



World Scout Bureau
Bureau Mondial du Scoutisme

WOSM Guidelines for the hosting of the World Scout Jamboree

(Adopted by the World Scout Committee in March 2016)

Table of contents

	Page		Page
1. INTRODUCTION	2	5. HUMAN RESOURCES	9
1.1 DEFINITION	2	5.1 INTERNATIONAL SERVICE TEAM (IST)	9
1.2 PURPOSE	2	5.2 EXTERNAL SUPPORT	9
1.3 BASIC PRINCIPLES	2		
		6. SITE SPECIFICATIONS	9
2. PARTICIPATION	3	6.1 FACILITIES	9
2.1 PARTICIPANTS	3	6.2 WORLD SCOUT CENTRE AND CONTINGENT HEADQUARTERS	10
2.2 ADULTS AT THE JAMBOREE	3		
2.3 CONTINGENTS	3	7. SAFETY AND HEALTHCARE	10
2.4 SCOUT UNITS	3	7.1 INTERNAL REGULATIONS	10
2.5 INTERNATIONAL SERVICE TEAM (IST)	3	7.2 CHILD PROTECTION POLICY	10
2.6 VISITORS AND SPECIAL GUESTS	4	7.3 SPECIFIC HEALTH MATTERS	11
2.7 NON-WOSM SCOUT ORGANIZATIONS/ASSOCIATIONS	4	7.4 HEALTHCARE	11
2.8 WAGGGS MEMBERS	4	7.5 RISK AND CRISIS MANAGEMENT	11
		7.6 DATA MANAGEMENT AND NETWORK SECURITY	12
3. RESPONSIBILITIES	4		
3.1 WORLD SCOUT CONFERENCE	4	8. COMMUNICATIONS AND MARKETING	12
3.2 WORLD SCOUT COMMITTEE	5	8.1 OFFICIAL PUBLICATIONS	12
3.3 HOST ORGANISATION	5	8.2 PROMOTION OF PARTICIPATION	13
3.4 WORLD SCOUT BUREAU	6	8.3 PRESS AND MEDIA	13
3.5 FINANCIAL MANAGEMENT	6	8.4 INTELLECTUAL PROPERTY	13
3.5.1 SOLIDARITY OPERATION	6		
3.6 PARTNERS AND SPONSORS	7	9. BRAND MANAGEMENT AND COMMERCIAL ASPECTS	13
3.7 EVALUATION AND DOCUMENTATION	7	9.1 LOGO OF THE EVENT	13
3.8 HAND OVER TO FUTURE ORGANISERS	7	9.2 SALE OF PRODUCTS	14
		9.3 USE OF WORLD SCOUT EMBLEMS etc	14
4. PROGRAMME	7		
4.1 YOUTH PROGRAMME	7	10. ENVIRONMENTAL MANAGEMENT	14
4.2 CEREMONIES	8		
4.2.1 OPENING CEREMONY	8	11. PROTOCOL	14
4.2.2 CLOSING CEREMONY	8	11.1 LANGUAGES	14
4.2.3 INTERRELIGIOUS CEREMONY	8	11.2 FLAGS	15
4.3 ADULT PROGRAMME	8		
		12. AMENDMENTS AND UPDATES	15

1. INTRODUCTION

This document describes the requirements that the Host Organisation of the World Scout Jamboree must fulfil in preparing and running this event. It has been developed taking into account the Constitution of World Organization of the Scout Movement (WOSM), resolutions and policies adopted by the World Scout Conference, decisions taken by the World Scout Committee, and the experience and knowledge accumulated at previous World Scout Jamborees.

The Host Organisation is obliged to comply with the *WOSM Guidelines for the hosting of the World Scout Jamboree*, and is advised to take into consideration the information from previous World Scout Jamborees (available from past host organisations and the World Scout Bureau).

1.1 Definition

The World Scout Jamboree is an official educational event of the WOSM. It is specifically designed for young people aged between 14 and 17 years inclusive, from National Scout Organizations (NSOs) that are members of WOSM. It is organised by an NSO or alliance of NSOs, appointed by the World Scout Conference, under supervision of the World Scout Committee and with the support of the World Scout Committee and World Scout Bureau (WSB).

1.2 Purpose

Participants at the World Scout Jamboree should develop as individuals, become better citizens of their local, national and international communities, make new friends with Scouts from around the world and assume new responsibility for promoting peace and goodwill.

The World Scout Jamboree is an opportunity to develop Scouting, promote good practices and improve the quality of Scouting in all countries, spread the image of Scouting in the wider world and keep the Scout Method relevant to modern society.

The World Scout Jamboree allows its Participants to experience an exemplary Scouting programme, faithful to the definition, Purpose, Principles and Scout Method and adapted to the needs and aspirations of young people in today's world. Young people, supported by adults, undertake individual, small group and large group activities in the setting of a large camp, that enable them to develop physically, intellectually, emotionally, socially and spiritually, adhering to the Scout Promise and Law.

