

PANAMERICAN SCOUT YOUTH EVENTS

Guidelines and Basic Requirements

for the organization of a Panamerican Scout Moot

I

GUIDELINES

1. DEFINITION

WHAT THE PANAMERICAN SCOUT MOOT IS:

The Panamerican Scout Moot is an official educational event of the Interamerican Scout Organization specially designed for young people from National Scout Organizations members of the Interamerican Scout Organization, organized by a National Scout Organization elected by the Interamerican Scout Conference.

The Panamerican Scout Moot is a Scout event in which the Scout Principles and adherence to the Scout Promise and Law are practised at the highest standard.

The Panamerican Scout Moot is an official international event of the Interamerican Scout Organization, and is ruled by the provisions of its Constitution and by the resolutions of the Interamerican Scout Committee.

The Panamerican Scout Moot is an educational event for youth, boys and girls, organized in keeping with the Regional Youth Programme Policy.

WHAT THE PANAMERICAN SCOUT MOOT IS NOT:

The Panamerican Scout Moot is not a youth festival or an amusement park.

The Panamerican Scout Moot is not an international prestige sports or competitive gathering.

The Panamerican Scout Moot is not a parade of national delegations or a youth happening.

The Panamerican Scout Moot is not a youth fair for the entertainment of adults.

2. PURPOSE

The Panamerican Scout Moot is a unique opportunity to promote quality Scouting, faithful to the definition, purpose, principles and method of Scouting and adapted to the needs and aspirations of young people in today's world.

The Panamerican Scout Moot is a unique opportunity to develop greater understanding, tolerance and cooperation, or, as Baden-Powell said, for Scouts to assume new responsibility for promoting peace and goodwill.

The Panamerican Scout Moot is a unique opportunity to celebrate the unity of the Scout Movement and to develop among Scouts the awareness of their belonging to a world family and organization, and to make friends with other Scouts.

The Panamerican Scout Moot is a unique opportunity to promote among the public in the Americas the image of a universal educational movement open to all young people, and contributing to the development of better citizens or their local, national and international communities.

3. BASIC PRINCIPLES

The organization of a Panamerican Scout Moot responds to historical and educational criteria that are specific to the Scout Movement and do not correspond to the usual characteristics of international youth or sports gatherings.

The Panamerican Scout Moot is conceived for the totality of the National Scout Organizations in the Interamerican Region. It is not a national event with international participation.

A Panamerican Scout Moot is set up by the Organizing Committee on the basis of technical and functional requirements established by the Interamerican Scout Organization in accordance with the Scout framework and the educational objectives of the event, and in coherence with the different policies adopted by the Interamerican Scout Conference on youth programme and human resources.

4. PROFILE

After having the first experience with a Panamerican Moot, it may be said that the profile of this event should respond to the following aspects:

- over 2,000 participants.
- attendance by at least one third of the countries of the Region.
- the strengthening of the regional and world Scout identification of the event.
- the clear definition of the educational objectives of the event.
- the introduction and high valorisation of new prominent activities, namely:
 - the community service.
 - the Global Development Village.
 - the project, as it is understood for the Senior Sections.
 - the trip (the learning about locations and people).
 - the life in nature.
 - fora and other opportunities to debate and to exchange opinions.
- the adjustment of the role and presence of adults to the educational objectives of the event and to Regional and World policies on human resources and youth participation.
- the structuring of the International Service Team (IST) as a key part of the human resources management of the event.
- the qualitative development of the site infrastructure.
- the quality of the services provided on site.
- the extensive use of electronic communication.

5. RESPONSIBILITIES

The Interamerican Scout Conference elects the National Scout Organization hosting the Panamerican Scout Moot. The Conference receives a report from the Host Organization at the session following the conduct of the event.

The Interamerican Scout Committee, as executive organ of the Regional Organization acting on behalf of the Interamerican Scout Conference between its sessions, has the constitutional responsibility (Article 23 g. & h.) to promote, support and supervise the Panamerican Scout Moot and therefore approves or confirms:

- the site of the event,
- the age range (15 to 20 years),
- the maximum expected number of participants,
- the different quotas of attendance,
- the logo,
- the theme and slogan,
- the registration fees levels and structure,
- the educational objectives and general concept of the programme in accordance with the Youth Programme Guidelines for the Panamerican Moot (see Annex).

