

	Gasóga na hÉireann/Scouting Ireland			
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<b>Scouting Ireland – International Delegate Panel – Terms of Reference</b>				

Related Documents
SID-xx – xx
SID-xx – xx

Revision Schedule		
Revision	Date	Description
D	08/07/2017	Document Issued
C	11/06/2016	Minor Revisions to Membership.
B	21/11/2015	General Revisions. Change of Name.
A	18/07/2015	Amendments to Section 1 & Section 3.
#	26/01/2014	Document Issued.

## **Role of the International Delegate Panel**

The role of the International Delegate Panel is to maintain a panel of members that are trained and prepared to represent Scouting Ireland at international events, conferences and seminars. Its aim is to ensure that Scouting Ireland is appropriately represented at relevant events, providing opportunities also for our members to develop skills and contacts in the international sphere.

### **Section 1 - Membership and Term**

The term of the International Delegate Panel shall operate between the Annual General Meetings of National Councils.

The International Delegate Panel will consist of;

- All members of National Teams;
- All Professional Staff; and
- Up to twenty other members of Scouting Ireland recruited through an open call, reviewed by the International Commissioner and the International Team, and proposed by them to the National Management Committee on an annual basis:
  - *The co-ordinator of the International Delegate Panel shall be a member of the International Team, nominated by the International Commissioner and appointed by the National Management Committee.*
  - *The 'twenty other members' should have an appropriate age, geographic and gender balance, and be selected in line with Scouting Ireland's Aim, being the development of young people. There will also be consideration of the skills necessary to attend international events, e.g. foreign language skills, presentation and networking skills.*
  - *The 'twenty other members' will agree to commit to further volunteering in an area of interest to support the ongoing work of the National Support Network.*

A report on the operation of the International Delegate Panel will be published each year in the Scouting Ireland Annual Report.

## **Section 2 - International Seminars**

### **Purpose**

International seminars are events organised by the European (or other) Scout Region, Scout and Guide National Scout Organisations/National Scout Associations (NSOs/NSAs) or international organisations (in the education, development and youth rights fields, for example) to facilitate the exchange of information, networking of members working in similar areas and, primarily, the imparting of information and skills training. These opportunities may also arise through Scouting Ireland's membership of the National Youth Council of Ireland or through other channels.

Scouting Ireland will, subject to available funding, participate in such events where the seminar content is of interest and benefit. Scouting Ireland will be cognisant of the role of the International Team as the movement's primary link to the international dimension of Scouting.

The purpose of this document is to streamline the recruitment and selection of members representing Scouting Ireland at international events (particularly training and development events, conferences and seminars), it also concerns the review of such events after the individuals have returned to Ireland.

Its aim is to ensure that Scouting Ireland is appropriately represented at relevant events, providing opportunities also for our members to develop skills and contacts in the international sphere.

### **Structure, Recruitment and Selection**

The process below will be considered the norm. Any exceptions will be considered as rare occurrences and will require the agreement of the budget holder and the International Commissioner. Any exceptions will be notified to the National Management Committee at the next available meeting. There is a separate process for the selection of members attending the World Scout Conference, World Scout Youth Forum, European Scout (and Guide) Conference and European Scout Symposium (this process can be found in Section 3 of this document).

- There will be a Representation Co-ordinator who shall be a member of the International Team following nomination by the International Commissioner and appointment of the National Management Committee.
- The International Commissioner shall circulate to all budget holders a list of known upcoming events at least twice yearly. Budget holders will revert back with a list of events they wish to send participants. This list will be compiled by the International Commissioner and circulated to the National Management Committee (as appropriate) for approval.
- If any events are not known, the budget holder and International Commissioner will liaise and come to a decision on whether it is appropriate for member(s) of Scouting Ireland to attend. The National Management Committee will be notified of this decision at the next available meeting.
- Each event will be advertised to all members of Scouting Ireland to attend through an open call process. All National Team Leads will also receive an e-mail to notify them of open calls.
- Open calls will include the relevant participant profile, as dictated by the relevant budget holder, in consultation with the International Commissioner. Applicants will be asked to submit one of the following for consideration: a two page document, a two minute video or an annotated slide show consisting of no more than twenty slides.
- All applications will be considered by the relevant budget holder and International Commissioner. Selection will be made with reference to the circulated participant profile.

## **Participant(s) Preparation**

- Where relevant, the budget holder and/or International Commissioner shall provide training/upskilling for selected participant(s).
- It is expected that selected participant(s) will familiarise themselves with the event that they are attending and all relevant background material, including any relevant Scouting Ireland policies, procedures and activities.
- Participant(s) will wear the international neckerchief as defined in the Scouting Ireland Uniform Policy (SID-UN01 refers).

