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World Scout Moot 2021 Project Management - Terms of Reference				
Revision	Date	Description		
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Appointment

The World Scout Moot 2021 (WSM2021) Project Management Team will be led by a **WSM2021 Project Manager** appointed by the National Management Committee on the recommendation of the Chief Scout.

Term of Office

The term of office of the Project Manager shall be two (2) years and may be appointed for a further duration as deemed appropriate at the time by the National Management Committee in terms of the overall WSM2021 Project.

Key Objectives

The WSM2021 Project Manager is responsible for establishing the following “groundwork” teams:

- AcadaMoot Coordinator
- Governance & Structures
- Marketing
- Infrastructure
- Finance & Risk

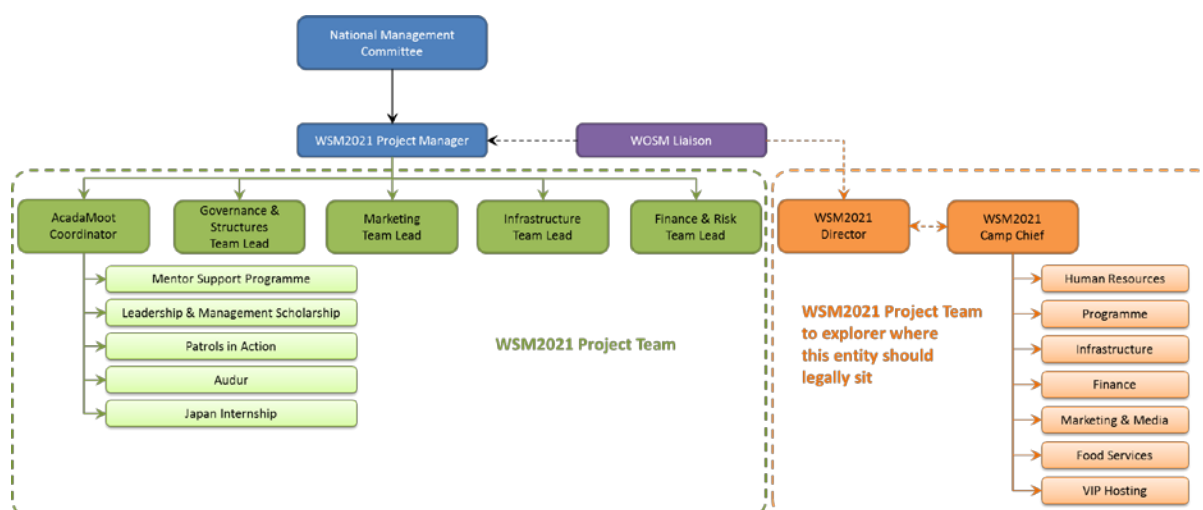
in an effort to establish a framework to assist in the progression of the WOSM World Scout Moot 2021 being hosted by Scouting Ireland with a view to it being delivered to a high standard and within budget. With the culmination of the groundwork efforts handed over to a WSM2021 Camp Chief (Volunteer) and a WSM2021 Director (Professional) at a time deemed suitable by the National Management Committee on the recommendation of the WSM2021 Project Manager.

The WSM2021 Project Manager will be responsible for the recruitment, selection and appointment of the Coordinators / Team Leads of the “groundwork” Teams as identified above. The Coordinators / Team Leads may include non-members of Scouting Ireland.

Membership of the “groundwork” teams shall be by open call facilitated by the National Secretary and may include non-members of Scouting Ireland. The Coordinators / Team Leads shall be responsible for the recruitment, selection and appointment of the membership of their teams in consultation with the WSM2021 Project Manager.

Groundwork team membership may include from time to time and as appropriate professional consultation / support. Such provision may be internal or external to the Professional Staff pool of Scouting Ireland, taking into account capacity and / or subject matter competency in all instances. Such arrangements must be requested by the WSM2021 Project Manager and agreed in advance through the National Secretary and CEO (in consultation with the National Treasurer).

The WSM2021 Project Management Team



The WSM2021 Project Management Team under the direction of the WSM2021 Project Manager will undertake the following tasks:

1. Establishment & Delivery of the **AcadaMoot** Programme

AcadaMoot is an overarching capacity & capability building programme which the National Management Committee has embarked upon in an effort to harness and develop the talents within the Scouting Ireland membership. It is made up of a number of sub programmes such as Patrols in Actions, Audur (Skátanir Partnership), Leadership & Management Scholarship, Japanese Rover Scout Internships to mention but a few.

These programmes are designed to aid the development of our membership both in an effort to assist them in becoming active citizens, improve employ-ability and to assist Scouting Ireland in the delivery of National Activities & Initiatives over the coming year with the culmination of the efforts delivering the World Scout Moot in 2021. The National Management Committee, believe that while the primary of aim of AcadaMoot is to assist in the successful delivery of of the World Scout Moot in 2021, the overarching programme is greater and will prove invaluable to all national activities up to and beyond 2021.

2. Identify the **Governance & Structures** requirements and best methodology for hosting the WSM2021 in the areas of

- Positioning of the event both legally and financially
- Recruitment – WSM2021 Director

- Recruitment – WSM2021 Camp Chief
- Training
- Job Specifications
- Work schedules / packages

3. Establish the necessary **Marketing** strategy required to

- Establish a Young Correspondent Team
- Establish the WSM2021 brand
- Promote Ireland as the location of the WOSM World Scout Moot in 2021
- Develop a preliminary media strategy

4. Establish the **Infrastructure** requirements to host WSM2021 in the areas of

- Sites & Facilities
- Event equipment
- Environmental, Health & Safety

5. Identify the **Finance & Risk** requirements and best methodology for hosting the WSM2021 in the areas of

- Funding streams
- Financial management of the event
- Risk management of the event
- Positioning of the event both legally and financially
- High level event budget

Accountability & Reporting

The WSM2021 Project Manager shall be required to report progress to the National Team for Policy Implementation & Coordination (NTPIC) in writing on a bi-monthly basis.

The WSM2021 Project Manager may be required to attend meetings of the NTPIC and / or National Management Committee (NMC) from time to time, to report in person.

The WSM2021 Project Manager may undertake other tasks as deemed necessary to assist in the progression of the WOSM World Scout Moot 2021 being hosted by Scouting Ireland in consultation with the Chief Scout.

The WSM2021 Project Manager may also be required to undertake additional tasks to assist in the progression of the WOSM World Scout Moot 2021 being hosted by Scouting Ireland at the request of the NMC. The WSM2021 Project Manager may in such instances recruit, select and appoint additional Coordinators / Team Leads in order to progress the work.

The WSM2021 Project Manager is responsible for informing the Chief Scout & National Treasurer of any funding requirements necessary as they arise in order to assist in the progression of the WOSM World Scout Moot 2021 being hosted by Scouting Ireland, and will not commit to any expenditure necessary without prior approval of the National Treasurer.