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## Call for organisations wishing to host the Academy 2018

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 proposals for the bid will be submitted to the Joint Committees of WOSM and WAGGGS in Europe in mid November to enable a full and effective application for funding to be presented to the Erasmus+ programme and other funding sources for the deadline in February 2018. Such an application needs time for partner agreements to be compiled and signed and other administrative tasks.

**The deadline for applications is Friday 17<sup>th</sup> November 2017, by mid-day, 12noon, CET.** Applications should be submitted to [europe@scout.org](mailto:europe@scout.org) and [europe@waggggs.org](mailto:europe@waggggs.org). Applications will be acknowledged. It is hoped that the successful bid will be advised by 30<sup>th</sup> November 2017.

### 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. If transfers are to be arranged by the hosts, the costs of these need to be included in the bid price. Otherwise, indicative costs and time required for transfers by public transport should be provided.

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 200 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 should 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 meeting spaces and the accommodation.
- Meeting facilities should provide the possibility of 10-12 sessions happening at the same time, with capacity of 20 to 25 persons participating in each. For the duration, there should be 1 support team room with capacity for 15-20 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 strong possibility to submit an 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.

October 2017