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World Organization of the Scout Movement
Organisation Mondiale du Mouvement Scout
Всемирная Организация Скаутского Движения
Organización Mundial del Movimiento Scout
المنظمة العالمية للحركة الكشفية

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CIRCULAR N°11

To: Chairpersons, Executive Directors,
International Commissioners, National
Correspondents of the Institutional
Development Network, National Responsible of
Operations and Growth.

Panama City, Panama, 9 July 2010.

7th Meeting of the Institutional Development Network.

Dear friends,

As it was announced in circular 2 of the Interamerican Scout Conference, the 7th Meeting of the Institutional Development Network will be held in Panama City, Panama, **on 15 and 16 August 2010**, as the first part of the 24th Interamerican Scout Conference. The meeting will be serviced with simultaneous interpretation (English-Spanish).

The purpose of the meeting is:

- To introduce the regional Institutional Development policy to those who do not know it yet and to reaffirm its concepts for those who know it, in order to standardize the level of knowledge among the participants.
- To introduce the diagnosis and planning tool "Route to Excellence", as well as the results of the assessment made in the associations through this tool.
- To exchange experiences using the tool "Route to Excellence".
- To analyze objectively the performance of the Institutional Development Network during the last years, its achievements and errors.
- To establish policy and ways of work for the forthcoming period and distribute tasks among the members.
- To analyze the Objectives proposed for the regional plan 2011-2014.

Participants

The National Director or Commissioner of the Institutional Development area, Operations and/or Growth area and other collaborators in these areas as appointed by their associations should attend the meeting. For those associations, which form part of the Network and have not yet appointed a National Correspondent, it will be considered for this position the person who currently assumes the National Commissioner's functions for Institutional Development and/or Operations area. This person must be qualified and interested in the Network's areas of action, be able to meet commitments, take on new tasks and take decisions relative to his or her association's participation and the issues commended to the Network.

In this regard, if the National Correspondent is unable to attend, his or her replacement should be similarly empowered and duly accredited by the Association.

Agenda items

Broadly, the working agenda for the meeting will include the following:

- A common knowledge and comprehension of the regional Institutional Development policy and the presentation of national experiences in order to analyze the effects of an appropriate implementation of the policy.
- The analysis of the implementation of "Route to Excellence" tool at national level.
- The review of the Objectives proposed for the regional plan 2011-2014.
- The definition of new general criteria to guide the work of the Network during the triennium 2010-2013, considering the need of a more active participation of the national scout associations, working at distance and developing communication systems to facilitate the analysis of Human Resources contents, motivating the national correspondents to strength the networking.
- Conclusions and presentations.

Time and place of work

The 7th Meeting of the Institutional Development Network will be held in the Salón 302 of the Building 105 in City of Knowledge. Sessions will begin on 15 August at 09:00 and will conclude at 18:00, with a recess from 12:30 to 14:00 for lunch and rest, plus coffee-breaks at the morning and the afternoon. Sessions will continue on Monday 16 August from 09:00 to 12:30 when the meeting will finish.

Cost of participation in the meeting

The registration fee for the meeting is **US\$ 125,00** and includes transfer to and from the airport, three snacks, two buffet lunch, Spanish-English simultaneous interpreting, use of the room, materials and secretarial services.

Participants must cover the cost of their own accommodation. The Organizing Commission of the 24th Interamerican Scout Conference has obtained different options for hosting with several levels of rates. The necessary information in this regard is available in circular Nr 3 of the Conference, including the forms required to make room reservations.

All participants are responsible for their own dinner expenses and personal consumption, such as telephone or laundry services or transport within the city.

Deadline for registration

Participants should use the single registration form already sent together with circular Nr 2 to register for the event. Registration is considered to be formalized once the Organizing Commission receives the form and payment of the corresponding fee. As an additional support from Organizing Commission the deadline for registration has been extended until **25 July 2010** and the form must be sent to:

ASOCIACIÓN NACIONAL DE SCOUTS DE PANAMÁ
Teléfono / Fax: (+507) 261.40.36 - 261.40.37
Final Av. Baden-Powell, Betania, Ciudad de Panamá, Panamá.
Apartado 0818-00770 Panamá.
E-mail: conferencia@scoutspanama.org - direjecutivo@scoutspanama.org
www.conferenciascoutinteramericana.org / www.scoutspanama.org

Fees may be paid by **bank transfer or draft** to the following account:

In US Dollars:
Correspondent bank: J.P. Morgan Chase New York
ABA: 021000021
SWIFT: CHASUS33
Beneficiary bank: Banco Nacional de Panamá - Transistmica
Account Nr. 001-1-688611
SWIFT: NAPAPAPA
Final Account Nr. 02-01-1096-1
Owner: ASOCIACIÓN NACIONAL DE SCOUTS DE PANAMÁ

Requests for information

All requests for information prior to the 7th Meeting of the Institutional Development Network should be addressed to <rsanchez@scout.org>.

Circulars Nr 2 and 3, which contains general information about the 24th Interamerican Scout Conference, should be read together with this convocation. The set of circulars of the Conference is available at www.scout.org/en/around_the_world/region_interamericana. Any additional information in this respect may be requested from the Organizing Commission.

We insist on the importance of this meeting for the future of the Network in order to determine the actions to be undertaken after Panama. We appreciate all the efforts you make to be present and to participate in the Network's decision process.

We look forward to receiving your registrations.

With kind regards,



Raúl A. Sánchez Vaca
Regional Director, WSB-IAR