



EUROPE

Overview of

# Seminars & Events

January to December 2008

WORLD ASSOCIATION OF GIRL GUIDES AND GIRL SCOUTS  
ASSOCIATION MONDIALE DES GUIDES ET ECLAIREUSES

WORLD ORGANIZATION OF THE SCOUT MOVEMENT  
ORGANISATION MONDIALE DU MOUVEMENT SCOUT

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# Introduction

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## Priorities

This is the programme of regional seminars and events planned for 2008. It is based on the work plans adopted by the European Conference WAGGGS and the European Scout Conference and the European Guide and Scout Conference held in Slovenia in May 2007, and on the Priorities defined in the joint Work Plan adopted by the Europe Committee WAGGGS and the European Scout Committee.

## Different types

There are several types of seminars or events, referenced accordingly in the description given on the following pages. The type refers to the way an event is organised, as well as to how the costs of preparing it, running it and implementing follow-up are covered. The types are:

- Supported by the EYF -events which are expected to be supported by the European Youth Foundation of the Council of Europe. In such cases, the EYF provides financial support which covers part of the costs of the event. The remaining costs are covered by participation fees, depending on the budget of the event. The participants pay their own travel expenses, but any funds remaining after the running costs of the event have been paid are used to reimburse part of the travel expenses.
- Supported by the EYC -events that are expected to be supported by the European Youth Centre of the Council of Europe. In these cases the Council of Europe grants the use of its centre in Strasbourg or Budapest to hold the event. The Council of Europe also provides accommodation, meals and programme facilities free of charge, and reimburses the travel expenditure of all participants less a small participation fee ranging between 40-50 Euros. Sometimes the organisation responsible for the event (WAGGGS or WOSM) has to allocate a small amount from its budget to cover preparatory expenditure.
- Participation fees and external funding- events that are fully financed by the participation fees. An attempt is made to lower the participation fees by finding external funding.
- Participation fees and European Region's budget (WAGGGS or WOSM) - these events are financed by the participation fees. In addition, the organisation running the event (WAGGGS or WOSM) allocates an amount from its budget to cover part of the costs.
- Self-financed. These events are fully financed by the participation fees.

## Administration

There are events administered separately by either WAGGGS or WOSM, as well as events administered jointly. All preparations for joint events involve representatives from both WAGGGS and WOSM and all events are open to members of both organisations.

## Registration

We hope that this information will help you to make plans and start identifying the best possible participants for each event. You will receive a detailed invitation closer to each event, but please do not wait until you receive that information before starting to select your candidates. Please note that your candidates remain candidates until they become confirmed participants, upon receipt of a letter, fax or e-mail from the Europe Office WAGGGS or the European Scout Office. Please do not purchase any tickets for travel before confirmation.

As there are a limited number of places for each event it is possible that not all candidates will be accepted, therefore, please respect the participants' profile closely. In the case of an accepted

candidate having to cancel his or her registration or not being able to attend the event, the European Scout Office or the Europe Office WAGGGS must be informed as soon as possible in order to avoid non-used places.

### Languages

Participants must be able to communicate adequately in English or French to be able to make the most of European seminars and events.

### Age

Due to strict funding constraints for seminars supported by the European Youth Foundation or the European Youth Centre, attendance is limited to leaders under 30 years of age. An age limit may also apply to events which receive funding from European Union programmes.

On some occasions, exceptions may be made, but they will be restricted to those leaders who can contribute or benefit exceptionally from the event, and who are close enough to the age limit.

### Travel expenses

When the seminar takes place at the European Youth Centre (Strasbourg or Budapest) reimbursement of travel expenses is made by bank transfer after the seminar, with a small participation fee deducted from the reimbursement.

When the seminar is supported by the European Youth Foundation, partial reimbursement of travel expenses is made when possible, usually some months after the event by means of bank transfers or cheques to the national association.

In other types of seminars the participants and/or their national association are expected to cover in full all travel expenditure, unless otherwise stated in the invitation to the event.

### Insurance

For all types of seminars and events participants are responsible for appropriate insurance coverage for the duration of the event including travel to and from home country to venue.

### Participation Fee

The participation fee is to be paid in advance (see details in separate invitations). In the case of an accepted candidate having to cancel his or her registration or not being able to attend the event, the European Scout Office / Europe Office WAGGGS must be informed as soon as possible in order to avoid non-used places. If the office is not notified of a cancellation, or if it is done too late to cancel accommodation arrangements, the national association may be requested to pay the participation fee for the non-attending participant.

Compensation for loss of earnings can be obtained under certain conditions for the events sponsored by the European Youth Foundation and the European Youth Centre. The appropriate documentation can be obtained by marking the corresponding question on the application form provided in the invitation.

### Financial Assistance

Financial assistance may be given to support participants from Associations facing a difficult economic situation. Please contact the European Scout Office or the Europe Office WAGGGS for decisions on a case by case basis.