Whilst each World Scout Jamboree reflects the culture and practices of its host NSO(s), each event aims to create an environment that celebrates the unity of the Scout Movement, develops among Scouts the awareness of their belonging to a world family and organisation, and provides them with the opportunity to make friends with other Scouts.

The World Scout Jamboree provides a unique opportunity to promote among the public worldwide the image of a universal educational movement which is open to all young people, both boys and girls, men and women, and contributes to the development of individuals as better citizens of their local, national and international communities.

1.3 Basic Principles

The World Scout Jamboree shall be run in accordance with the basic principles of the Scout Movement, including the Scout Promise and Law and the different policies adopted by the World Scout Conferences on Youth Programme, Youth Participation and Adults in Scouting.

The organisation of a World Scout Jamboree responds to historical and educational criteria that are specific to the Scout Movement and do not necessarily correspond to the usual characteristics of international youth or sports gatherings.

The organisation of a World Scout Jamboree is subject to a number of technical and functional requirements, established by the WOSM in accordance with the Scout framework and the educational objectives of the event and in coherence with the different policies adopted by the World Scout Conference on Youth Programme, Youth Participation and the management of Adult Volunteers. These requirements are revised regularly in the light of experience.

2. PARTICIPATION

2.1 Participants

The World Scout Jamboree is an event held for young people.

Participants at the World Scout Jamboree should be aged between 14 to 17 years (inclusive). The World Scout Jamboree is open to boys and girls, young men and women. The World Scout Jamboree is for members from all NSOs.

Every Scout should have the opportunity to attend one World Scout Jamboree. The Host Organisation should take into consideration the dates for the preceding and succeeding World Scout Jamborees, and if necessary, accept Scouts who are 13 years of age (who will be 18 at the time of the succeeding Jamboree).

2.2 Adults at the Jamboree

Unit Leaders, members of the International Service Team (IST) and members of Contingent Teams must be members of an NSO and be 18 years of age or older at the time of the event. In accordance with WOSM policy on Youth Participation, Contingents should encourage the participation of adults in the 18–30 age range.

2.3 Contingents

Participation at a World Scout Jamboree is organised through national Contingents. Each Contingent will be led by a Head of Contingent and such Contingent Staff as necessary and appropriate to the size of the Contingent. The maximum number of Contingent staff per Contingent, based on size, will be published in good time by the Host Organisation. It is up to each NSO to organise their Contingent and their attendance. Only NSOs can register Contingents and there can only be one Contingent per NSO.

Every individual attending the World Scout Jamboree must be a member of a Contingent. Each NSO is responsible for all members of its Contingent.

No Contingent may constitute more than 10% of the maximum number of Participants approved by the World Scout Committee, with the exception of that of the country in which the Jamboree is being held, which may send a Contingent constituting up to but not more than 20% of that number. Where alliances of NSOs form the Host Organisation special arrangements may be agreed with the World Scout Committee.

No Contingent may have more Adults than Participants, with the exception of the country in which the Jamboree is being held. Where alliances of NSOs form the Host Organisation special arrangements may be agreed with the World Scout Committee.

2.4 Scout Units (sometimes referred to as Troops)

Participants should be registered in Scout Units of 4 Patrols with 9 Scouts in each. Each Scout Unit should be accompanied by 4 Leaders. In special circumstances (e.g. when a Participant has a disability that requires a carer) additional adult leaders may form part of the Unit. In such cases these adults are in addition to the 36 young people and four adults of a standard Unit. The Host Organisation may form international Patrols and Units for those who are not part of a full Unit.

Unit Leaders are directly responsible for the behaviour of their Participants, in accordance with the activities and Participants' code of conduct established for the event. They accept full responsibility for the supervision of all individuals in their Unit and they are responsible for explaining the rules and regulations of the event to them.

2.5 International Service Team (IST)

The International Service Team (IST) is made up of volunteers who assist with the delivery of the World Scout Jamboree. It is composed of host country/countries and international Scouts. Members of the IST must attend the Jamboree as part of a Contingent.

The presence of volunteers drawn from NSOs around the world is necessary to guarantee the worldwide character and the cross-cultural dimension of the event. The Host Organisation shall undertake to build an IST with the greatest possible international diversity. No more than 10% of the total planned IST should be drawn from any one country (with the exception of the country in which the Jamboree is being held). Where alliances of NSOs form the Host Organisation special arrangements may be agreed with the World Scout Committee.

Members of the IST are required to be on site before the first Participants arrive in order to take part in training required for their role at the Jamboree. They are also required to stay after the participants depart in order to assist the Host Organisation with the Jamboree take down process.

When nominating members of the IST, NSOs should take into consideration the individual's ability to manage the physically and psychologically demanding conditions at the event.

2.6 Visitors and Special Guests

The Host Organisation should encourage visitors to attend the World Scout Jamboree, however, effort should be made to ensure that their presence impacts as little as possible upon the Participants.

