
Document 2



Guidelines & Rules of Procedure



**8th
World Scout
Youth Forum**

**8e Forum
Des Jeunes
Du Scoutisme
Mondial**

H E L L A S 2 0 0 2

TABLE OF CONTENTS	NOTE	1
Part one	1. NATURE AND PURPOSE	2
WORLD SCOUT YOUTH FORUM	2. PARTICIPANTS	3
GUIDELINES	2.1 Description	3
	2.2 Selection	3
	2.3 Participation	3
	2.4 Preparation	3
	2.5 After the Forum	4
	3. RESPONSIBILITIES	4
	3.1 World Scout Committee	4
	3.2 World Scout Bureau	4
	3.3 Host National Scout Organization	5
	4. ORGANISATIONAL STRUCTURE	5
	4.1 Planning Committee	5
	4.2 Youth Forum Committee	6
	4.3 Host Committee	7
	5. OFFICIAL LANGUAGES	8
	6. REPORTS	9
	7. FINANCIAL MATTERS	9
	8. RULES OF PROCEDURE	10
Part two	1. APPROVAL BY EACH WORLD SCOUT YOUTH FORUM	11
DRAFT RULES OF PROCEDURE	2. CHAIRPERSON	11
	3. VOTING	11
	4. RAPPORT DE SYNTHESE	12
	5. OFFICIAL LANGUAGES	12

NOTE This document contains two parts:

Part one, Guidelines for World Scout Youth Forums, contains the complete text adopted by the World Scout Committee in September 2001. It defines the nature and purpose of a World Scout Youth Forum, who may participate in a Forum and the responsibilities of the Host Organization and the World Organization of the Scout Movement. It specifies the bodies in charge of planning and managing the Forum and the kind of report expected. No change may be proposed to this text by Forum participants.

Part two contains the Rules of Procedure. These are proposed for the approval of the Forum delegates.

If delegates wish to propose amendments to these Rules of Procedure, they should be given, in writing, to the Forum Secretariat, by 10.30 hours on Monday 8 July at the latest. Amendments may not, however, contradict the text of the Guidelines for World Scout Youth Forums.

The proposed Rules of Procedure and any proposed amendments will be put to a vote at the beginning of the first working session on Monday afternoon, 8 July.

Part one

WORLD SCOUT YOUTH FORUM GUIDELINES

1. NATURE AND PURPOSE

The following guidelines for the organization of World Scout Youth Forums have been developed by the World Scout Committee in accordance with World Scout Conference Resolution 10/93 and based upon the *experience of previous World and Regional Scout Youth Forums*.

The 33rd World Scout Conference in 1993 adopted a *Policy on Involvement of Young Members in Decision-Making*.

This policy states, as a basic principle, that “Scouting is a Movement *of* young people, supported by adults; it is not a Movement *for* young people managed by adults only. Thus, Scouting offers the potential for a learning community of young people and adults, working together in a partnership of enthusiasm and experience.”

The policy makes it a responsibility – amongst others – of the World Organization of the Scout Movement to provide “opportunities for young adults to participate in decision-making processes and training to be effective in such decision-making” and to organise “Youth Forums for the expression of views and for the training of young members in appropriate skills”.

The same Conference adopted Resolution 10/93 on Youth Forums, recognising that such meetings “constitute one useful method to complement genuine participation by young people in decision-making at all levels”.

The same resolution recommended that “Youth Forums be held in conjunction with all statutory meetings such as national general assemblies, regional and world conferences; that these Youth Forums make recommendations to and advise the statutory meetings and other decision-making bodies; and that Youth Forum delegates also participate in these statutory meetings as delegates or observers”.

A World Scout Youth Forum, therefore, provide a dual opportunity for young members:

- to discuss and express their views on issues of interest to them, preparing inputs and making recommendations to the World Conference to which the Forum is linked, and to the World Scout Committee; and
- to develop the skills necessary to strengthen their capacity to take part in decision-making processes.

Resolution 10/93 made the World Scout Committee “ultimately responsible for agenda and procedures of the World Scout Youth Forum” and a Host Committee “responsible for facilities and support services”. The resolution encourages these committees “to delegate to young members the planning, organising and running of such events”. The Conference directed “the World Committee to devote the necessary human, financial and material resources” to the Youth Forum.

