

Europe Office WAGGGS
Bureau Europe AMGE
rue de l'Industrie 10
B-1000 BRUSSELS, BELGIUM
TEL + 32 2 541 08 80
europe@europe.wagggsworld.org



European Scout Office WOSM
Bureau Européen du Scoutisme OMMS
Rue Henri-Christine 5, P. O. Box 327
CH-1211 GENEVA 4, SWITZERLAND
TEL + 41 22 705 11 00
europe@scout.org

Open call for hosting the 14th European Guide & Scout Centre Manager's Conference (CMC 2015)

To: - International Commissioners, Europe Region WAGGGS
- International Commissioners, European Scout Region
- Guide & Scout Centre Managers in Europe

31 October 2014

Background

Since 1989, managers of Guide & Scout Centres around Europe have gathered every two years to take part in the Guide & Scout Centre Managers' Conference (CMC). The 13th conference took place at the Neihaischen Scout Centre, Luxembourg in October 2013 and brought together around 60 participants, planning team members and experts.

This paper is an invitation for any National Scout Organisation (NSO) / National Scout Association (NSA) or Member Organisation (MO) / Component Association (CA) that is interested in hosting the 14th conference. It is a guideline for a centre to see what the basic requirements for hosting this event are.

Dates

It is planned that the 14th CMC will take place in October 2015, preferably from Saturday, 10 to Wednesday 14 October.

Costs

It is always the aim to keep the cost of the conference as low as possible to ensure that as many centre managers as possible can attend. Part of the requirement of the bidding centre is to make a funding application for the event to the Erasmus + programme through the national agency administering such grants.

The fee should include:

1. Overnight accommodation, food, coffee breaks and closing evening celebrations for all participants and planning team members during the conference;
2. Activities / excursion in the conference programme including transport;
3. Transport to and from the venue to the nearest airport and/or major railway station;
4. Costs for the travel of the planning team to and from the venue for the

conference including the overnight accommodation and food for two additional nights (PT arrives on Thursday while conference starts on Saturday);

5. Cost for the travel, accommodation and food for 2 experts for 2 nights during the conference;
6. The costs for the conference gift (Polo, T-shirt, Scarf, etc.);
7. All office material, the use of internet and all technical equipment;
8. The cost of hosting 1 meeting of the planning team for 3 days including the flight tickets.

IMPORTANT: The budget needs to be prepared on the basis of 70 participants and 5 planning team members (excluding the host venue manager) **but** needs to break even for the fixed costs at 60 participants.

It should be noted that any surplus or deficit on the conference is the responsibility of the hosting association and/or centre.

All these costs have to be considered when preparing a hosting proposal.

Requirements of the Host Centre

The Guide & Scout Centre Managers' Conference is a large-scale event and therefore requires considerable facilities. These include:

Location

- An active Scout / Guide Centre open to all members of WAGGGS and WOSM, with at least one full time staff member (preferably the manager) to work with the planning team for the event. In a location that will encourage a good atmosphere for the event and provide opportunities to see some of the local country and culture;
- The host venue manager will be an ex-officio member of the planning team but will only



attend the 1 planning team meeting held at his/her venue.

- Needs relatively easy access from all parts of Europe (preferably not more than 1.5 hours by coach/train from the nearest major international airport), including ease of accessibility with regard to entry regulations and visas for certain countries.

Infrastructure

- Accommodation of a good standard for at least 70 people;
- A main plenary room that can seat around 100 people with full technical facilities;
- A catering operation able to accommodate 100 people in one sitting and the ability to prepare good meals and tea/coffee breaks throughout the day;
- At least 2 rooms able to accommodate 30 people (one can be the main plenary room);
- At least 5 rooms able to accommodate 10 to 15 people (two of which can be those described above);
- A good social area for the late evening events (bar etc.);
- An office for use by the planning team for the whole event equipped with internet (wireless and cable), colour printer and phone line;
- Technical facilities such as photocopier(s), internet access (wireless), beamers, flip charts, TV and DVD/video, stationery;
- The ability to receive messages etc. and for participants to telephone / out of the centre;
- A shop selling, stamps, postcards, etc although this is not a high priority.

Services

- Need to host a meeting of the planning team within the overall proposed budget in spring 2015;
- The ability to assist participants upon arrival and to help advise possibilities for extra time in the country for exploration, personal time etc.;
- Host the planning team as of the Monday before the start of the conference.

What to do next?

When a NSO/NSA or MO/CA has a Centre that meets these requirements, which would be willing to host the event, please do the following:

Prepare a full application that details exactly what is available and can be offered at the Centre. This application should be based on experience and knowledge of prior conferences and should include:

- Full details of the Centre, the facilities and the possibilities;

- Proposal for out of Centre activities such as excursions and post conference tours;
- A price per person based on arrival on Wednesday before dinner and departure on Sunday after breakfast, including 2 coffee/tea breaks per day from Wednesday morning until Saturday evening, a themed evening and full bedding (sheets, blankets or duvets with covers, pillows and pillow covers and towels);
- Pick-up (Wednesday) and drop-off (Sunday) for all participants from the nearest main train station or airport. For the planning team pick-ups on Monday.
- The infrastructural and service requirements as mentioned previously.

You need to use the provided spreadsheet for the exact cost calculation.

Once your application has been received, we will keep you up to date regarding the progress of the procedure and will contact you for more detailed information as needed.

Offers to host this event

Offers must be sent in writing, together with full information about the Centre and a letter of confirmation of the NSO/NSA / Mo/CA if the offer is not made by the National Headquarters.

Offers need to arrive not later than:

21 November 2014

at the address as stated below.

Once the host centre has been selected and confirmed, all other applicants will be informed in writing of the decision.

If you have questions or need further information, please contact:

Myriam Heidelberger Kaufmann at:
myriam.heidelberger@kisc.ch

Kandersteg International Scout Centre
CH-3718 Kandersteg

Tel: +41 33 675 82 82
Fax: +41 33 675 82 89