The Host Organisation on behalf of the World Scout Committee and NSOs present may invite special guests, including representatives of sponsors and partners, to the World Scout Jamboree. The WSB shall work in close co-operation with the Host Organisation in relation to the invitation and co-ordination of special guests and partners.

2.7 Non-WOSM Scout Organizations/Associations

The World Scout Committee may decide if any non-WOSM Scout organisations or associations shall be invited to attend and participate at the World Scout Jamboree, with the agreement of the WOSM Member NSO in that country, if applicable.

2.8 WAGGGS members

Members of the World Association of Girl Guides and Girl Scouts (WAGGGS) can participate in accordance with the policy agreed upon by WOSM and WAGGGS, which is as follows:

- For National Scout and Guide Associations (those which are members of both WOSM and WAGGGS), invitations to World Scout Jamborees are addressed not only to WOSM registered members, but also to those members registered with WAGGGS.
- Members of national Girl Guide/Girl Scout associations (which are members of WAGGGS only) may attend such events with the agreement of the NSO in their country. Apart from initial information provided by WOSM and WAGGGS, all information about the event, registration procedures, etc. are handled through their WOSM Member Organization.
- In all cases, Girl Guides/Girl Scouts attending a World Scout Jamboree are part of their respective National Contingent. There will therefore be no WAGGGS contingents.

3. RESPONSIBILITIES

The planning, organisation and execution of the World Scout Jamboree includes many parties. All the parties shall work together towards a successful event.

3.1 World Scout Conference

The World Scout Conference elects an NSO or an alliance of NSOs to host the World Scout Jamboree. Nominations for candidate Host Organisations must be received in good time, in accordance with the rules of procedure of the World Scout Conference and the official circulars in this regard released by the World Scout Bureau. Should several NSOs wish to form an alliance to host a World Scout Jamboree, a formal written agreement constituting the alliance and including the obligations and authority of each NSO in the alliance must accompany the candidature to be elected as the World Scout Jamboree Host Organization. This agreement will need to be approved by the World Scout Committee.

From the time of their election to host the World Scout Jamboree until the event, the Host Organisation shall deliver a report on the status of the Jamboree preparations to each session of the World Scout Conference. An evaluation report shall be delivered at the first session of the World Scout Conference following the event.

3.2 World Scout Committee

The World Scout Committee is the executive body of WOSM and acts on behalf of the World Scout Conference between its sessions. In this capacity and in line with the Constitution of the World Organization, the World Scout Committee has the responsibility to supervise the organisation of World Scout Events. The World Scout Committee will also approve:

- the site of the event
- the dates of the event
- the maximum permitted numbers of Participants and Adults at the Jamboree
- the logo
- the theme and motto
- the registration fee levels and structure
- an outline of the Jamboree programme and educational objectives (see Section 4)
- the crisis management plan (see Section 7.5)
- the exact dates for eligibility of Participants (See Section 2.1 above)
- the communications plan (see Section 8)
- and any other matters as described in this document

The Host Organisation shall deliver a report on the status of the Jamboree preparations to each ordinary meeting of the World Scout Committee during the five years prior to the event. An evaluation report, in a format specified, shall be delivered at the first appropriate meeting of the World Scout Committee following the event.

The World Scout Committee shall appoint an appropriate person to be its liaison person for the World Scout Jamboree. The WSC will put in place appropriate reporting arrangements for this role.

The World Scout Committee shall be represented at the decision making level in the crisis management organisation for the World Scout Jamboree.

In exceptional circumstances, acting on behalf of the World Scout Conference, the World Scout Committee has the authority to revoke the selection of a NSO to host a World Scout Jamboree.

3.3 Host Organisation

The NSO or alliance of NSOs, which has been elected by the World Scout Conference to host the World Scout Jamboree, is known as the Host Organisation.

The Host Organisation organises and runs the event, in accordance with WOSM policies and priorities. The Host Organisation must ensure that those responsible for organising the Jamboree (the Planning Team) have relevant experience and skills in relation to large scale events.

The World Scout Committee has agreed that at least 20% of those organising World Events should be under 30 years of age.

The Host Organisation is responsible for the financial management of the event.

The Host Organisation shall develop a project plan for the Jamboree, including the planning period, the build and take down phases, and the Jamboree delivery phase. The project plan must include a plan for communication during the event, staffing and operational management. It must also include a risk management plan (see 7.5 below).

The Host Organisation shall work closely with the WSB throughout the Jamboree preparations and shall keep the WSB informed about the status of the Jamboree preparations at all times. In order to ensure effective communication, the WSB's representative (usually the Director, World Events) will be a non voting member of the Jamboree's senior decision making body with right of attendance at all meetings and access to all documentation.

3.4 World Scout Bureau (WSB)

The WSB shall support the World Scout Committee in carrying out its duties to supervise the preparation of the World Scout Jamboree and shall support the Host Organisation in the preparation and delivery of the World Scout Jamboree.

