



Theme: Living together for peace

DOCUMENT

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Guidelines on Bidding and Hosting Africa
Scout Conference and Youth Forum

Preliminary Observations

The Africa Scout Conference is a statutory function of the World Organization of the Scout Movement (WOSM) and, as such, the conference aligns with WOSM standards.

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.

Recognizing the many recommendations made to the Conference over many years, the National Scout Organization (NSO) inviting or bidding to host the Conference MUST consider the end cost of the event to the members of the Africa Scout Region and should be prepared to consider venues which offer opportunities to have a more cost-effective conference.

The inviting or bidding NSO will propose at least 2 sites to present to the Africa Scout Committee, which must meet the needs outlined in this document, as well as be within a reasonable cost band.

The proposed dates of the Conference should recognize the periods of holiday, exam times and other important constraints of time, so that participation can be maximized. The final dates will be agreed in conjunction with the Africa Scout Committee.

The host country (country of the NSO inviting or bidding to host the event) must be accessible to everyone, without distinction of nationality, and guarantees should be given to facilitate the issue of visas to citizens of all countries of the Africa Scout Region, without exception. This should be confirmed by a letter of guarantee issued by the relevant authorities in the host country.

The NSO that bids to host the Conference also accepts to host the Africa Scout Youth Forum few days before the Conference.

The following lines detail the requirements for bidding to host and organizing the Africa Scout Conference and Youth Forum.

1. Invitation or bid to Host the Africa Scout Conference

The applicant NSO should be in good standing with WOSM (Article VII, 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

The invitation/bid to host the Conference should be sent to the World Scout Bureau Africa Support Centre (WSB-Africa) as per these guidelines, no later than the deadline in the call for bids.

In agreement with the applicant NSO, the WSB-Africa will survey the proposed venue(s) and discuss the criteria for the bid, to ensure that it conforms to WOSM requirements and is viable from an operational and financial standpoint. Costs of the meeting will be met by the inviting/bidding NSO.

Upon recommendation by the WSB-Africa, the Africa Scout Committee will determine if the invitation/bid fulfills the necessary requirements and therefore qualifies for submission as a formal invitation/bid to be voted upon during the appropriate plenary session at the preceding Africa Scout Conference.

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.

2. Conference and Youth Forum Logo

The host NSO 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 Africa Scout Committee not later than 18 months before the event, and before producing any promotional and administrative material.

3. Programme

The host NSO proposes, and the Africa Scout Committee approves the theme, plans and delivers the programme of the constitutional Conference.

The Host Committee:

- Has the task to plan and arrange the social programme (to be approved by the Africa Committee) including the opening and closing ceremonies, the Africa Scout Foundation reception and an international evening. An evening based on local culture is also a welcome activity.
- Must identify the location and timing of religious services for the different denominations and organise the inter-religious service
- Prepares daily meditations as requested, taking into account the diversity of faiths.

Partners (accompanying persons) may accompany delegates, and the host is welcome to propose a programme for them.

4. Infrastructure for the Conference and Youth Forum

It would be preferable to have the Conference and Youth Forum located in the same venue, especially as the Youth Forum precedes the conference by a few days only. However, where this is not possible then the distance between the venues should be as limited as possible and transport between the two venues should be considered by the planning and host committees.

4.1 Conference Hall

One large room with a stage, public address system, tables and chairs for 300 people for the Conference and for 100 people for the Youth Forum. Video and data projection via computer must be available.

4.2 Other necessary spaces

- One room for the secretariat with enough space for 10 - 15 people and for all necessary office machinery including IT equipment as agreed and accessible at all times. Refreshments should be available for those working in the secretariat. The secretariat should be situated in close proximity to the conference hall.
- A communications room which will also provide space for production and translation.
- One meeting room for the Africa Scout Committee (12 people). This should be located close to the secretariat. An alternative would be for the committee and the secretariat to share space and have one room for guests.
- One meeting room for the Resolutions/Recommendations Committee.
- One room for Safe from Harm Listening ear.
- Around 5-7 meeting spaces for working groups of around 20-30 people. These spaces should be freely available throughout the period of the Conference and Youth Forum. All working places should be equipped with flip charts and pens and some with data projection.
- One holding room for VIPs preferably closer to the main conference hall.

4.3 Technical Installations

- Adequate public address system in the conference hall. Unless there are table mics, there should be a minimum of four microphones at the table on the stage, one microphone at

the lectern on the stage, 4 stands with microphones in the hall and two portable microphones.