2. PARTICIPANTS

World Scout Youth Forum participants must be between their 18th and 26th birthday in the year of the Forum.

2.1 Description

There are two kinds of participants in World Scout Youth Forums: delegates (participants with right to speak and to vote) and observers (participants with right to speak but not to vote).

At the time of registration each delegate and observer will be required to produce an official letter of appointment clearly indicating the function of either delegate or observer, signed by the President, International Commissioner or other responsible official of his or her National Scout Organization, unless his or her name is listed on the appointment of delegates form deposited with the World Scout Bureau in advance.

Each National Scout Organization is encouraged to send *at least* one delegate to a World Scout Youth Forum and may appoint two delegates and a maximum of three observers to the Forum.

Each delegation may cast two votes irrespective of the number of delegates representing a National Scout Organization at the Forum.

(The Planning Committee may also invite visitors to attend some plenary sessions of the Forum. Visitors may be invited by the Youth Forum Committee to speak but they have no right to vote. The age limits mentioned above do not apply to visitors.)

2.2 Selection

National Scout Organizations are responsible for ensuring the selection of participants in World Scout Youth Forum.

Participants must be selected in advance of the event. The selection process should take into consideration the participants' capacity to contribute to the Forum topics. They should be selected in a democratic way, and the method of selection should involve young members.

2.3 Participation

As far as possible, National Scout Organizations should, in the selection of their participants, attempt to achieve an equitable representation of their membership (geographical, ethnic and social background, etc.).

Specifically, where a National Scout Organization includes both male and female young members, it is recommended that there be balanced participation of both.

2.4 Preparation

Adequate information about the topics to be discussed by a World Scout Youth Forum should be given to National Scout Organizations early enough to allow them to pass it on to their participants to prepare for the Forum.

National Scout Organizations are responsible for providing support to Forum participants in their preparation for the event.

2.5 After the Forum

As a means of encouraging greater participation in the official decision-making processes of the Movement by young adults – in particular those who have had the opportunity to develop their personal skills through taking part in a World Scout Youth Forum – it is recommended that Forum participants be included in their National Scout Organization's delegation to the World Scout Conference which immediately follows the Forum, or at least to include one participant under the age of 26 in their delegation.

Forum participants attending that Conference should be invited to brief the other members of the delegation on the results of the Forum.

National Scout Organizations should ensure that, on their return home, Forum participants are enabled to share their experience within the organization and report on the Forum to responsible bodies.

Participants are encouraged to maintain informal contact with each other after the Forum, as well as with their respective Regional Youth Forum participants, to share their experience of the Forum.

3. RESPONSIBILITIES

3.1 World Scout Committee

The World Scout Committee is responsible for:

- approving the venue and other practical arrangements proposed by the Host National Scout Organization;
- approving the participant fee for the World Scout Youth Forum;
- appointing the members of the Planning Committee on the recommendation of the World Programme Committee;
- informing the Planning Committee of any specific topics it would like the Forum to consider, in time for this to be taken into account by the Planning Committee in its work;
- approving the main content of the programme and agenda of the World Scout Youth Forum, as recommended by the Planning Committee;
- considering the recommendations of the Forum, and any other requested inputs, with a view to facilitating their presentation to the World Scout Conference.

3.2 World Scout Bureau

The World Scout Bureau must devote the necessary resources similar to those accorded to World Scout Conferences, to ensure the success of the World Scout Youth Forum. This includes:

- providing adequate information to National Scout Organizations about all aspects of the World Scout Youth Forum early enough to

allow them to plan and prepare for their participation;

- providing executive support to the Planning Committee and the Youth Forum Committee;
- providing secretarial and translation support during the Forum and in the days immediately following the event, when the report to the World Scout Conference is being prepared;
- translation, layout and publication of the final report of the Forum prepared by the General Rapporteur.

3.3 Host National Scout Organization

In principle, the National Scout Organization hosting a World Scout Youth Forum fulfils the same responsibilities for the Forum as for a World Scout Conference; since the two events are run in conjunction many common procedures may be combined.

