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## ROVERWAY GUIDELINES

(These guidelines establish the minimum standards expected in bidding and running this important event)

### Aims

RoverWay is an educational event for and by young people aiming:

- To provide meaningful, active and fun experiences that can contribute to one's personal development
- To promote intercultural learning
- To encourage the sharing of experiences and good practices relating to Rover/Ranger programmes as a contribution to strengthening the programme for the older age sections
- To promote partnerships throughout Europe
- To explore development trends on Youth and other relevant issues in Europe and the World
- To provide an active learning experience of European citizenship
- To enable meaningful Youth Leadership experiences.

### Host country

- All associations which are members of WOSM and/or WAGGGS in the country should sign a declaration stating that they agree to host the event in their country.
- The work and responsibilities related to organising the event should be shared among all recognised and interested Scout and/or Guide associations in the country.
- The host organisation must seek a guarantee from its national authorities that young people from all the countries which are members of the two above mentioned Regions will be allowed to enter the host country.

### Participants

- Young people aged 16-22 who are members of the Ranger/Rover Section of either the European Scout Region or the Europe Region WAGGGS.
- Young people from other Regions, who must be members of WOSM or WAGGGS, are also welcome to participate in the event. An official invitation from the host country may be sent to all regions, but it's the responsibility of the Regional Committees of WAGGGS and WOSM if they wish to further promote the event in specific Regions.
- The host organisation will determine, in collaboration with the Regional Committees of WAGGGS and WOSM, the number of participants. An average number of previous events will be used as a reference.
- The host organisation should encourage the participation of young people from as many different countries as possible

### Dates

- The event is usually scheduled during the second half of July or first half of August, when most European countries have their school holidays.
- The duration is usually between 8 and 10 days.
- The host organisation may decide to offer additional tours/campsites before and/or after the RoverWay event itself. Should this be the case the host organisation remains the point of contact in the host country until all Rovers/Rangers have returned safely home.



## Venue

- The host organisation is responsible for selecting the most suitable venue(s). This choice should be endorsed by a small joint committee of the hosts and the two Regions.
- The event should be located in an attractive outdoor setting offering a wide variety of educational opportunities for young people.

## Programme

- The Project approach should be considered as an important part of the programme and therefore documented in a project plan which should include all risk assessments concerning the event.
- The host committee should ensure a real European perspective during organisation, planning and implementation, development of the programme and logistical organisation, the consideration being that it is a European, not a national event with an international component.
- Young people should be actively involved in planning and organising the event, acting as co-organisers in the development and implementation of something for other young people, ensuring a peer-to-peer element throughout the project.
- Participants should be actively involved in preparing and running the event, not merely participants. They should:
  - be facilitated to communicate with other participants before the event;
  - prepare projects and activities at home to share during the event;
  - present aspects of their own countries and cultures;
  - share their experiences of Rovers/Rangers in their countries;
  - participate to create something as a legacy of the event
- Clear and measurable educational objectives should be agreed before the event and revisited as part of the planning, implementation and evaluation.
- Evaluation tools and processes to assess the educational programme implementation should be developed and put in practice. Innovative ways, involving participants should be sought.
- The programme should encourage young people to be part of a long-term commitment: it is a process not an event.
- The programme should be developed in a framework of related phases, ensuring proper flow and dynamics. Special attention should be paid to the last phase - a follow-up after the event itself.
- The programme should enhance contacts between the participants before, during and after the event.
- The programme should apply the Scout and Guide Method in all its elements: Symbolic Framework, Patrol System, Nature, Adult Support/co-operation between adults and young people, Personal Progress Opportunities, Learning by doing, Law and Promise, Service in the Community.
- The programme should offer a wide variety of experiences through:
  - adventurous outdoor activities;
  - hiking to discover the local area;
  - team challenges and problem-solving;
  - discovering different cultures and lifestyles;
  - discovering different faiths;
  - artistic and creative activities;
  - scientific and technological activities;
  - discussions and debates on current issues affecting young people and society;
  - encouraging personal spiritual development and reflection;
  - practical workshops to develop personal and professional skills;
  - concrete service projects with impact on society (local communities in particular);
  - meaningful evening programmes in the Scouting/Guiding spirit, also at smaller group level.
- There should be teams from the same country working in international groups, as well as opportunities to work individually in international patrols.
- The programme should reflect the priorities of the Regions.
- The international groups (communities/tribes), organised in teams of different countries, should consist, preferably, of no more than 40 persons.