The Interamerican Scout Committee receives at each ordinary meeting a report from the Executive Director of the event and, if appropriate, from other members of the Organizing Committee. It also receives a report from the Executive Secretary on the implementation of the supervision function of the World Scout Bureau – Interamerican Region.

The National Scout Organization entrusted by the Interamerican Scout Conference with the Panamerican Scout Moot organizes and runs, through an Organizing Committee, the event according to the present Guidelines and Basic Requirements. The National Scout Organization concerned is in

charge of the financing of the event. It is accountable to the Interamerican Scout Committee on behalf of the Interamerican Scout Conference, for the use made of the sums paid by WOSM members for the registration fees of their participants.

The World Scout Bureau – Interamerican Region has the constitutional function (Article 31, e.) to participate in the organization of the Panamerican Scout Moot. In doing so, the World Scout Bureau – Interamerican Region ensures that the Organizing Committee knows and applies the corresponding Guidelines and Basic Requirements approved by the Interamerican Scout Committee. It brings support and assistance to the Organizing Committee as well as to WOSM members and non-Scout partners involved. The World Scout Bureau – Interamerican Region works according to a plan of supervision and support agreed upon with the Organizing Committee, including at least three preliminary visits to the organizing country. The budget for this is covered by funds coming from the registration fees paid by WOSM members and must be transferred directly by the Organizing Committee to the World Scout Bureau – Interamerican Region.

In compliance with a resolution adopted by the ISC in 1989, the Organizing Committee shall contribute to the Interamerican Scout Committee an amount equivalent to 7.5% of all sums received as registration fees from all participants, leaders and members of the service team. These funds are to be destined in part to the corpus of the Interamerican Scout Foundation and in part to the operations of the World Scout Bureau – Interamerican Region.

II

BASIC REQUIREMENTS

1. PRIOR INFORMATION

Official information bulletins are produced, in English and in Spanish, during the two-year period preceding the event. Their content is established in agreement with the World Scout Bureau – Interamerican Region. The bulletins are sent to all National Scout Organizations directly by the Organizing Committee.

The Organizing Committee offers to all members of the Regional Organization the possibility to visit the site within the two years preceding the event. This visit aims at giving to national delegations a better preparation based on the specific conditions of the event. Such visit must also help the Organizing Committee in better responding to delegation expectations at the time of their arrival in the country. Additional opportunities for exchange of information with contingent leaders may be provided by the Organizing Committee and/or the Interamerican Scout Office according to the needs expressed.

2. PROMOTION OF PARTICIPATION

The Organizing Committee ensures the promotion of the event in the Interamerican Scout Conference preceding the Moot, in co-operation and with the support of the Interamerican Scout Committee and of the World Scout Bureau – Interamerican Region.

The Organizing Committee, in agreement with the World Scout Bureau – Interamerican Region, may extend the promotion of the event through invitations to National Scout Organizations from other Regions of WOSM.

It is recommended that the Organizing Committee set up a solidarity Operation in order to contribute to the target of all of the Region's National Scout Organizations being represented at the Moot. The Operation is managed in close co-operation with the World Scout Bureau – Interamerican Region, which takes care of the setting up of the international teams composed of Young Scouts from financially assisted National Scout Organizations. It is recommended that the Organizing Committee earmark 2.5% of the total registration fees to the Operation of solidarity in order to guarantee a minimum efficiency to the Operation. WOSM members are invited to contribute to its funding.

A strategy for informing and contacting international media is devised two years in advance, jointly by the Organizing Committee and the World Scout Bureau – Interamerican Region.

3. YOUTH PROGRAMME

The Programme Guidelines (see Annex) constitute the reference for the development of the Moot educational programme.

Three years before the event, the main aspects of the educational programme of activities should be established in close co-operation with the World Scout Bureau – Interamerican Region, taking into account the theme of the event, the relevant Interamerican Conference resolutions and the evaluation of previous events.

The organization of a Global Development Village is supervised by the World Scout Bureau – Interamerican Region, who contributes to ensuring operational relations at regional level with the international organizations concerned.

An Interamerican Scout Centre is set up in close co-operation with the World Scout Bureau – Interamerican Region. It includes the contingent's headquarters and their respective areas of exhibition, the administrative and technical services to the contingent leaders and the central interactive exhibition and information area.

Special attention must be paid to the religious activities and the spiritual development in general during the Moot. In setting up the corresponding programme, the Organizing Committee consults the World Scout Bureau – Interamerican Region, which helps mobilising accordingly the support of the diverse organizations concerned especially taking care of the diversity of faith in our organization.