The responsibilities of the host National Scout Organization include, *inter alia*:

- the selection of one of their delegates to the Forum to be Chairperson-designate, who shall be competent in at least one official language of WOSM;
- proposing to the World Scout Committee a suitable venue and practical arrangements for the event;
- the appointment of a Host Committee and provision of support to its operation;
- arranging for government support, including the assurance of entry for Forum participants from all member countries.

4. ORGANISATIONAL STRUCTURE

4.1 Planning Committee

4.1.1 Composition

The Planning Committee is appointed by the World Scout Committee on the recommendation of the World Programme Committee.

The Planning Committee shall be comprised of *at least*:

- the Chairperson-designate of the Forum;
(Note: The designation of the Chairperson prior to the Forum enables him or her to participate fully in planning the event and thus to carry out the functions of Chairperson effectively.)
- two members of the Youth Forum Committee of the preceding Forum;
- one member of the World Programme Committee;
- one member of the World Scout Committee;
- one executive from the World Scout Bureau.

The Planning Committee should be as representative as possible of the Regions of the World Organization of the Scout Movement.

4.12 Functions

The Planning Committee has the following tasks:

- to identify topics of interest to young people which may be considered by the Forum;
- to take into account input from the World Scout Committee on any particular topics the Committee may wish the Forum to consider;
- to ensure, within the programme of the Forum, opportunities for the development of skills of participants in the processes of decision-making;
- to recommend to the World Committee for approval, the main content of the programme and agenda of the World Scout Youth Forum;
- to prepare information for National Scout Organizations on the main topics to be discussed by the Forum well in advance of the event;
- to develop the detailed programme and agenda of the Forum;
- to choose the working methods of the Forum, favouring skills development opportunities, discussions and group work by participants;
- to inform participants of their role both within the Forum itself and within their association following the Forum;
- to support the Youth Forum Committee in its conduct of the Forum.

4.2 Youth Forum Committee

The Youth Forum Committee shall comprise:

4.21 Composition

- the designated Chairperson;
- the Planning Committee;
- six participants, one from each Region of the World Organization of the Scout Movement, nominated by the participants of their Regions, and who should be competent in at least one of the official languages of WOSM;
- a General Rapporteur appointed by the World Programme Committee who should be competent in at least one of the official languages of WOSM.

4.22 Overall functions

The Youth Forum Committee has the following tasks:

- to assist the Forum in achieving its objectives;
- to adapt the programme, agenda and working methods, if required, according to the needs of the Forum, without changing the main contents of the programme and agenda approved by the World Scout Committee;
- to appoint two Forum participants to act as tellers during any voting sessions;

- to prepare a summary report on the Forum, to be presented to the World Scout Conference which takes place immediately following the Forum;
- to present the proposed summary report in writing in both official languages to the final session of the Forum for consideration and voting.

4.23 Specific functions

The function of the Chairperson is:

- to chair the Forum;
- to act as point of contact between the Forum and the Host Committee;
- to report on behalf of the Forum to the World Scout Conference which immediately follows the Forum;
- to attend as an *ex-officio* member the World Programme Committee for the triennium following the Forum;
- to take the lead in maintaining informal contact with the Forum participants after the Forum ends.

The function of the General Rapporteur is:

- to maintain the record of the Forum's deliberations;
- to assist the Youth Forum Committee in preparing a summary report of the Forum for presentation to the World Conference;
- to prepare a final report of the Forum, including the summary report and any related resolutions adopted by the Conference, as quickly as possible after the conclusion of the Forum.

4.3 Host Committee

The Host Committee is appointed by the host National Scout Organization.

The Host Committee is responsible, *inter alia*, for:

- managing the venue (meeting rooms, offices and equipment);
- arranging for participants' reception, transportation and accommodation;
- arranging for the opening and closing ceremonies and social programme;
- providing the necessary staff to support the Forum.

5. OFFICIAL LANGUAGES

The official languages of the World Scout Youth Forum are English and French.

6. REPORTS

At the end of the Forum, a copy of the summary report adopted by the delegates will be given to the World Scout Committee.

At the beginning of the World Scout Conference which immediately follows the Forum, the Youth Forum Committee will provide a summary of the discussions of the Forum to the Conference. The summary report adopted by the delegates will be read in its entirety on this occasion. A copy will also be given to each National Scout Organization present at the Conference.