The Host Organisation shall sign a standard written agreement specifying the level of support and supervision to be provided to the Host Organisation by the WSB and the financial reimbursement the Host Organisation shall provide to the WSB to make this support possible. It is a condition of being invited to bid for the World Scout Jamboree that a prospective Host Organisation agrees to sign the agreement and provide the financial reimbursement. Details of both items will be available to interested parties in good time.

The WSB shall assist the Host Organisation in the regular reporting to the World Scout Committee, which will be in a format agreed by the Committee.

3.5 Financial Management

The Host Organisation has full responsibility for the financial management of the World Scout Jamboree.

The Host Organisation shall create a Jamboree budget, including all income and expenditure that can be attributed to the World Scout Jamboree. Two years before the Jamboree, the Host Organisation shall present the Jamboree budget to the World Scout Committee.

The Host Organisation is accountable to the World Scout Committee on behalf of the World Scout Conference for the use made of the sums paid for Jamboree registration fees and any other sources of income.

Any profit realised by the Jamboree shall be retained by the Host Organisation to be used in its sole discretion. In this respect, the Host Organisation may refer to the spirit of Conference Resolution 11/37 and share this profit with WOSM to be used for the promotion of Scouting worldwide.

WOSM shall not be responsible for any financial loss incurred by the hosting of the Jamboree. In this respect, the Host Organisation accepts full responsibility.

Within the Jamboree budget, a sum equal to not less than 2.5% of the total projected income from registration fees shall be allocated to the Jamboree Solidarity Operation.

3.5.1 Solidarity Operation

The Host Organisation shall establish a Solidarity Operation. This Operation shall set up and raise as much money as possible for a Solidarity Fund. The purpose of the Solidarity Operation is to ensure that as many Scouts as possible have the opportunity to attend the Jamboree, regardless of their economic circumstances. Priority shall be given to those countries who have no possibility to otherwise send Scouts to the Jamboree.

NSOs and partners of World Scouting are invited to contribute to the Solidarity Fund. The Solidarity Operation is managed in close co-operation with the WSB Regional Offices which oversee the accommodation of Scouts from financially assisted NSOs in their respective Regions at the Jamboree, for example, in international patrols, or hosted within the troops of supporting NSOs.

The Host Organisation must ensure that the facilities and experience provided to Scouts supported by the Solidarity Fund are equal (including in look and feel) to those of all other Jamboree participants.

3.6 Partners and Sponsors

The Host Organisation shall seek external support and sponsorship for the World Scout Jamboree. This may come from governmental, non-governmental, corporate, or private bodies.

All agreements with sponsors or partners for the World Scout Jamboree shall be consistent with the WOSM criteria for working with corporate partners stated in Circular N° 4/2005. Consideration shall be given to any agreements previously signed by the WSB with partners of World Scouting.

3.7 Evaluation and Documentation

The Host Organisation shall conduct a detailed evaluation of the World Scout Jamboree and produce an evaluation report to be shared with the World Scout Committee. The evaluation process should be well defined before the event and should include actions to be taken before, during and after the event. The evaluation should include not only logistical or organisational aspects but also the educational ones related to the personal impact of living the Jamboree experience.

The Host Organisation shall ensure that the planning and delivery of the World Scout Jamboree is recorded in a way that can be followed by future organisers. The documentation, in English, with relevant indexing, shall be delivered to the WSB along with the Jamboree evaluation report.

3.8 Hand over to Future Organisers

The Host Organisation shall invite the Host Organisation of the succeeding World Scout Jamboree to observe and participate in the planning, delivery and evaluation of the event.

4. PROGRAMME

4.1 Youth Programme

The programme of a World Scout Jamboree shall be developed in accordance with WOSM policies and Guidelines in the area of Youth Programme.

A programme outline, covering the educational objectives of the event, the general programme concepts and a draft schedule of the event, shall be presented to the World Scout Committee two years before the Jamboree. To ensure that the Jamboree Programme contributes to and is consistent with other WOSM projects related to Programme, the content of the Programme Outline shall be developed in consultation with the appointed representatives of the World Scout Committee and WSB staff.

The Programme activities on a World Scout Jamboree should:

- be based on the Scout Method
- address global issues relevant to the Participants' age group
- be varied to cover all dimensions of the Participants' personal development
- be both educational and attractive
- be modern and contribute to the development of World Scouting

The Programme of the World Scout Jamboree must contain the following:

- An area focussed on global development issues (commonly known as a Global Development Village), which should be organised in close cooperation with the WSB.
- Activities focusing on the great diversity among the Participants, giving them the opportunity to learn more about each other's cultures, thoughts and experiences.
- Activities encouraging the Participants to both practice and reflect on their own beliefs and to learn more about other religions, including an Interreligious Ceremony. The planning of these activities should be made in consultation with the World Scout Interreligious Forum.

- The concept of subcamp life.
- Opportunities for young people to exercise participation in decision-making.
- Activities reflecting the aspect of community involvement in Scouting.
- Opportunities for adventure in the natural environment.
- Activities that enable an understanding and knowledge of the culture of the host country in its different dimensions.
- Opportunities for sufficient free time to allow participants to meet and mix in an unstructured way. The Host Organisation must be able to demonstrate how the site is designed to facilitate this important aspect of the Jamboree, for example through the provision of spaces for young people to congregate informally.