## **Reporting and Reviewing**

- It will be the responsibility of the relevant budget holder to ensure that there is an appropriate return of learning.
- Within two weeks of the end of each event, the selected participant(s) will be asked to complete a review of the event, for reference purposes, within the International Team. This review will focus on the event itself and the applicability/usefulness of the event for Scouting Ireland.
- A report on the operation of the Representation at International Events will be published each year in the Scouting Ireland Annual Report.

*Please note this policy will apply to all international Scouting events with the exception of contingent events, the events listed in Section 3 of this document and events with a title in the name e.g. the International Commissioner Conference, the Chief Executive Officers Conference and the Chief Commissioners Conference.*

## **Section 3 - International Conferences**

### **Purpose**

The purpose of this document is to streamline the recruitment and selection of members of Scouting Ireland at standing conferences in the International Scouting Calendar, usually taking the form of the World Scout Conference, the World Scout Youth Forum, the European Scout (and Guide) Conference and the European Scout Symposium. Such events require the attendance of key decision-makers within Scouting Ireland whilst also ensuring appropriate international representation and development of both Scouting Ireland and its members.

For such events, a delegation made up of (usually) six delegates (subject to the number of delegates allowable to attend each event) will attend the conference with the mandate to participate fully in the conference and to vote at the conference on behalf of Scouting Ireland. Scouting Ireland will prioritize these events above other international seminars, as they are the most important international decision-making forums in World Scouting.

### **Structure, Recruitment and Development of the Delegation**

The delegation for general conferences will include, as a minimum, but should not be limited to, the following:

- International Commissioner (Head of Delegation).

- Chief Scout (or his/her delegate).
- Two 18 – 26 year old\* members of Scouting Ireland (recruited through an open call process). (\*Note that such members MUST be over the age of 18 on the first day of the event and under the age of 26 on the last day of the event).
- Two other members of the National Management Committee (recruited through an open call process).
- These members should also attend appropriate events prior to the conference, where relevant, e.g. preparatory seminars.

Attendance at the European Scout Symposium shall be the International Commissioner and at least one other member of the National Management Committee.

Delegation members will be expected to:

- Have a thorough knowledge of the structures and policies of Scouting Ireland.
- Participate in any training recommended by the International Commissioner.
- Participate fully in all aspects of the event.
- Assist in the production of written report for circulation to the National Management Committee within four weeks after the event has ended. The report, or a summary of the report, may also be made available to other National Teams and published on the Scouting Ireland website.

Selection of delegates will be done through an open call process as dictated by the International Commissioner. Applications will be considered by:

- The International Commissioner.
- Another member of the National Management Committee who has not applied to either open call process.
- Another member of Scouting Ireland, as recommended by the International Commissioner, who has not applied to either open call process.

The International Commissioner will propose the full delegation to the National Management Committee at least three months (where applicable) in advance of the event.

### **Observers**

From time to time the National Management Committee may propose sending extra delegates to an international conference as non-voting members of the delegation with observer status. The International Commissioner will make a recommendation to the National Management Committee in relation to the addition of observers to the delegation.

*Please note this policy will apply to each of the four mentioned events. Any exceptions to any stage of the process will require approval by the National Management Committee in advance on the recommendation of the International Commissioner.*

### **Section 4 - Reporting Procedures**

Written reports must be submitted to the International Commissioner, copied to the National Secretary, within four weeks of return from any conference or seminar. Failure to provide a report may result in the Scout/Scouter not being selected to attend future events.

The report should include the following:

- Seminar aims;
- Seminar format/content;
- Evaluation of seminar; and
- Recommendations for Scouting Ireland

The report will be presented for noting at the subsequent meeting of the International Team. The report, or a summary of the report, may also be published on the Scouting Ireland website.

## **Section 5 - Guidelines for Scouts attending a seminar/conference on behalf of Scouting Ireland**

Scouters/Scouts should:

- Read all background material in relation to the seminar/conference and be familiar with Scouting Ireland's policies and activities in the seminar subject area.
- Bring items to the seminar/conference where requested, e.g. programme materials or items for the international evening during the event.
- Wear the Scouting Ireland International neckerchief as defined in the Scouting Ireland Uniform policy (SID-UN01 refers).
- Do their best to take part in all aspects of the seminar/conference to gain as much as possible from it.
- Remember they are ambassadors for Scouting Ireland, and Ireland, at the seminar/conference.
- Participate fully in the discussions at the seminar/conference but remember that they should clearly state that any opinions expressed are strictly their personal views unless they have been mandated to speak on Scouting Ireland's behalf. In such cases they must express the official Scouting Ireland policy and position on the subject matter being discussed.
- Give accurate and up to date information if asked about the policies of Scouting Ireland. If unsure of any item, they should offer to find out and contact the person later with the correct information.