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Quick Guide for High-Level Meetings



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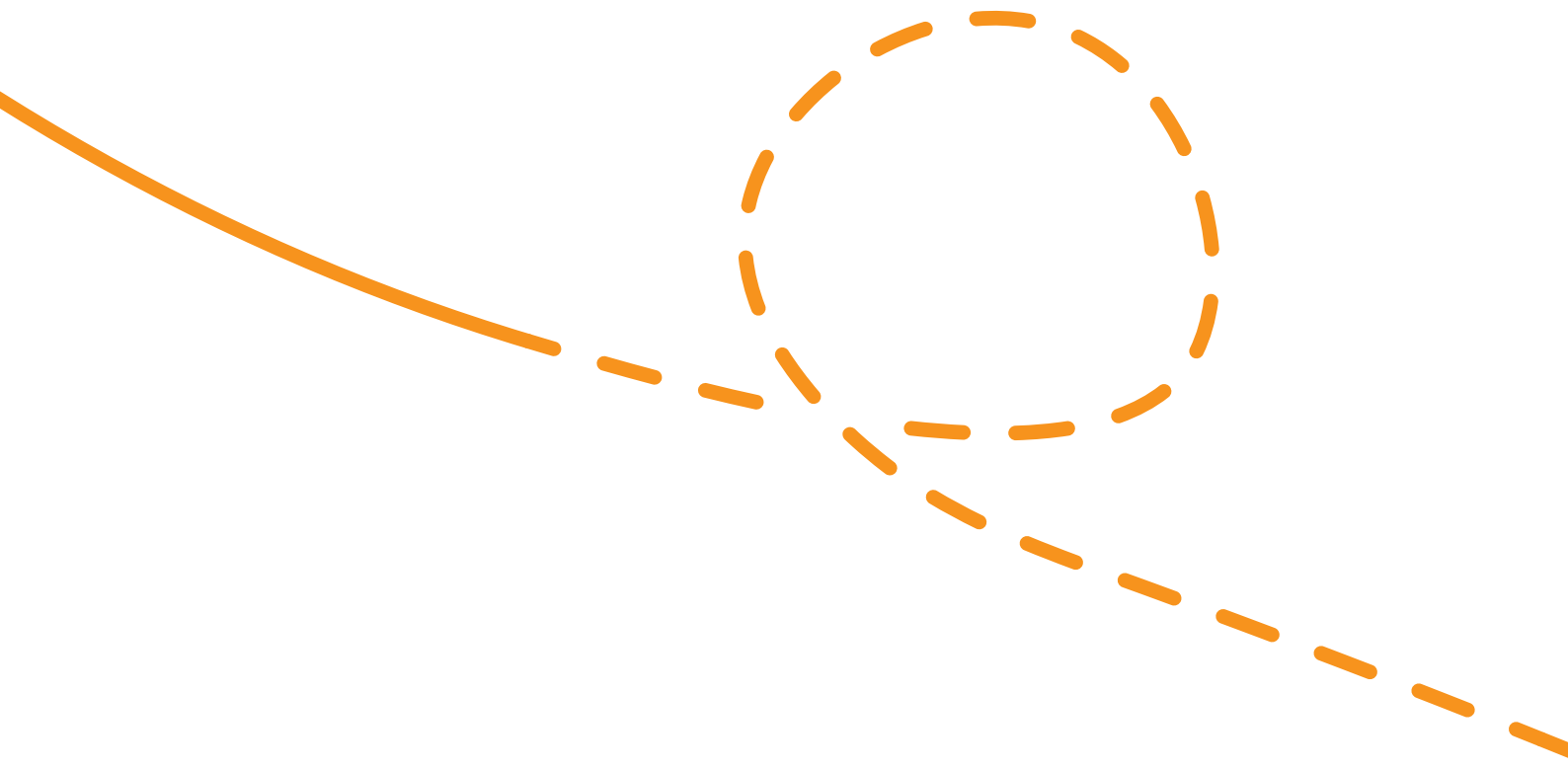
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Quick Guide for High-Level Meetings





This Quick Guide for High-Level Meetings outlines relevant and essential information you should consider before you engage in high-level meetings for potential partnerships, collaborations and exchanges.

