements for each event can be produced at the end.

The host National Scout Organization must establish, jointly with the World Scout Bureau, the global World Scout Youth Forum budget reflecting all income and expenditures associated with the event; in this regard, budgeted expenditure must include costs to be incurred by the Host Committee, the Planning Committee and the World Bureau in all phases of planning and conducting the Forum.

The host National Scout Organization must propose to the World Scout Committee, for its approval, the fee for the World Scout Youth Forum on the basis of the provisional global budget; moreover, the host National Scout Organization, which assumes the final financial result at the closing of the accounts for the event, must raise the necessary funds to provide that part of the budgeted income which is not covered by the participants' fees. The World Scout Bureau will offer whatever assistance it can in identifying sources of funding, including special projects.

Notwithstanding the foregoing, the fee for the World Scout Youth Forum should be kept as low as possible to encourage participation by young people from as many countries as possible. In addition, the host National Scout Organization is encouraged to consider what possibilities may exist, through the fee structure or other means of demonstrating solidarity, to facilitate the participation of young people from less wealthy countries.

RULES OF PROCEDURE

1. APPROVAL BY EACH WORLD SCOUT YOUTH FORUM

- i. These draft Rules of Procedure must be submitted for approval by delegates to each World Scout Youth Forum at its opening session.
- ii. Amendments to the Rules of Procedure may be proposed and adopted, provided that they do not contradict the text of the Guidelines for World Scout Youth Forums approved by the World Scout Committee.
- iii. Proposed amendments to the Rules of Procedure must be forwarded in writing to the Planning Committee in advance of the session at which they will be submitted for approval. The Planning Committee may establish a deadline for the receipt of proposed amendments.

2. CHAIRPERSON

- i. The Chairperson of the World Scout Youth Forum is elected from and by the six Youth Advisors who were elected by the participants at the previous World Scout Youth Forum.
- ii. The Chairperson's ruling is final.

3. YOUTH FORUM COMMITTEE

- i. As specified in the Guidelines, the World Scout Youth Forum Committee will be composed by the members of the Planning Committee and the six Regional Youth Forum Chairmen.
- ii. The members of the WSYF Committee will assist the Chairperson of the Forum in running the sessions, if needed.

4. VOTING

- i. As specified in the Guidelines, each delegation may cast two votes irrespective of the number of delegates representing a National Scout Organization at the Forum.
- ii. Decisions made by vote must be approved by a majority of votes cast; abstentions are not considered.
- iii. Voting may be by voting cards if there is no visibly clear majority. The Chairperson may call for a vote by roll-call of delegations or by secret ballot.

5. ELECTIONS

- i. Election of the six Youth Advisors, who will form the WSYF Planning Committee for the period of three years up to next World Scout Youth Forum, will be by secret ballot. The six Youth Advisors will be elected by simple majority of votes cast.
- ii. Only delegates to the Forum have the right to vote.
- iii. Only delegates to the Forum can be elected as members of the Planning Committee.
- iv. Delegates who wish to be a candidate will fill the corresponding application form and deposit it at the secretariat of the Forum by Wednesday at 18h00. The vote will be taken on Thursday afternoon.
- v. The two delegates of an NSO can be candidates, but only the one with more votes cast will be elected (if they both obtain the majority). In this case, the candidate from another NSO who will come next after the majority for election will be elected. If both candidates from the same NSO obtain the same number of votes, a second vote will take place among the two, and the one obtaining more votes will be elected.
- vi. In case the election of the chairperson-designate takes place at the Forum itself, the six elected Youth Advisors will vote by secret ballot for one among those who will declare at the election meeting that they are candidates to the position concerned. The election will be by simple majority of votes cast.

6. RECOMMENDATIONS COMMITTEE

- i. The composition and function of the Recommendations Committee are specified in the World Scout Youth Forum Guidelines.
- ii. Draft recommendations must be proposed by one delegate and seconded by another delegate from a different National Scout Organization.
- iii. The Recommendations Committee may fix a closing time for receipt of such draft recommendations.
- iv. Proposed recommendations must be available in writing, in the official languages of the Forum, sufficiently in advance of the final session of the Forum to permit participants to study them.
- v. The Recommendations Committee shall present the proposed recommendations to the final session of the Forum for approval. The Chairperson or a member of the Youth Forum Committee shall read each recommendation in turn, invite discussion and put any proposed amendments and the final recommendation to a vote.
- vi. Delegates may propose amendments to a recommendation. If these are submitted in advance, they should be handed in writing to the Youth Forum Recommendations Committee. If they are presented during the voting session, they should be handed in writing to the Chairperson.
- vii. When an amendment to a recommendation is proposed by a delegate and duly seconded, the amendment is first put to the Forum for a vote before the original recommendation. If the amendment is lost, the recommendation is then put for a vote. If the amendment is carried, then the recommendation is amended accordingly before it is put to the Forum.
- viii. The Chairperson may limit the number of times and length of time delegates or observers may take the floor.

7. OFFICIAL LANGUAGES

- i. As specified in the Guidelines, the official languages of the World Scout Youth Forum are English and French.
- ii. Other languages may be used to address the Forum provided a competent interpretation into English or French is possible from within the resources of the Forum.

One World One Promise

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Un Monde Une Promesse

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