

EUROPE OFFICE WAGGGS

BUREAU EUROPE AMGE

RUE DE L'INDUSTRIE 10

B-1000 BRUSSELS, BELGIUM

TEL + 32 2 893 2420

EMAIL : europe@europe.wagggsworld.org



WOSM - EUROPEAN REGIONAL OFFICE

OMMS – BUREAU REGIONAL EUROPEEN

RUE HENRI-CHRISTINE 5. P.O. Box 327

CH-1211 GENEVA 4, SWITZERLAND

TEL + 41 22 705 11 00 - Fax + 41 22 705 11 09

EMAIL : europe@scout.org

Call for organisations wishing to host the Academy 2016

The Academy is a joint event of WOSM and WAGGGS working in partnership at European level, with key participation of volunteers and staff from both the Europe Region WAGGGS and the European Scout Region.

Interested associations, NSOs or MOs, are requested to indicate their interest by submitting a short paper which addresses the points below.

The proposal on the successful candidature will be made by the Coordinating Group of the WAGGGS/WOSM Regional Committees, and agreed by the two committees in time to be announced at the Academy 2015 which will be held in Porto, Portugal.

The deadline for applications is Friday 4 October 2015, by mid-day, 12noon, CET.

Applications should be submitted to europe@scout.org and

europe@europe.wagggsworld.org

Applications will be acknowledged.

Role of the Host Association in the Academy

1 - Suggest a possible location for the event. Give clear location details.

A venue should be easily accessible to a major international airport with suitable connections to transport infrastructure.

2 – Give information on what prices for the facilities have been negotiated – approximate costs. (Negotiations will be completed and taken over by the European Scout Region and the Europe Region WAGGGS so that financial commitments can be met by the two Regions.)

3 – Please indicate how the venue meets these requirements:

- Accommodation for about 150 participants, plus 25-30 who will be responsible for managing and providing the event. Ideally all should be accommodated in the event venue however accommodation may be in a separate venue. (see below). There could be a range of accommodation options – single, twin, multiple bed. Breakfast must be included.
- Other meals – lunch/dinner and breaks should be provided in close proximity to the meetings space and the accommodation.
- Meeting facilities should provide the possibility of 8-10 sessions happening at the same time, with capacity of 20 to 25 persons participating in each. For the duration, there should be 1 panning team room with capacity for 10 people to work.
- It is preferable that all facilities are located in the same venue.

4 – Please note that the additional expectations the European Scout Region and the Europe Region WAGGGS have of the hosts include:

- Logistical support
- Location information and advice



- The possibility to submit a Erasmus + application or any other similar possibility under the name of the host association
- Working with regional fundraising staff to prepare and submit the funding application (s)
- Advice on travel options
- Negotiation of special travel or tourism options for offer to participants
- A possible meet and greet facility
- A social programme – sports, culture, relaxing activities – this may include options for which participants will pay for the service provided separately from the basic participation fee
- A help desk facility on site
- Liaison with the Region's person(s) responsible for communications and sharing tasks in publicising the event
- A small agreed budget will be provided.

5 – Some aspects not included in the responsibilities:

- Invoicing of participation fees
- Completion of the contract for the provision of accommodation and meeting room services
- Any and all services for the event which require reimbursement must be agreed in advance.
- The Region will appoint an event coordinator who will be responsible for all aspects of the Academy.
- The coordinator is responsible for presenting a budget for the event to the Regional Director (WOSM) working in conjunction with the Regional Director (WAGGGS) and for controlling that budget.
- The Coordinator will appoint a small support/planning team to ensure that:
 - the objectives agreed by the European Scout Committee and the Europe Committee WAGGGS are fulfilled
 - the educational value of the inputs are maintained
 - a communications plan is in place with the planning and host teams aware of their responsibilities
 - all the pre event information is prepared and distributed in good time
 - the event is evaluated and reported.

It is anticipated that the candidatures can be contained in a short document of about 3 to 4 A4 pages.

July 2015