



Document 5

Guidelines on Bidding and Hosting Africa Scout Conference and Youth Forum

The Constitution of WOSM (Article XXI.1) refers to the functions of the Regional scout conferences in the following terms:

- a) To further the Scout Movement within the Region, by promoting the spirit of world kinship, cooperation and mutual assistance amongst scout Organizations within the Region.
- b) To exercise such functions as are provided for in the constitutions or other laws governing the Region.
- c) To ensure the proper implementation of the decisions and policies laid down by the World Organization which affect the Region.

The following lines summary the requirements for the bidding and organizing the Africa Scout Conference and Youth Forum.

1. The applicant NSO should be in good standing with WOSM (Article VIII, 3 of the Constitution of WOSM) at the time of application and at the time of hosting the events:
 - Continued acceptance of and conformity with requirements of the Constitution of the World Organization
 - Payment of an annual registration fee as reviewed and determined by the World Scout Conference
 - To make an annual report to the World Scout Bureau including an evaluation of progress against the requirements of its national Scout Constitution in a form which the World Scout Committee may determine
 - Approval by the World Scout Committee prior to implementation of any changes to its national Scout constitution relating to matters covered by Chapter I, II and III of the World Constitution
2. The host member organization should be able to break-even from Conference registration fees if no subsidies are granted from any other partners / sources. The applicant NSO may seek support and/or sponsorship from corporate partners, local authorities in support of their candidature. In such cases, the partner's stated mission, products, services and methods must be compatible with WOSM's principles, mission and vision.
3. The host member organization should prove readiness to host the event at least 9 months ahead of the set date for the conference with regards resource mobilization.
4. Responsibilities of the host member organization towards the secretariat and the Africa Scout Committee:
 - a. The applicant NSO is required to cover the cost of a 2 to 3-day visit of 2 WSB staff members (round trip air ticket to the applicant NSO country, accommodation, meals and local transportation) before the event.
 - b. For the event, the applicant NSO is required to cover the cost of round trip air tickets, accommodation, meals and local transportation for WSB team in charge of administrative and technical support for the conference.

- c. Where possible this support should be extended to the Africa Scout Committee members.
- d. Logistics: The host NSO ensures all logistics related to the Conference are in place.
 - For this purpose, the host Association identifies suitable venues for the Conference and the Youth Forum, which must have adequate room (at least 3 work rooms which can lodge workshops as well as space for show).
 - It also draws up the budget of the Conference itself and that of the youth forum. These budgets include inter alia meals (2 tea breaks and lunch) and drinks for the participants during the 2 events.
 - Simultaneous translation services must be provided.
5. The regional secretariat shall not be responsible for any financial loss incurred as a result of the host of the Conference. In this respect, the host member organization accepts full responsibility. In the same perspective, any surplus from hosting the Conference is retained by the host NSO.
6. The host member organization will create and design the logo and must include the World Scout emblem. The logo should meet the requirements of the world branding and communication strategy/policy. The logo must be submitted to the World Scout Bureau, Africa Regional Office before producing any promotional and administrative material.
7. An Organizing Committee and a secretariat for the Africa Conference shall be formed jointly by the host Member Organization and the Africa Regional Office, and shall assist the Africa Committee in promoting and carrying out the conference. (Constitution of the Africa Scout Region, Art.V.2)
8. The secretariat shall perform the administrative work for the conference such as the general correspondence, physical arrangements, programme management, recording and documentation of conference proceedings and promotion. (Constitution of the Africa Scout Region, Art.V,3)
9. The host NSO shall, through the organizing committee, charge a conference fee to each delegate or observer to cover expenses for the conference. (Constitution of the Africa Scout Region, Art. V.4)