- One large projection screen for the conference hall, large enough to allow dual projections at the same time in English and French.
- One data projector and computer of the highest resolution and sufficiently powerful for being viewed by the audience.
- It must be possible to rehearse all presentations at a minimum of 24 hours before they are due to be used in the conference.
- Live streaming of agreed sessions and contents.
- Electronic voting.
- Internet access should be made available in the conference room (able to support electronic voting and live streaming), in the secretariat and committee rooms, and to as many workstations as possible.
- Internet, printing and photocopying opportunities should be provided for delegates at the conference/forum venue.
- Exhibition space with agreed facilities (to be requested and paid for by the exhibitor).
- The venue should be branded in accordance with WOSM branding guidelines.

4.4 Simultaneous Interpretation

If possible, equipment for interpretation should already be installed with cabins for interpreters; otherwise this should be arranged by the Host Committee. A team of interpreters shall be engaged and deployed throughout the conference and Youth Forum. The number and costs will be negotiated by the host committee in conjunction with the WSB-Africa and included in the Conference budget.

4.5 Parental crèche

The host NSO should consider the possibility of providing a crèche facility to enable those with small children to participate in the Conference. Such facility should be provided in conjunction with the parents of the children concerned.

4.6 Accessibility of the venue

Careful consideration must be given to full accessibility of the Conference and Youth Forum venue(s) and accommodation to ensure that those with any form of restriction have the possibility to participate fully in all aspects of the Conference and Youth Forum.

5. Accommodation

Accommodation at different price levels should be made available either in the conference Centre itself or within short (walking) distance.

- Approximately 50 single rooms, in the conference Centre or in the main conference Hotel, are required for members of the Africa Scout Committee, WSB-Africa staff, special guests and delegates. Besides, accommodation of relevant classifications should provide for approximately 250 delegates.
- Reasonable meals should be available, as per the Conference and Youth Forum programmes, taking into consideration the dietary requirements of the delegates including religious requirements.
- Both the Conference/Youth Forum and the accommodation venues should have the ability to cater for large groups within a limited time.

6. Reception

Delegates should be guided from entry points (e.g., airport, railway station, regional bus services, ferry terminal) and provided with adequate information to arrive at the conference centre. It may be advisable to limit the times for guiding delegates to the arrival and departure days of the conference.

The hosts shall organise the registration on arrival day of delegates when they arrive at the Conference/Youth Forum venue. Lines for queuing should be organised and the registration should be physically separated from the check-in at the hotel/accommodation. Provision should be made for the secretariat to also provide conference materials in the registration area.

7. Personnel

An Organizing Committee and a secretariat for the Conference and Youth Forum shall be formed jointly by the host NSO and the WSB-Africa and shall assist the Africa Scout Committee in promoting and carrying out the conference (Constitution of the Africa Scout Region, Art.V.2).

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).

The host NSO should form a Host Committee, made up of people responsible for reception, accommodation, local programme, finance, technical installations, press relations, etc., all of whom should be available to work during the whole period of planning and running the Conference and Youth Forum.

All people who will be in personal contact with Conference and Youth Forum delegates should be able to communicate in either English or French and should undergo a Safe from Harm training.

The Host Committee shall appoint an appropriate person to liaise with the secretariat of the Conference.

The Host Committee shall recruit a Host Committee Service Team of young people to provide the necessary support to those organising the Conference, as well as the delegates, including support to the secretariat. The possibility of having "personal assistants" to each delegation is encouraged.

A technician from the conference centre shall be available throughout the Conference and Youth Forum. A technician from the Host Committee Service Team shall also be available and manage all the technical equipment in the conference rooms. Technical support shall be made available to the secretariat.

8. Public Relations

The Host Committee shall appoint one person to be responsible for Public Relations and Communications who will cooperate with the Organizing Team in developing a Public Relations and Communications Plan in line with the Conference and Youth Forum preparatory timetable. This shall also include all aspects of social networking and such media.

The Host Committee shall develop a team to liaise with the national and local authorities as well as the press.

A Press Conference shall be organised at an appropriate time before or during the Conference and Youth Forum, respectively.

9. Preparatory meetings

A logistical liaison person from the Region, usually a member of staff, will represent the interests of the Region in meetings with the Host Team to ensure the Memorandum of Understanding to achieve the Regional Conference and Youth Forum is achieved. At least one face to face meeting is envisaged by mutual agreement, in the year preceding the conference, at the venue of the conference. Costs of the meeting will be met by the host team. Additional contact should take place remotely, using technology.