The Host Organisation will ensure that appropriate programme concepts and written content of resources developed in relation to the World Scout Jamboree are available to NSOs after the event, usually via the official event website or scout.org.

4.2 Ceremonies

Ceremonies at a World Scout Jamboree are conceived for young people within a Scout framework and are part of the youth programme. During one of the major ceremonies, the following shall be included:

- The reading of the Scout Law (WOSM constitutional version recommended).
- The renewal of the Scout Promise.
- A message from WOSM representatives

The following ceremonies open to all Participants at the World Scout Jamboree must take place:

- Opening Ceremony
- Closing Ceremony
- Interreligious Ceremony

4.2.1 Opening Ceremony

The Opening Ceremony must include the presentation of national flags, first those from NSOs, followed, as appropriate, by those of national Scout associations invited by the World Scout Committee. In addition, the World Scout flag must both precede and close the presentation of national flags.

4.2.2 Closing Ceremony

The Closing Ceremony must include the passing on of the World Scout flag from the Host Organisation to the hosts of the succeeding Jamboree.

4.2.3 Interreligious ceremony

The Interreligious Ceremony shall be defined in consultation with the WSB and the World Scout Interreligious Forum and shall contribute to interreligious dialogue.

4.3 Adult Programme

Recognising the number of Adults present at the event and the unique opportunity to help all Adults present to see the Jamboree as an opportunity for learning, there should be a specific programme for Adults. This may include forums, workshops, conferences, cultural, sporting and religious activities. The outline of the Adult Programme must be presented to the World Scout Committee at least two years before the event

5. HUMAN RESOURCES

The Host Organisation shall recruit a Jamboree Organising Team to carry out the planning and the delivery of the World Scout Jamboree. The Host Organisation shall establish the organisational structure of the Jamboree Organising Team and communicate this to the WSB, clearly identifying the senior leadership and key points of contact and decision making.

The Host Organisation is encouraged to recruit suitably experienced Scouts from NSOs around the world to the Jamboree Organising Team, in consultation and with the formal consent of the NSOs concerned. The WSB shall use its international networks to suggest adults with suitable experience for recruitment to the Jamboree Organising Team.

The Host Organisation must follow the WOSM Adults in Scouting Policy, particularly when recruiting, selecting, training and providing follow-up to all categories of staff.

5.1 International Service Team (IST)

The role of IST is to support the Host Organisation in delivering the Jamboree. The Host Organisation shall ensure that all IST receive appropriate induction, training and leadership for the task they are assigned. In particular IST should undertake a refresher child protection programme provided by the organisers – known as “Safe from Harm training”.

Through contributing to the delivery of a World Scout Jamboree, members of the IST should have the chance to develop as adults in Scouting. Innovative and effective ways should be explored to ensure that ISTs carry out their role in delivering the Jamboree in a responsible, yet rewarding and pleasant way.

5.2 External support

The Host Organisation may engage external support staff to help deliver the Jamboree. All external support staff must follow the internal regulations for the Jamboree when on the site, especially in relation to child protection guidelines.

The WSB will support the host organisation in promoting the participation of support staff from UN Agencies and international NGOs at the Jamboree.

6. SITE SPECIFICATIONS

The location chosen for the Jamboree site must be appropriate in size, access and physical terrain for the activities of the event. The site must be able to provide the infrastructure necessary to support the planned number of participants and IST. The site shall be approved by the World Scout Committee and shall be presented to the World Scout Conference in the bid to become the Host Organisation for the World Scout Jamboree.

6.1 Facilities

When providing facilities for the World Scout Jamboree, the Host Organisation shall consult with the WSB and refer closely to the evaluations of previous World Scout Jamborees. Careful consideration should be given to the needs of Participants and IST from different parts of the world and different cultures.

The World Scout Committee will require details of the facilities, and the processes in place for ensuring they remain fit for purpose during the Jamboree. Such details to be provided no later than one year before the event. The Host Organisation will be required to demonstrate the calculations and assumptions used in the site specifications.

Particular attention should be paid to the following issues:

- the supply of sufficient toilets in camping areas, public areas and programme areas and the process in place to ensure they are kept hygienic and clean. It is essential that both “Western” and “Asian/squat” toilets with appropriate washing facilities are readily available
- sufficient showers to ensure participants and IST are able to shower regularly without undue waiting times

- food and catering arrangements, especially dietary requirements both religious and medical. It is essential to ensure a balanced diet for all participants and IST. It is essential that food and catering arrangements are able to respond to the dietary needs of all participants and IST
- access to facilities and access to all areas of the site for those with disabilities of a sufficient standard to ensure they can take a full part in the Jamboree.
- camping arrangements – sufficient area for each Unit within a layout which contributes to developing a Scout community and which is accessible for emergency vehicles.
- specific cultural and religious requirements such as prayer areas and washing facilities
- sufficient fresh water volumes to meet the needs of the number of participants and IST, and with appropriate access to drinking water for participants and IST at all times.
- sufficient capacity of the infrastructure to deal with waste water and rain water bearing in mind the number of participants and the expected weather conditions.
- IST/adult catering facilities which offer a balanced and varied diet in a facility which does not require excessive waiting times.
- provision of robust data networks (mobile and fixed line) and mobile telephone coverage to ensure that digital communication is the preferred method of communicating with participants and IST during the event.