Radio-Scouting (Jamboree-on-the-Air), Internet links and a special programme that allows young people being recognized by a badge promoting such values as peace, friendship, understanding and joyfulness, are part of the activities of Panamerican Scout Moots.

4. CEREMONIES

Ceremonies at a Panamerican Scout Moot are conceived in priority for young people within a Scout framework. Formal and official ceremonies intended mainly for adult people have to be organized separately and not simultaneously with the ceremonies and mass activities for youth.

The opening and the closing ceremonies are considered as youth oriented events. Their programme as well as that of any other mass activity during the event must be finalised by the Organizing Committee at least 3 months before the event. These programmes have to be approved by the World Scout Bureau – Interamerican Region.

The opening ceremony must obligatorily comprise:

- The presentation of national flags, first those from WOSM NSO members, followed by those of national Scout associations invited by the Interamerican Scout Committee. In addition, the WOSM flag must both precede and close the presentation of national flags.
- The proclamation of the Scout Law.
- Words of welcome from the director of the event; they must remind the participants that it is an official event of the Regional Organization and that it is a Scout meeting with a specific theme, of which an outline is given to participants.

The closing ceremony must obligatorily comprise:

- A message from the authorities of the Interamerican Scout Organization.
- The renewal of the Scout Promise.
- The transmission of the WOSM flag from the host country where the event takes place to the one holding the next corresponding event.

These ceremonies must be lively, varied and short; the actors are essentially young people and speeches or messages are limited in time and in number to what is strictly needed.

5. FLAGS

In the official flag arena of the event, only the national flags of the countries of WOSM NSO members, NSO accredited by the World Scout Committee or NSO associate members of the Interamerican Region, the WOSM flag, the Moot flag and that of the Host Organization can be hosted. They are presented by alphabetical order in English or in Spanish.

In the sub-camps, flags of provinces, territories and other communities to which belong the Young Scouts of that sub-camp can be displayed, as long as none of these flags undermines any of the official emblems of WOSM NSO members and invited Scout associations.

Flags of other Scout related invited organizations could be displayed in their stands and campsites, and in particular at the Global Development Village.

Flags or banners of commercial companies could be displayed in a limited number of areas where they will not compete with the country flags.

6. LANGUAGES

Interamerican Scout event official languages are English and Spanish. Their use is compulsory in all aspects of the event. The language of the host country can also be used.

The balance in the use of the official languages must be reflected in the event newspaper, as well as at the International Press centre.

The ceremonies must include the systematic use of the two official languages by native speakers of those languages.

The leadership staff of the event, the sub-camp staff and the staff of the welcome and services areas directly in contact with participants must be capable of communicating in at least one of the two official languages of the event.

7. CONTINGENTS

Unit (troop) leaders are directly responsible for the behaviour and the organization of the participant's daily programme, in accordance with the activities and rules of conduct established for the event.

Contingents having at least one Unit have to designate, within their delegation, in addition to the head of contingent, a person responsible for the follow-up of all matters related to the programme of activities, safety and health, and media. The names of these people should be given to the Organizing Committee at the latest three months before the event.

Unit (troop) leaders, as well as the volunteer members of the International Service Team, will be invited by their respective heads of contingent to ensure that basic rules for living in society be respected by all, in the best Scout spirit. In particular, special attention will be given to prevent nighttime disturbances, indecent exposure, theft as well as vandalism when taking the camp down. It should be expected that any such behaviour be totally absent from Scout events.

WOSM NSO members, accredited NSO and NSO associate members of the Interamerican Region are the only contingents entitled to have a stand/office in the Contingents HQs within the Interamerican Scout Centre.

8. PUBLICATIONS

There are four categories of publications for a Panamerican Scout Moot: promotional, official, educational and technical, the content of which must be submitted to the World Scout Bureau – Interamerican Region before printing.

The Organizing Committee produces promotional publications and gifts.

Their content and look must be coherent with the official information contained in the Official Information Bulletin. They cannot promote the image of sponsors linked to alcohol, tobacco and arms production or selling or any item that the Interamerican Scout Committee would deem contrary to the Scout spirit.

Official publications are the pre-Moot Information Bulletin (see point 1) and the daily Moot Newspaper issued during the event itself.

