



## International Team Task – Guidelines

This document is intended to offer help and advice about the International Team Tasks (ITTs). However if you have any questions or concerns that are not covered please consult the Advisor (Planning Team Member) responsible for your ITT.

The following notes are basic ground rules to ensure that we achieve something tangible by the Friday deadline. The notes are meant to help and assist your work and remember to check with us if we can be of further assistance.

Each ITT has some specific outline guidelines to help focus minds and get you started on this important task.

### 1 Team Membership

Each ITT will consist of people from different countries/associations and every effort to get to know each other should be made as quickly as possible. You should ensure that your team make the best use of this time for agreeing your task plan and methods of working.

### 2 Time schedule

Time has been allocated in the programme to allow you to make the best possible progress and you are strongly encouraged to use these periods to work.

Day	Approx. times	Duration	ITT Activity
Thursday	12:30 – 13:00	0.5 hrs	ITT topic presentation
	16:30 – 17:00	0.5 hrs	Selection of an ITT topic
	17:00 – 17:30	0.5 hrs	ITT forming
	17:30 – 18:30	1.0 hrs	ITT planning
Friday	14:30 – 16:00	1.5 hrs	ITT work
	16:30 – 18:30	2.0 hrs	
Saturday	11:00 – 13:00	2.0 hrs	
	14:30 – 16:00	1.5 hrs	
	16:30 – 18:30	0.5 hrs	Presentations
Sunday	11:00 – 13:00	0.5 hrs	ITT Evaluation

### 3 Activities

#### ITT topic presentation

- Planning team presented some proposals for ITT topics, and sent them to you in before the Forum. We expect you to propose possible other topics which may be of interest for you and your association. The Team will present all the topics on Thursday just before lunch so you may make your final decision.

#### Selection of an ITT topic

- Any participant even here may propose more ITT topics!
- All ITT topics are posted on the wall in the plenary hall
- Each participant signs to an ITT group.
- If there are topics with less than 4 names, those may be combined, or new groups are established with a broader topic. Also, if there is an ITT topic with more than 8 names, it will be split to two groups.

#### ITT forming

After the participants are signed to an ITT group, you should take some time to get to know each other and express your interest in the topic. The groups are then asked to answer following questions to gain common understanding about the ITT topic:

- Why the topic of the ITT is important now?
- What are the biggest challenges in the ITT topic?

- What the ITT could solve or improve? Who benefits and how?
- What is the desired outcome of your ITT (e.g. training session outline, guidelines or article in a publication) and who will use it in the real life?

After max 30 min discussion, present your main findings to your advisor.

### ITT planning

Each ITT group will make a plan what to do to achieve the desired outcome, and then discuss the plan with the advisor. The planning phase could include these steps:

- List issues you will do during your ITT work: you may use e.g. brainstorming method.
- Think how much time is needed for each of those.
- If the consolidated time exceeds 7 hours, you need to prioritise all issues and skip some of the low priority issues
- Decide what will be a good order to do the issues
- Allocate the issues to the schedule
- Decide when you need to discuss with your advisor: what are the key issues and when are those done.

### ITT work

- Groups do ITT based on the plan. The advisor will consult ITT groups as defined in the plan
- We strongly advise you to concentrate on the topic and your work related to it, not the presentation. Presentation is only needed to inform the others about your work and get an instant feedback.

### ITT presentation

- There will be 3 rounds of presentations. ITT groups will make a short presentation of their work, not lasting more than 25 minutes, including time for questions and answers.
- The presentation should cover the results of your work and outline any further plans or ideas on the subject.
- The audience will be made up of interested participants in the topic and some planning team members. We will endeavour to make available any equipment you may require and your advisor will confirm availability.
- The programme for the presentations will be agreed and advised as soon as possible.

### ITT evaluation

- The advisor will give you some questions that can help you to evaluate your ITT work.

## **4 Planning Team - Advisor**

Advisors will advise you about the process. Also, they will help you to start the thinking process facilitating first part of your work. They will hand out some templates to you to make your ITT forming, planning and evaluation easier. They will also discuss with you about these topics after you have filled the templates. During ITT work you will discuss with your advisor as planned in the planning phase, but you may ask their help at any time (as long as they are not running a workshop etc.) – so please make the most of this resource. Advisors will also interact with other planning team members and seek to keep you informed of any changes to programme and such like.

## **5 Team Manager Role**

It is suggested that each team select a team manager. The team manager will be expected to ensure the team are on time with their work and ensure good progress is made. The team leader may also be called upon to meet with the planning team, if required. You may if you wish rotate or share the role.

## **6 Resources i.e. computers**

It is expected that there will be sufficient computers for each ITT team. It is expected that the work of the team will be documented in MSWord so that we can make it available on the internet after the event.

A meeting place will be assigned to your team and you should use this as your base. If you require any stationery or other items please ask us.

## **7 Language**

It is expected that the working language will be English or French but feel free to work in whatever common language you like. However your reports, documentation and presentation should be in English or French.

## **8 Spare Time - working**

People are welcome to use any spare time to continue to work on the ITT. We are however aware that people need time to relax and reflect so additional working must be voluntary and members should not be 'pressurised' into working. It's important to have a good time – all work and no play makes you boring!

## **9 Results Of Your Work**

As already stated the results of your work will be made available on the European Scout Region's web site at [www.scout.org/europe](http://www.scout.org/europe). It is also possible that if your task is of strategic interest or has a practicable application to either the Adult Resource and/or Youth Programme working groups that it may be possible for some future work to take place. Either way the results of the work will be available to you for use in your own association.

## **ITT evaluation on Sunday at 11:00 – 13:00**

Please use 30 minutes to discuss these questions in your ITT group.

- Can the ITT solve the problem or produce the improvement that you outlined in ITT Forming template? If not, why?
- Is the outcome of your ITT what you outlined in ITT Forming template? If not, why?
- Did you perform your ITT work as you planned? What were the biggest changes to the plan? Why?
- How can you ensure that your ITT reaches the needed target group, in real life?
- Are you satisfied with the dynamics of your work and your personal involvement?

## **List of possible ITTs (as proposed by the Planning Team)**

- How to ensure the Adults in Scouting model is implemented effectively at local level?
- How to establish a new Scout Group?
- How to tackle young people on waiting lists?
- How to manage adults from a local perspective?
- How to agree on personal training and development plans for individuals at local level?
- How to produce educational tools for the local level?
- How to maximise the impact of national and international initiatives on the local level?
- How to listen to, understand and respond to local issues?
- How to Scouting's identity and traditions?
- How to assess and enhance the use of the Scout Method in Units?
- How to implement a new programme widely and effectively?
- How to implement a new training scheme effectively?
- How to attract leaders to training?
- How to enhance the co-operation between Adult Resources and Youth Programme at national level?
- How to ensure that our programme is relevant for young people?
- How to ensure quality in local groups?

## **List of possible ITTs (proposed by the Czech delegation)**

- How to involve, lead and award people to work on national level?
- How to recognize quality on local level?
- How to build and work with "net" of key partners involved in new program on district level to implement and keep new programme?
- How to help to weak units to improve their quality from national level?
- How to help on solving of "personalistic" local level problems from national level?