

CIRCULAR

February 2002

Circular N° 7/2002

To: International Commissioners
Chief Executives

Dear Colleagues,

ANNUAL REPORT FORM 2002

As you are no doubt aware, the Constitution of the World Organization of the Scout Movement and several resolutions of the World Scout Conference request National Scout Organizations to provide information to the World Scout Bureau on a variety of questions.

Attached is the 2002 Annual Report Form, which includes the page for reporting your census as at 31 December 2001.

This year's census form is not only for statistical purposes; the information provided on it will be used to calculate your Organization's annual fee for fiscal years 2002-2003, 2003-2004 and 2004-2005. We therefore request that you provide us with the most accurate information available.

This Annual Report 2002 also contains a series of questions about:

- WONDER, the World Online Network for Developing Educational Resources in Scouting
- Youth Programme
- Adults in Scouting
- The Strategy for Scouting which will be proposed to the World Scout Conference in Thessaloniki.

Please complete the report and return it **as soon as possible**, and **in no case later than 31 March 2002**, ideally in its totality, otherwise for the sections on Membership and on Strategy, both of which are urgent in preparation for the next World Scout Conference in July 2002 in Thessaloniki, Greece.

Copies to be sent as follows:

Yellow copy: send to the World Scout Bureau in Geneva
Pink copy: send to your Regional Office
Green copy: retain for your own records.

Please also attach to your completed form a copy of your Association's annual report and financial statements.

National Scout Organizations which are Federations comprising several Associations are requested to ensure that all their constituent Associations complete the form and to return all forms (including, where applicable, the Federation's own form showing, for example, the federation's office bearers) as indicated above.

These forms can be downloaded from the Net in pdf format at www.scout.org/wso/snews/

We realize that this Annual Report 2002 is unusually long and thank you in advance for the time you will dedicate in completing it.

Yours sincerely,

Jacques Moreillon
Secretary General

ADDRESS LIST 2002

The information we currently hold for your Organization and which is used in the World Scouting Directory is attached for information. Please indicate clearly any changes to this information in the appropriate space below.

Organization name¹:

Street address of the National Headquarters Mailing address of the National Headquarters

.....

Language for correspondence: English () or French ()

Telephone: country code area code local number Web site²:http://.....

Telecopier/fax number³: country code area code local number..... e-mail address⁴:@.....

	First name	Family name	Exact title	Year appointed	End of term	e-mail address
Honorary President:@.....
Chief Scout:@.....
Chief Commissioner:@.....
Chief Executive/Secretary General:@.....
International Commissioner:@.....
Secretary/Director Int'l Relations:@.....
National Treasurer:@.....
Responsible for Youth Programme:@.....
Responsible for Adult Resources:@.....

¹ This should be the official name used by the organization

² When one exists, e.g. <http://www.scout.org>

³ If the telefax is not at the National Headquarters, please indicate where it is located and if any special indications are needed to ensure that messages are delivered correctly

⁴ When one exists, e.g. worldbureau@world.scout.org

ADULTS IN SCOUTING

Adults in Scouting covers *all* aspects of Adult Resources (the creation of resources, the provision of training and support and the review and evaluation).

1. Creation of resources:

There is a pro-active approach to recruiting leaders e.g. the six step approach

Recruitment campaigns are conducted	at national level	Yes	✳	No	✳	In part	✳
“ “	at other levels	Yes	✳	No	✳	In part	✳

NB: You may indicate “yes”, “no” or “in part” and add % if necessary

				national	other
If <i>no</i> , when will this happen?		next year		✳	✳
“ “		within two years		✳	✳
“ “		never		✳	✳

2. Provision of training and support:

Leaders receive information on the job to be undertaken

Introduction to the task is done	at national level	Yes	✳	No	✳
“ “	other levels	Yes	✳	No	✳
On-going training and support is provided	at national level	Yes	✳	No	✳
“ “	other levels	Yes	✳	No	✳

3. Review and evaluation:

Reviewing the job

Task appraisal is done	at national level	Yes	✳	No	✳
“ “	other levels	Yes	✳	No	✳

Reviewing personal performance

Personal appraisal is done	at national level	Yes	✳	No	✳
“ “	other levels	Yes	✳	No	✳

4. What new publications/documents/support tools have been produced during the year by your Association?

.....

5. What support is required by your Association from the World Scout Bureau?

.....