Educational publications include the Programme Guidelines to be issued one year and a half before the event (see Guidelines point 5 and Basic Requirements point 3), the activities handouts to be distributed during the Moot and the Participant agenda. This booklet must be given to each Scout upon arrival. It must include at least the following information: explanation about the theme, introduction to WOSM, basic information on the various religions, map explaining the way sub-camps work and the main services available, detailed activity programme. The artwork and the draft text must be presented to the World Scout Bureau – Interamerican Region before its production.

Technical publications include the Catalogue of Positions, Responsibilities and Profiles, the Sub-Camp Life handbook, the Adult Leaders handbook and the International Service Team handbook. All these publications must include precise instructions on security, health, and other matters related to the daily life at the campsite.

All publications must be produced in English and Spanish, and, if different, in the language of the host country.

9. HUMAN RESOURCES

Human resources at a Panamerican Scout Moot are generally divided into three main categories:

- Management teams.
- International Service Team.
- External support.

Management teams are usually staffed with local leaders according to the needs corresponding to the operational structure set up by the Organizing Committee. It is vital that the key members of the general management of the Moot have a basic knowledge of one of the two official languages.

The International Service Team (IST) is made up of volunteers and some paid staff to carry out responsibilities prior to the Moot and during the event itself. It is composed of local and foreign volunteers, preferably with a Scout background. In conformity with the youth participation policy of WOSM and considering the physically and psychologically demanding conditions of work at the Moot, IST members should preferably be selected among the 21-35 age range.

The presence of foreign Scout volunteers is necessary to guarantee the international character and the cross-cultural dimension of the event. However, it should not exceed 50% of the total membership of the IST. IST members are required to be on site at least two days before the first participants arrive and remain on site for one or two days following the departure of the last participants.

The IST management is a complex business that has to be carefully set up with the direct support of the World Scout Bureau – Interamerican Region and its regional network of experienced Scout volunteers.

External support staff, and in particular those running activities on behalf of the host country, from it is not possible to require a full adherence to the Scout principles, must camp off site or in a restricted area. However, they have to be treated in such a way that they feel part of the event while respecting their own privacy and autonomy. Support staff, particularly from the UN agencies and International NGOs must be given special attention.

In dealing with the different categories of staff, the Organizing Committee must follow the WOSM Adult Resources Policy, particularly when recruiting, selecting, employing and providing follow-up to the International Service Team members.

10. OPERATIONAL MANAGEMENT

At least six months before the event, the Organizing Committee will have to organize on the site a general rehearsal that will allow the organizers and the World Scout Bureau – Interamerican Region team to test the different aspects of the infrastructure and operational management of the event.

The World Scout Bureau – Interamerican Region must check, at the latest three months before the event, that operational leadership of the event will be present on the site during the week preceding the opening of the event and that it will be ready to operate as soon as the first participants and/or service team members arrive on the site.

Two days before the opening of the event, the operational leadership will call a meeting of all sub-camp leaders, to ensure that instructions related to welcoming Units (troops), their first orientation tour, the respect of programmes and schedules as well as the quality of the Scout spirit in the sub-camps are well understood and accepted. That meeting will also aim at motivating sub-camp leaders by stressing the importance of their role in ensuring the good running of the event.

Before the official opening of the event, the operational leadership will call a meeting of all contingent leaders during which they will give all necessary information concerning the organization and the running of the event; the top leaders for the programme, support and various services will be introduced at that meeting. Specialised technical meetings with the people concerned could follow, with delegation leaders in charge of the programme, security/health and relations with the media. These technical meetings would have to be followed by visits to the special areas concerned.

A smooth communication system is established between, on the one hand, the sub-camp leaders or the contingent leaders, and, on the other hand, the operational leadership so as to manage quickly and efficiently the day to day problems of the Moot and, especially, any crisis that may arise.

As soon as the International Press Centre opens, a meeting of accredited journalists and young correspondents will be organized to introduce the facilities and answer all questions related to their work during the event.

11. AREAS OF SPECIAL CONCERN

Experience has proved that there are some technical areas in a Panamerican Scout Moot that need special consideration from an international point of view as they are significantly influenced by the regional Scout character of the event. These areas of special concern to the Interamerican Organization are:

- Security and health care (see point 12).
- Registration system (coding for individual data, access, transmission of data to delegates).
- Catering (ingredients, distribution system and operation. Special attention to the hygiene on foods processing, appropriate selection of foods to be distributed during the outdoor activities as well as their preservation and recipients).
- Collective hygiene (toilets, showers, drinking water and water supply, waste containers and elimination).
- Transport (arrivals, departures, activities, VIPs, etc. Special attention to the buses that will be used for transportation, trained and qualified drivers as well as the selection of the passable and safe routes).
- Communication system (telephone, fax, Internet, internal network, on-site inter-communication).