10. Finances

The host country is responsible for the finances of the events. It establishes its own budget, while taking into account the availability of local financial resources (grants, sponsors, gifts, loan of equipment, participation fees, etc.). If sponsorship is sought, then this should take into account WOSM guidelines/policies on sponsorship. If no subsidies are granted from any other partners / sources, the host NSO should be able to break-even from registration fees.

The regional secretariat shall not be responsible for any financial loss incurred as a result of hosting the events. In this respect, the host NSO accepts full responsibility. In the same perspective, any surplus from hosting the events is retained by the host NSO.

The host member organization should prove readiness to host the Conference at least 12 months ahead of the set dates for the Conference with regards resource mobilization.

Accommodation Costs

- With the exception of the Youth Forum where the participation fee charged also covers accommodation, the accommodation costs for the conference should be expressed

separately from the participation fee. Each delegation is responsible for paying its own hotel/accommodation costs.

Participation Fee

- 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).
- The participation fee for the Conference should include reception, meals, social programme, all costs related to simultaneous interpretation, and the ICT and AV equipment needed for running the programme.
- The participation fee must be approved by the Africa Scout Committee.

Conference Budget

- The conference budget should take into account:
 - A negotiated contribution to the costs incurred by the Regional Team for the preparatory meetings;
 - A negotiated contribution to the costs incurred by the Regional Team for accommodation and travel of eight executive/administrative staff for the Conference and Youth Forum, additionally for two days before and 1 day after;
 - A negotiated contribution towards the costs of participation – accommodation and travel for the Regional Committees – twelve people;
 - An agreed proposal for interpretation and translation costs;
 - An amount equivalent to cover the Conference fee for at least ten participants from countries having financial difficulties (solidarity operation);
 - The cost of travel, accommodation and meals for 3 key-note speakers;
 - The cost of the Conference and Youth Forum rooms, meals (2 tea breaks and lunch) and drinking water.
 - The cost of a special show and a special meal for the opening or closing ceremonies;
 - The cost of the audio-visual and ICT equipment required;
 - The cost of agreed additional secretariat equipment;
 - Other programme related costs approved between the Organizing Committee and the Host Committee prior to the approval of the final budget.

The host committee will enter into an agreement with the Organizing Committee, based on the negotiated elements above, for the dispersal of profits from the Conference above an agreed level.

The final financial result, surplus or deficit is the responsibility of the host NSO. A financial report and an evaluation report should be produced within six months of the end of the Conference. These should be shared in-depth with the host of the next Conference.

11. Host Information

Upon being awarded the hosting of the events, the host NSO should share a series of information with the other NSOs from the Region, in the form of bulletins, to help in their effective participation in the events.

- The first bulletin ("Host Information 1") containing more details on the event(s) venue(s), accommodation, social programme, participation fee, deadline for signing up, agreed booking procedure, etc., shall be sent to all NSOs in the Region at least 9 months before the start of the event. The Host Committee sends this information in full agreement with the Africa Scout Committee and the information shall be prepared in a way to also be published on the website of the event.
- Further information ("Host Information 2") on transport and other issues as decided, will be sent by the Host Committee approximately 6 months before the event.
- The provision of final registration information ("Host Information 3") with precise details of the dates and times of arrival and departure of the participants is up to the Host Committee, but not more than 3 months in advance.

12. Risk Management

A full risk management document must be prepared by the host NSO and made available on request to the Africa Scout Committee. This should identify the major risks and how these are

proposed to be managed. Where appropriate, event insurance should be investigated to provide protection against cancellation.

13. Knowledge Management

All work in the preparation and execution of the conference should be adequately recorded so that the learning concerning all aspects of the event can be shared and mainstreamed in the work of the Region and WOSM in general. Where necessary, the working groups of the Region can assist in mainstreaming important aspects such as Safe from Harm, diversity and inclusion, as well as sustainability, in the preparatory and implementation work.

14. Memorandum of Understanding

In order to capture all aspects of the agreement between the Region and the host NSO, a Memorandum of Understanding will be signed in advance of any major decisions relating to the Conference being made. There will be full consultation before important aspects such as the date, participation fee and overall budget of the Conference are announced.

15. Sustainability

While we understand that going fully digital may not always work completely, we encourage you to prioritise using digital versions of documents over printed ones whenever possible, and to print responsibly.

Where reference has been made on provision of conference folders, digital versions is implied in all cases and even though provision for printing is made within these guidelines, all conference participants will be urged to minimize any need for printing unless only when it's totally unavoidable.

Reviewed and adopted by the Africa Scout Committee, 14 March 2025