



World Organization of the Scout Movement
Organisation Mondiale du Mouvement Scout

World Scout **Bureau** Mondial du Scoutisme

European Regional Office
Bureau Régional Européen

P.O. Box 327
CH-1211 Geneva 4
Switzerland

Rue Henri-Christiné 5
CH-1205 Geneva
Switzerland

Tel: (+41 22) 705 11 00
Fax: (+41 22) 705 11 09

eurobureau@euro.scout.org

To:

International Commissioners

Participants at the European Sea Scouting
Seminar, S. Jacinto, Portugal, September
2003

Date: 09.09.2003

GUIDELINES FOR HOSTING THE EUROPEAN SEA SCOUTING SEMINAR

BACKGROUND

Since 1985, sea scout leaders from all over Europe have gathered every three years to take part in the European Sea Scouting Seminar. The 7th such seminar took place in Portugal, at Centro Nacional de Educação Ambiental de S. Jacinto, in September 2003 and brought together 60 participants, planning team and guests.

The seminar is one of the most popular events that takes place in Europe, and has a very special atmosphere due to the participants all having the same background through working in, or being involved with, Sea Scouting.

This paper is intended as an information for any Scout Association that may be interested in hosting future such events. It is not definitive but is intended as a guideline for an Association to see what are the basic requirements for hosting this event.

DATES

A proposal as to who will host the next European Sea Scouting Seminar will be based on application forms presented by National Scout Associations and the interest expressed by the participants at the seminar in Portugal and will be approved at the meeting of the European Scout Committee in November 2003.

It is planned that the next European Sea Scouting Seminar will take place in 2006.

COSTS

It is always the aim to keep the cost of the seminar as low as possible to ensure as many leaders as possible to attend. On top of the basic fee for meals and accommodation, there are also costs for the work and travel of the planning team, interpretation (if needed) and administration over the 3 year cycle of each seminar. All of these costs have to be considered when setting the overall seminar fee.

For information, the fee for the Sea Scouting Seminar in Portugal was EURO 250 (for category A countries)

REQUIREMENTS FROM THE HOST CENTRE

The European Sea Scouting Seminar is one of the biggest events that takes place within Europe and thus requires suitable facilities. These include:

Location

- an active Scout Centre, or other kind of Center open to all members of WOSM in a location that will encourage a good atmosphere for the event and provide opportunities to see some of the local country and culture;
- relatively easy access from all parts of Europe, including with regard to entry regulations and visas for certain countries;

Infrastructure

- accommodation of a good standard for 60 people;
- facilities that can seat around 60 people with full technical facilities and space for simultaneous interpretation (if needed)
- a catering operation able to accommodate 60 people in one sitting and the ability to prepare good meals and tea/coffee breaks throughout the day;
- at least 6 sets of facilities able to accommodate 10 to 15 people for group work
- 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 computer, printer and phone line;
- technical facilities such as photocopier(s), computers with internet connections, slide and overhead projectors, flip charts, TV's and videos, stationery;
- the ability to receive messages / faxes etc. and for participants to telephone / fax out of the centre;
- a shop selling, at least, postcards, stamps, phone cards for participants;
- the Center must provide easy access to a place (river, lake...) where water activities can be held (boating, sailing...)

Service

- host a meeting of the planning team one year before, at little, if any, cost;
- the ability to assist participants upon arrival and to help arrange extra time in the country for holidays etc. if needed;

WHAT TO DO NEXT?

If you feel that there's a Centre in your country that meets the requirements and you would like to host the event, you must first contact your national headquarters and get their support. You then need to prepare as full an application as possible that details exactly what you have available and can offer at your Centre. This application should be based on experience and knowledge of prior seminars and should include:

- full details of the Centre, the facilities and the possibilities;
- proposals for 'out of Centre' activities such as excursions and post seminar tours;
- a price per person based on arrival on Wednesday and departure on Saturday; full board catering, including coffee breaks, a themed evening and other organizational expenses.
- last, but not least, a brief motivation of why such an event should be organised in your country.

Once your application has been received, we will keep you up to date with the situation and will contact you for more detailed information as needed. Once a decision has been made, you will be informed.

OFFERS TO HOST

Any National Scout Association wishing to host this event must send its offer in writing, together with full information about the Centre, **via the International Commissioner**.

Offers must be sent to arrive at the European Scout Office (address as given below) no later than **31 October 2003**

Once the country/national association has been selected and confirmed, all the others that applied will be informed in writing of the decision.

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

Radu Stinghe, Director, Youth Programme

European Scout Office

Box 327, Rue Henri-Christiné 5, CH - 1211, Geneva 4, Switzerland

Tel: +41 22 705 11 03

Fax: +41 22 705 11 09

E-mail: rstinghe@euro.scout.org