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To: Chief Executives, National Directors, Secretaries General, Senior Staff members of National Scout Organisations of WOSM and WAGGGS Member Organisations

From: Sarah Wong, Regional Director, Europe Region WAGGGS  
David McKee, Regional Director, World Scout Bureau - European Regional Office

Subject: Meeting for Chief Executives, National Directors, Secretaries General, Senior Staff

4 August 2015

Dear Friends,

We are pleased to provide initial information on the next meeting for Chief Executives, National Directors, Secretaries General and Senior Staff. This will be the tenth time that this meeting has been held.

We are delighted to confirm that the meeting will be held in Porto, the same city where the Network Meeting, the Chief Volunteers Meeting and The Academy 2015 are being held. Arrivals are anticipated during Sunday 1 November. The programme will commence with a short welcome session and then a walk to a noted Port Wine cave for a special meal together, continuing on Monday with a full day programme, an evening exploration in Porto, and Tuesday morning sessions, concluding with lunch before departures.

Of course, we would encourage you to arrive early so that you may participate also in the Academy 2015 which will end with a party on the Saturday evening and departures on the Sunday.

As before, the aim of the meeting is to provide an opportunity for senior staff in Associations to come together and share experiences, challenges, best practices and questions. It is not a training event. The target audience is the senior professional leadership of Associations at the level of Chief Executive or equivalent and their immediate deputies.

We will approach two senior staff who attended last year's meeting to facilitate this meeting, but it requires the active engagement of all participants.

Please complete the programme section of the registration form to give us an initial indication of your particular interests and to indicate sessions or topics that you would like to offer.

### Practical Details

The venue will be Hotel Douro \*\*\* (see [www.hoteldouto.pt](http://www.hoteldouto.pt)). This hotel is located a short walking distance from the Academy venue (Casa Diocesana do Vilar) and only a short distance from the airport. Specific travel details will be provided in the joining instructions, which will be sent to all registered participants, 1 month before the event.

The participation fee is EUR 190 in a single room, and EUR 144 in a shared room. Additional night stays in the accommodation will be chargeable at a rate of EUR 50 Bed and Breakfast for single occupancy (EUR 55 for double occupancy).

World Association of Girl Guides and Girl Scouts  
Association Mondiale des Guides et Eclaireuses



World Organization of the Scout Movement  
Organisation Mondiale du Mouvement Scout

The participation fee will include:

- 1 November - welcome dinner, overnight accommodation
- 2 November – breakfast, lunch, dinner, 2 breaks, overnight accommodation
- 3 November - breakfast, lunch and break

The meeting will begin at 18:00 (6pm) on Sunday 1 November and end at 14:00 on Tuesday 3 November 2015.

Please note that participants are responsible for their own international travel. No travel grants are currently available for this event but you may contact your appropriate Regional Office to discuss possibilities.

If you require a visa support letter from the hosts of the event, CNE, please ensure that you request this no later than 1 October 2015.

The meeting will be conducted in English. At past events participants have facilitated support for other languages. The facilitators of the meeting will consider how to organise the meeting to allow for participants to talk in smaller groups.

### How to apply

Please complete the attached application form and return it no later than **Thursday 1 October 2015** to the European Scout Office – [europe@scout.org](mailto:europe@scout.org). The meeting will go ahead if there are at least 10 participants. Please do not book travel until you have received confirmation that the event will proceed.

The registration form has space to identify ways that participants can be involved in the programme of the event. Please complete this section carefully as well.

We are looking forward to welcoming you to Porto and to a productive and reflective time together.  
Best wishes,



Sarah Wong  
Regional Director  
Europe Region WAGGGS



David McKee  
Regional Director  
European Scout Region WOSM