6.2 World Scout Centre and Contingent Headquarters

Every Contingent at the World Scout Jamboree shall be allocated a Contingent Headquarters, with space for a display stand or exhibition. This should be in the vicinity of the administrative and technical services to the Contingent teams.

A World Scout Centre shall be set up to promote World Scouting in partnership with the WSB. It shall include exhibitions on Scouting, activities for young people and adults, an interactive exhibition and information area of WOSM, including its Regions and information on future World Events.

7. SAFETY AND HEALTHCARE

7.1 Internal Regulations

Taking into consideration local legislation and the international dimension of the event, Jamboree regulations shall be established by the Host Organisation in consultation with the WSB and the World Scout Committee.

The Jamboree regulations shall apply to all people onsite, including Participants, Unit Leaders, IST, external support staff and visitors. Contingents and the Jamboree Organising Team must ensure that these regulations are respected. The Host Organisation has the ultimate responsibility and duty to decide, after consultation with the Head(s) of Contingent concerned, which measures are to be taken in the case of a breach of these regulations.

In order to communicate the appropriate principles of conduct from the Jamboree regulations, the following documents should be produced:

- a Participants' code of conduct that is educational and expressed in a manner appropriate to their age;
- an Adults' code of conduct, including a clear explanation of the child protection policy.

7.2 Child Protection Policy

The Host Organisation, in consultation with the WSB, must develop a child protection policy for the Jamboree. Consideration shall be taken of all relevant local legislation and the international dimension of the event. This policy aims to safeguard the welfare of all young people at the event by protecting them from harm.

7.3 Specific health matters

Local legislation relating to the illegality of drug possession and/or consumption shall apply to the Jamboree. In all cases, possession and/or consumption of any of the following substances at the Jamboree shall be strictly forbidden:

- amphetamine-type stimulants
- cannabis
- cocaine
- opiates
- other psychoactive substances

The abuse of volatile solvents shall also be strictly forbidden.

The use of alcohol shall not be permitted on the Jamboree site. Some exceptions may be made for Adults in confined areas, in accordance with the host country's habits. Alcohol consumption may not affect the ability of any adult onsite to carry out their assigned role. Adults may not interact with Participants when affected by alcohol.

The use of any tobacco products shall be strongly discouraged. Smoking shall be confined to specific areas.

The Host Organisation must ensure that condoms are readily and easily accessible for all participants and IST at a number of locations on the site. Heads of Contingent must be informed in advance and made aware of their responsibility in communicating this policy to their Participants, Unit Leaders, Contingent Staff, and IST in an appropriate way. When making this information available onsite, consideration shall be given to the various cultures and beliefs present.

7.4 Healthcare

The Jamboree fee for Participants and Adults must include, at minimum, medical care in the case of minor illness (excluding pre-existing conditions) or accidents, including minor surgery or treatment when necessary during the period of the event.

The Host Organisation must make arrangements for healthcare services of international standard to be provided, recognising that this is likely to be through the country's own health services provision.

The Host Organisation must make arrangements to ensure that participants have sufficient health insurance cover before arrival at the Jamboree. This will usually be done on a Contingent basis.

The Host Organisation must notify NSOs of the healthcare and medical services that are covered by the Jamboree fee, as well as those that are not, by no later than two years before the event.

The Host Organisation will provide a Jamboree Hospital on site. The purpose of the hospital will be to avoid (as far as is reasonably possible) the removal of patients to off site healthcare facilities. The facility must provide international standards of healthcare and be of sufficient size, with sufficient staffing and facilities to manage the anticipated issues and flow of patients. Details of the type of issues and volume of patients are available from previous Host Organisations and the WSB. The staffing of the hospital and other healthcare facilities must provide sufficient range of language capability to ensure effective diagnosis of and communication with patients.

The Host Organisation must ensure that there is a robust and clearly explained First Aid and triage process for all areas used by participants and IST – that is including off site programme areas. The Host Organisation must ensure that minor issues are effectively dealt with at First Aid points and that sufficient facilities exist for the transport of patients to the Jamboree Hospital. The Host Organisation must ensure that sufficient mobile First Aid facilities are provided for participants and IST unable to attend designated First Aid points.

7.5 Risk Management and Crisis Management

The Host Organisation must establish a risk management plan for the World Scout Jamboree. This must include a thorough risk assessment of the preparatory and delivery phases of the event, and

a crisis management plan. In particular, this must detail the arrangements for evacuation of the whole or part of the Jamboree site.