## Adult support

- International volunteer staff should be recruited to support the event.
- The role and responsibilities of all staff members should be determined and agreed before the event.
- The Host Committee needs to provide training (regarding roles and responsibilities) for all the volunteer staff.
- International volunteer staff should be integrated fully into the national staff team and regular staff meetings held during the event.
- Opportunities should be offered to adult leaders to enable them to share experiences and good practices, and to develop partnerships.
- Special attention will be devoted to the recruitment, training and management of those who play the role of the international groups' leaders, since they are crucial to the success of the event.

## Finance

- Funding the event is a responsibility of the host organisation
- The host organisation is responsible for managing the event's finances.
- The Regions will offer advice regarding the financing of the event but cannot accept responsibility for any losses incurred.
- The host organisation should undertake a full risk assessment for the event, including possible hazards and cancellation and take out insurance cover to protect themselves and participants against identified and unexpected risks.
- Maximum efforts will be made to obtain external funding and sponsorship. External funding will be an integral part of the planning of the overall project and will be addressed from the beginning. Funding applications to national level funding sources will be made by the host organisation, with the possibility of technical support from the Regions. Funding applications to European level funding sources will only be made with the support and approval of the Regions.
- The participation fee should be as low as possible to enable a maximum number of young people to take part. It is advisable to set different levels of fee according to GNP.
- The participation fees will be approved by the Committees after a budget is provided.
- The award of travel grants should be considered for participants from countries below an agreed GNP.
- The host organisation must include an amount for a solidarity fund in the budget of the event and declare the amount as part of the bidding process. Further guidance should be offered to all participants and NSOs/MOs to have solidarity actions with their partner organisations, particularly those from countries with lower GNPs.
- Any substantive changes to the budget, above 5% of the agreed budget on which the participation fee calculation was based, should be advised to the Regions, along with the justification for these changes.

## Languages

- The official languages of the event are English, French and the host country's language.
- All official communication to NSOs/MOs, as well as all promotional materials must be provided in at least English and French. The languages to use in programme materials should have considered the origin and language abilities of the registered participants.
- The use of additional languages is encouraged.
- It is the responsibility of the Regions to provide support for translations into English and French for written materials before and after the event. Arrangement of translation support required during the event should be made in advance.

## Communication

- The host organisation is responsible for promoting the event widely and providing timely, accurate information to NSOs and MOs.
- Adequate human and financial resources need to be allocated to providing information and handling correspondence efficiently in at least English and French.
- The host organisation must keep the European Scout Region and the Europe Region WAGGGS informed by regular updates according to an agreed schedule, including the progress on programme, budget, volunteers, the registration of participants and IST, as well as any potential difficulties.



- The European Scout Region and the Europe Region WAGGGS should assist the host organisation in promoting the event and ensuring good communication with national associations.
- The host organisation should make the most of the event to promote and develop Scouting/Guiding in its country, especially in the Rover/Ranger age ranges.

### **Organisation and Support**

- A joint committee between the Regions and the host organisation will be established with specific roles and responsibilities amongst its members.
- Specific support from the Regions will be provided, namely on: fundraising at the European level, external communication and Public Relations, contact with European Institutions and international organisations and civil society organisations, human resources (professionals) and contacts with other Regions and National Associations.
- The host country and both regions establish a common list of VIP's, Internal and External guests and representatives to be invited, and provide guidelines on responsibilities before and during the event.
- The host organisation should ask for advice about programme from the Regions, especially looking at the participation and/or input of external partners on relevant topics across the programme.
- Specific guidelines for logistic and infrastructure decisions considering different regulations across European countries should be provided by the Regions.
- As far as possible, the host organisation should involve other NSOs/MOs and international volunteer staff in the planning phase.
- The European Scout Region and the Europe Region WAGGGS are responsible for advising the host organisation on policy, administrative and programme issues, as well as for supporting the planning process.
- A crisis management plan and team should be designed and implemented with the involvement of the Regional Offices.

### **Evaluation and Report**

- On-going monitoring and evaluation of the project is necessary, with regular reports being made to the two Regions
- The host committee should promote an overall project evaluation and produce a final report. In order to capitalise the experience, the host committee should produce a final archive for the two Regional Committees.

### **Agreed by:**

The European Scout Committee  
The Europe Committee WAGGGS

*November 2011*