- Policy and organization regarding visitors, Scouts and non Scouts.

12. SECURITY AND HEALTH CARE

Usually considered, before the event, as a secondary activity for specialists (police, fire-fighters, first-aiders...), security (and the related sector of health care) should always be regarded as a matter of concern and a potential source of problems during the event itself.

Security at a Panamerican Scout Moot is not a simple police and control service ran by local police or local army soldiers. Security at a Moot has three functions: control, prevention and assistance.

Each function includes a human and educational dimension inspired by the Scout framework of the event. This educational dimension implies that the security staff members have the capacity to communicate with the participants and to convince them by reasoning and not by force, referring inasmuch as possible to the Scout Law and spirit. It therefore implies a basic knowledge of local, and English or Spanish languages, as well as a minimum Scouting experience and cross-cultural awareness.

Security at a Moot must, obviously, be efficient, thus the necessity for well conceived integrated plan and organization, as well as careful recruitment of staff members, both local and international Scout volunteers, who have to work in physically and psychologically highly demanding conditions. Security at a Moot must, simultaneously, be friendly and Scoutlike, thus the importance of the appearance and behaviour of the staff members (see also point 15).

It is vital that, at a very early stage of the preparation of the event, the Organizing Committee officers in charge of this area be introduced to the different components of the Moot Security concept and organization.

It is also of utmost importance that the representatives of the non-Scout partners concerned with security (police, firemen, life-guards, etc...) be made aware of the specificity of the security services at a Panamerican Scout Moot, in particular of the difference between in-site and off-site security, the educational objectives, the international dimension, the indispensable involvement of foreigners (in general young and strong adult Scout leaders, male and female), and the necessity of an integrated approach.

The concept described above also applies to the health emergency sector. If the pathologies are everywhere similar, the way the patients are attended and treated, psychologically and clinically, varies from one culture to another. It is therefore important in a Panamerican Scout Moot, not only to set up an efficient integrated health emergency system, but also to pay attention to the communication and relationships between the service team members and the participants who come from different cultures and traditions.

13. SPECIFIC HEALTH MATTERS

The use of tobacco and alcohol is not permitted on the site. Some confined exceptions may be made for adults in accordance with the host country habits. Such exceptions should not create difficulties to participants.

Drug consumption, under any form, is strictly prohibited.

In coherence with Resolution 16/93 of the World Scout Conference, educational activities related to the question of AIDS and adolescent reproductive health must be part of the Moot programme, for example through workshops at the Global Development Village.

14. SELLING

One or more sales areas of national, regional and world Scout articles and souvenirs will be set up on the site.

It is recommended that an agreement be signed at least one year in advance between the Organizing Committee and SCORE (Scout Resources International) specifying the conditions for selling world Scout shop articles.

The Organizing Committee shall agree with the World Scout Bureau – Interamerican Region the conditions for selling publications and other articles produced by the latter.

Only Scout souvenirs and useful articles aiming at helping in daily work will be allowed for sale on the site. Cigarettes, alcohol, guns or similar objects, as well as any object that could harm any cultural group present at the Moot are strictly prohibited.

Trading is not permitted outside shops and official sale areas.

A well-defined area to facilitate exchanges among young people of badges, insignia and other Scout articles will be arranged on the site. Swapping badges is to be considered as an activity by and for young people aiming to promote exchanges and inter-cultural contacts. Selling badges and other Scout items as well as systematic swapping by adults is prohibited.

15. INTERNAL REGULATIONS

The Organizing Committee in consultation with the World Scout Bureau – Interamerican Region establishes internal regulations of the Moot. These bind all participants, including service team members and leaders. Security team members must ensure these regulations are respected and are required to report to the Camp Chief whenever necessary. The Camp Chief has the ultimate responsibility and duty to decide, after consultation with the contingent leader(s) concerned, on measures to be taken in the case of a violation.

Annex: Panamerican Scout Moot Programme Guidelines.

Adapted from the document approved by the World Scout Committee in September 1995 and revised in March 1996. Prepared in June 2001. Revised in May 2010.