A crisis management organisation shall be defined. The World Scout Committee shall be represented in the crisis management organisation for the World Scout Jamboree at the decision making level.

The Host Organisation must obtain a public liability insurance to cover it for the duration of the Jamboree.

7.6 Data management and network security

The Host Organisation shall ensure that all data on individuals associated with the Jamboree is held securely at all times and that security measures are in line with internationally recognised standards. All data gathered on individuals must only be used for the purpose of administering the Jamboree. It may not be sold or shared with other parties.

They must also ensure that any data networks provided (wireless or fixed) are also secured to international standards and, as far as is reasonably possible, not vulnerable to disruption or misuse.

8. COMMUNICATION AND MARKETING

The Host Organisation shall define a Jamboree profile, including a logo, motto and theme. This must be consistent with the World Scouting's brand and any policies related to communications adopted by the World Scout Conference.

The Host Organisation shall develop a communications plan for the World Scout Jamboree. To ensure that the Jamboree communications plan contributes to and is consistent with other WOSM projects related to communications, the content of the Jamboree communications plan should be developed in consultation with the WSB.

The Jamboree communications plan should include:

- A marketing plan for promoting the Jamboree
- A timeline for all communications and marketing activities
- A plan for press and media relations

The Jamboree communications plan shall be presented to the World Scout Committee three years before the Jamboree.

8.1 Official Publications

The Jamboree website will be the source of official information concerning the Jamboree and this should be supplemented by other social media channels that are used to promote the availability of official information as it becomes available. The website must be created four years before the event and be regularly updated. The website may have a "closed" area available to Heads of Contingent and other official stakeholders such as International Commissioners and WOSM representatives.

A minimum of five summaries of official information (known as Jamboree Bulletins) shall be produced during the three-year period preceding the event. The Host Organisation shall consult with the WSB about the content schedule for these summaries. The availability of these summaries shall be notified to all NSOs through the WSB digital media channels and Scoutpak. These summaries should be widely available for download from the official website. Updates of official information (known as Jamboree Circulars) may be posted at any time but notification should be made to Heads of Contingent before being publicly available.

The Official Publications of the event are the information summaries known as Jamboree Bulletins and the Jamboree Newspaper issued during the event.

All Official Publications shall be produced in at least two previously agreed languages.

8.2 Promotion of Participation

The Host Organisation shall promote participation at the World Scout Jamboree at all World and Regional Scout Conferences held during the four years prior to the event, in co-operation and with the support of the World Scout Committee, Regional Scout Committees, WSB Central and Regional Offices.

The Host Organisation may use the regular WOSM communication channels, including the WOSM website, to promote the event. This will be covered in the communication plan; the operational details being agreed with the WSB.

The Host Organisation shall offer all Heads of Contingent the possibility to visit the Jamboree site within the two years preceding the event, at a so-called Heads of Contingent Visit

8.3 Press and Media

The Host Organisation shall set up a Media Centre on the Jamboree site. The Media Centre shall co-ordinate information exchanges with national and international media during the event. The Media Centre shall be planned and run by the Host Organisation in partnership with the WSB.

There shall be a programme for Young Correspondents at the World Scout Jamboree.

8.4 Intellectual property

The World Scout Bureau manages all matters pertaining to trademarks, copyright and other intellectual property on behalf of WOSM.

The Host Organisation shall ensure that permission is obtained (in accordance with any local regulations) from all individuals registered to the World Scout Event such that the Host Organisation, World Scout Bureau, their licensees or assignees may use any video footage or still images in which that individual appears. This permission shall cover use of these images or footage for advertising or editorial purposes, for commercial or non-commercial use, for worldwide distribution in perpetuity.

The Host Organisation shall ensure that any person registered at the World Scout Event gives permission to the Host Organisation, World Scout Bureau, their licensees or assignees to use without limitation any materials created in the execution of their role at the World Scout Event or created in any organised associated activity, that would otherwise be copyright to the creator. This permission shall cover use of the material for advertising or editorial purposes, for commercial or non-commercial use, for worldwide distribution in perpetuity. Such materials may include (but are not limited to) images, videos, sounds, songs, artworks and web design.

The World Scout Bureau shall manage the licensing and distribution of any audio-visual or other materials produced in relation to the event (images, videos, sounds, songs, artworks, web) for commercial purposes after the conclusion of the World Scout Event.

9. BRAND MANAGEMENT & COMMERCIAL ASPECTS

9.1 Logo of the event

The logo of the World Scout Event shall be created and designed by the Host Organisation and must include the World Scout Emblem. The World Scout Emblem must be incorporated in accordance with the guidelines provided in the World Scout Brand Identity Guide and Brand Manual. The Host Organisation shall produce a document defining the logo to be submitted for approval to the World Scout Committee.

Once the event logo is approved, the Host Organisation shall take all reasonable measures to protect the World Scout Event logo. The logo may be registered as a trademark by the Host Organisation in the host country, and it may grant licenses for commercial and non-commercial use of the logo and its related design elements.