This covers relevant stakeholders in the government that could include, but are not limited to the following:

- Heads of State or Government
- Government ministers (education, youth, environment, etc.)
- Deputy government ministers, secretaries, directors and other government officials
- Relevant government offices and/or operating units
- Development agencies
- Heads of Non-Governmental or Charity Organizations

Keep in mind that governments are not just sources of funding and general support. They can facilitate specific access to services, infrastructure, human resources, visibility, school populations, etc. They could also be indirect support through government legislation by way of volunteering law, child protection law, youth and education policies, recognition and validation of competencies acquired through NFE, access to public space and forests, policy and tax exemptions and other opportunities to support the growth and development of Scouting.



Preparation

1. Research

It is necessary to know what your counterpart in the conversation is doing and identify potential common points of collaboration. Below are important points to keep in mind:

- Are you addressing the appropriate level of decision-makers?
- What are their fields of specialisations, specific projects and areas of interest, etc.
- Do they have partnerships and collaborations with similar organisations?
- What are their strategic priorities and organisational goals and how do you and your proposals fit?
- Do they have partner projects they support? What are the results, impact, etc.
- What is the history of collaboration? What kind of reputation do they have?
- Do you see any risks involved if you were to partner with them?

Where to look:

- social media accounts
- web stories and press releases
- reports of previous projects
- budget and financial statements / reports
- peer organisations or national youth councils
- internal contacts from relevant services
- national development agenda (strategic plans)

Through these points, you can start to develop an idea for how to communicate and cooperate with them in the future.



2. Briefing Note

Prior to the meeting, a briefing note must be submitted to the relevant office detailing the items listed below. The note must be as concise as possible and only contain essential information relevant to the subject matter of the meeting. It's important to know how far in advance you should share the briefing note. In some circumstances, a few days beforehand will do, in others, it may need to be sent at least two (2) weeks prior to the meeting.

- Organisational profile including facts and figures, successful partnerships and other essential details
- Outline of your preferred outcome from the partnership that include details why you selected the government office as a potential partner, what you want to achieve with the partnership, etc.
- Outline of specific requests that you would want to push through with the partnership, or specific actions that you would be undertaking to make the partnership work
- Outline of specific items for discussion (a meeting agenda)


Consider bringing the appropriate people in meetings, and conduct an internal briefing prior to engaging in high-level meetings.



3. Getting the most out of your meeting

To ensure the success of your meeting, it is important to consider the following points:

- a. Be prepared for a very short meeting. The higher-level the official, the shorter the meeting will be - get to the point quickly. Right before you go into the meeting, double check with the meeting coordinator how much time you have.
- b. Get your supporting materials sorted. If you want to show digital presentations, check beforehand if the appropriate technology is provided. If you want to bring other promotional materials or gifts, make sure this is appropriate in the context.
- c. Give clear roles to each person attending the meeting so there's an understanding about who is responsible for presenting which part of the agenda and who is responsible for the overall discussion flow.
- d. Be concise in your introduction of the organisation and members attending. Dive into your request.
- e. Make sure you give opportunity for others to respond, ask questions, or provide new directions. Be open to alternative proposals.

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- f. Ask questions and seek clarifications whenever possible in the discussion. Remember, it is best to have everything sorted and clarified during the meeting, rather than asking questions after the meeting or via email.
 - g. At the end of the meeting, make sure you reach a clear outcome from your request and determine the extent of support, points of contact, and expected timeline. Repeat these points back to the group before ending the meeting.
 - h. If this is your first contact, be sure to invite them to visit Scout activities or events.
 - i. At the request of NSOs, WOSM will provide support for NSOs to maintain relationships with their governments and other bodies that may be able to support Scouting within the area. For example, this may be done by providing delegations of WOSM officials that will advocate in partnership with the national leadership of an NSO, in order to strengthen the NSO's image as a member of a worldwide Movement.



4. Follow-up

Reach out to the meeting participants within 48 hours thanking them for their time and highlighting the outcomes and agreed actions.

Depending on the context and outcomes of the meeting, usually this will entail two separate communications:

- **Formal communication** - The person who requested the meeting from your organisation should send a message to your stakeholder expressing gratitude for accommodating the team, reminding them of the expected and agreed outcomes, follow-up invitations and looking forward to fruitful results.

The brief main outcomes of the exchanges including the engagement and proposals from the government representative should be identified. It should also mention the follow-up contacts that will be established with the relevant services. A revised concept note that includes the outcomes of the exchange should also be attached;

- **Working-level communication** - This is a staff-to-staff (or volunteer) collaboration that will deliver the outcomes of the meeting. This email can raise all the practical details that would need to be clarified to be able to implement the engagement (timeline, resources, processes, etc.). A follow-up meeting can be also requested to be able to address all these questions.



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