Following the World Scout Conference, the final written report of the Forum will be sent to all National Scout Organizations. The General Rapporteur is responsible for the preparation of the report. Support for translation, layout and publication is provided by the World Scout Bureau.

7. FINANCIAL MATTERS

In principle, the same policies and procedures concerning financial matters that apply to World Scout Conferences apply to World Scout Youth Forums; this includes the self-financing nature of all World Events and the responsibility of the host National Scout Organization to cover any eventual financial deficit.

Since World Scout Youth Forums are run in conjunction with World Scout Conferences, financial matters, such as budget and financial control for the two events, may be combined, provided separate financial statements for each event can be produced at the end.

The host National Scout Organization must establish, jointly with the World Scout Bureau the global World Scout Youth Forum budget reflecting all income and expenditures associated with the event; in this regard, budgeted expenditure must include costs to be incurred by the Host Committee, the Planning Committee and the World Bureau in all phases of planning and conducting the Forum.

The host National Scout Organization must propose to the World Scout Committee, for its approval, the fee for the World Scout Youth Forum on the basis of the provisional global budget; moreover, the host National Scout Organization, which assumes the final financial result at the closing of the accounts for the event, must raise the necessary funds to provide that part of the budgeted income which is not covered by the participants' fees. The World Scout Bureau will offer whatever assistance it can in identifying sources of funding, including special projects.

Notwithstanding the foregoing, the fee for the World Scout Youth Forum should be kept as low as possible to encourage participation by young people from as many countries as possible. In addition, the host

National Scout Organization is encouraged to consider what possibilities may exist, through the fee structure or other means of demonstrating solidarity, to facilitate the participation of young people from less wealthy countries.

To encourage National Scout Organizations to include at least one young member in their delegation to the World Scout Conference, it is strongly recommended that a reduced fee be charged to young members attending the Conference and in particular those participating in both events.

8. RULES OF PROCEDURE

Draft Rules of Procedure are attached to these guidelines. These Rules of Procedure must be submitted for approval by delegates to each World Scout Youth Forum at its opening session.

Amendments to the Rules of Procedure may be proposed and adopted, provided that they do not contradict the text of the Guidelines for World Scout Youth Forums approved by the World Scout Committee.

Part two DRAFT RULES OF PROCEDURE

These draft Rules of Procedure complement the Guidelines for World Scout Youth Forums and are normally published with the Guidelines.

1. APPROVAL BY EACH WORLD SCOUT YOUTH FORUM

These draft Rules of Procedure must be submitted for approval by delegates to each World Scout Youth Forum at its opening session.

Amendments to the Rules of Procedure may be proposed and adopted, provided that they do not contradict the text of the Guidelines for World Scout Youth Forums approved by the World Scout Committee.

Proposed amendments to the Rules of Procedure must be forwarded in writing to the Planning Committee in advance of the session at which they will be submitted for approval. The Planning Committee may establish a deadline for the receipt of proposed amendments.

2. CHAIRPERSON

As specified in the Guidelines, the Chairperson of the World Scout Youth Forum is designated by the National Scout Organization hosting the event from among that organization's delegates.

The Chairperson's ruling is final.

3. VOTING

As specified in the Guidelines, each delegation may cast two votes irrespective of the number of delegates representing a National Scout Organization at the Forum.

Decisions made by vote must be approved by a majority of votes cast; abstentions are not considered.

Voting may be by voting cards if there is no visibly clear majority, the Chairperson may call for a vote by roll-call of delegations or by secret ballot.

4. SUMMARY REPORT

Delegates may propose amendments to the summary report. If these are submitted in advance, they should be handed in writing to the Youth Forum Committee. If they are presented during the voting session they should be handed in writing to the Chairperson.

An amendment to the summary report is proposed by a delegate and put to the Forum for a vote. After the voting of the amendments, the summary report is voted as a whole.

The Chairperson may limit the number of times and length of time delegates or observers may take the floor.

5. OFFICIAL LANGUAGES

As specified in the Guidelines, the official languages of the World Scout Youth Forum are English and French.

Other languages may be used to address the Forum provided a competent interpretation into English or French is possible from within the resources of the Forum.