The Host Organisation shall produce design guidelines for NSOs specifying the approved use of the logo, including different permissible versions, minimum usage size and approved applications. Any commercial or non-commercial licensing arrangements must also be detailed in this document.

As members of WOSM, National Scout Organizations, and by extension National Scout Associations, will be entitled to use the World Scout Event logo for non-commercial purposes, in accordance with WOSM's general licensing conditions, as published in the World Scout Brand Identity Guide.

The Host Organisation shall own all rights to the World Scout Event logo, and shall grant to the World Scout Bureau and its licensees and assignees the right to use the logo and its related design elements for commercial and non-commercial use in perpetuity.

9.2 Sale of World Scout Event Profile Products

The Host Organisation shall create a range of official World Scout Event products to complement the World Scout Event brand. The World Scout Bureau and the official licence holder for the retail of World Scout branded products (World Scout Shop) shall support the Host Organisation in the development and marketing of this collection.

The World Scout Shop shall have the right to distribute official World Scout Event products.

The Host Organisation, World Scout Bureau and World Scout Shop shall conclude a written agreement stipulating the practical arrangements covering all aspects of the involvement of the World Scout Shop in the World Scout Event.

9.3 Use of the World Scout Emblem, brands, logos and designs

9.3.1 Non-commercial use

The Host Organisation of the World Scout Event is obliged to use the World Scout Emblem in the World Scout Event logo. World Scout Bureau grants to the Host Organisation unrestricted non-commercial use of all trademarks and designs of World Scouting in accordance with the general license terms as published in the World Scout Brand Identity Guide, including the World Scouting Brand Logo and related design elements, in the context of promoting the World Scout Event, WOSM's educational programmes, projects, events and other initiatives from the time of its election as Host Organisation until one month after the date of the closing of the World Scout Event.

9.3.2 Commercial use

The World Scout Bureau agrees to waive royalties resulting from all commercial use by the Host Organisation of the World Scout Emblem exclusively where it is used in the reproduction of the official World Scout Event logo. In return for this concession, the Host Organisation shall provide the World Scout Shop an appropriately appointed sales area space on the event site at no charge. The World Scout Shop shall have the right to establish a store on the World Scout Event site and to sell official World Scout branded products and related items.

10. ENVIRONMENTAL MANAGEMENT

The Host Organisation must develop an environmental policy covering the preparations and delivery of the event. All reasonable measures should be taken to minimise the negative environmental impact of the event (with preference given to minimised use of resources, reusable products, energy saving, recycling programmes, waste reduction, water saving, purchasing greener materials, development of the site(s), etc.).

The Host Organisation shall communicate the environmental policy of the event to Contingents and shall promote good environmental practices.

11. PROTOCOL

11.1 Languages

As per the constitution the official languages of WOSM are English and French. WSB publications in relation to the event will be provided in these languages.

The operational language of the event will be English. This means that publications and key documents will be available in English and that the Jamboree's key personnel are able to communicate effectively in English.

For each Jamboree at least one additional language will be recommended by the organisers and agreed by the World Scout Committee. This additional language(s) will be used for publications, arena events and in other situations as would be helpful. The ceremonies must include balanced use of at least two languages by fluent speakers of those languages.

That organisers will be encouraged to use the five working WOSM languages as widely as possible.

The senior leadership of the Host Organisation and those who have direct contact with Contingents and World Scout entities must be capable of communicating in English. At the Jamboree, the leadership staff, the sub-camp staff and the staff of the welcome, services and programme areas directly in contact with Participants must be capable of communicating in at least one of the agreed languages of the event.

11.2 Flags

In the main arena of the event, only the national flags of NSOs, the World Scout flag, the event flag and that of the Host Organisation can be hoisted. They are presented in alphabetical order in English or in French. In other open areas of the event (such as the main entrance boulevard), the same flags as above can be displayed as well as those of national Scout associations invited by the World Scout Committee.

In the sub-camps, flags of provinces, territories and other communities to which Scouts of that sub-camp belong can be displayed, as long as none of these flags undermines any of the official emblems of NSOs and invited Scout associations. Flags of other Scout-related organisations invited by WOSM can be displayed in their stands and campsites, and in particular at the GDV. Political and culturally insensitive slogans must not be displayed on flags and banners.

Flags or banners of commercial companies can be displayed in a limited number of areas where they will not compete with the country flags. Any flags or banners need to be sensitive to the multicultural environment of the Jamboree.

12. AMENDMENTS AND UPDATES

NSOs or alliances of NSOs standing to be elected as a Host Organisation for a World Scout Jamboree must provide written agreement that they will follow these Guidelines at the time of posting their candidature. Any amendments to these Guidelines after that date may apply to that Host Organisation at the discretion of the World Scout Committee and after consultation with the Host Organisation.

The World Scout Committee may decide to change these Guidelines at any time. The most recent version shall apply to any NSO or alliance of NSOs posting candidature to host a World Scout Jamboree.

In the event of a conflict arising out of the interpretation of these Guidelines, the English text shall prevail.

* * *