QUESTIONS RELATED TO THE STRATEGY

Introduction

At the World Scout Conference in Thessaloniki, Associations will be asked to discuss a number of topics in relation to the proposed Strategy for Scouting. In preparation for this, key information is required to provide a baseline for the discussions. Some of this information is available from the Annual Report but the questions contained in this form are designed to provide supplementary information.

As the information is required for the World Scout Conference it would be very helpful if it could be completed as soon as possible and returned to the World Scout Bureau. It would also be very helpful if members of your delegation to the Conference could be provided with a completed copy of the response from your Association.

Many thanks in anticipation of your support.

John Beresford
Chairman, Strategy Task Force

1. Youth Involvement

- Does your Association promote involvement of young people in decision making in the Youth Programme (selecting activities, evaluating group life, deciding common rules)?

Pre-Cub Scouts : Yes ✨ No ✨

Cub Scouts : Yes ✨ No ✨

Scouts : Yes ✨ No ✨

Venture Scouts : Yes ✨ No ✨

Rover Scouts : Yes ✨ No ✨

- To what extent is young people's involvement in decision making a reality? Please tick.

Less than 25% ✨ 26-50% ✨ 51-74% ✨ over 75% ✨

- Is this topic included in leader training in your Association? Yes ✨ No ✨
- Are leaders under 30 years of age represented on the following bodies in your Association:
National bodies ✨ Other bodies ✨

- How are these people appointed? Elected ✨ ✨Appointed ✨ Quotas ✨

2. Reaching Out

- Does your Association target specific groups? Please tick as appropriate.

Refugees ✨ Immigrants ✨ Socially deprived young people ✨

Street children (homeless children) ✨ ✨ ✨ ✨ ethnic minorities ✨

Young people with disabilities/special needs ✨

Other segments of society.....

3. Volunteers

- Within your Association what forms of "compensation" do volunteers receive for the commitment of their time and effort? Please tick as appropriate.

Nothing ✨ Reimbursement of expenses (e.g. travel, telephone, postage etc.) ✨ ✨ ✨ ✨ ✨

Financial allowances/honorarium ✨ Paid by another source (e.g. school, government etc.) ✨ ✨ ✨ ✨ ✨

Time off from employer ✨ Compensation for lost earnings ✨ Other ✨

**2001 CENSUS
MEMBERSHIP AS AT 31ST DECEMBER 2001**

(IF DIFFERENT DATE, PLEASE SPECIFY: _____)

Organization name _____

AGE ¹ RANGE	SECTION NAME	OPEN TO ² boys girls	MALE MEMBERS	FEMALE ³ MEMBERS	TOTAL
from _____ to _____	_____	B G	_____	+ _____	= _____
from _____ to _____	_____	B G	_____	+ _____	= _____
from _____ to _____	_____	B G	_____	+ _____	= _____
from _____ to _____	_____	B G	_____	+ _____	= _____
from _____ to _____	_____	B G	_____	+ _____	= _____
from _____ to _____	_____	B G	_____	+ _____	= _____

Volunteer Leaders ⁴ _____ + _____ = _____

Professional Executive staff ⁵ _____ + _____ = _____

Other (describe)..... _____ + _____ = _____

Sub-total of WOSM fee-paying members:	_____ + _____ = _____
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Committee and Council members and non-warranted helpers ⁶ _____ + _____ = _____

Support / clerical staff _____ + _____ = _____

Other (describe)..... _____ + _____ = _____

Grand total WOSM membership:	_____ + _____ = _____
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¹ Please show the age ranges for all programme sections in your Association, beginning with the youngest.

² Please circle the appropriate letter(s).

³ Do **not** include any female members registered with WAGGGS, unless **also** registered with WOSM.

⁴ Include any adult in a leadership position, either directly responsible for young people in section units, or responsible for other adults (e.g. all Scout leaders, commissioners, trainers, etc., but **not** members of committees)

⁵ Include persons in the paid service of the Movement who devote their working time to management, or administration, or specialized functions such as youth programme development, adult resources, etc. Omit clerical staff.

⁶ Members of Committees, Councils or other decision-making leaders.

4. Organisation for the 21st century

- Has your Association made any major change within its management structure within the last three years? Please tick as appropriate.

At national level? At sub-national level?

If yes, please specify?

5. Scouting's Profile

a. Communications

- Has there been any major change in the communications undertaken by your Association in the last three years?

Yes No

Please specify.....

- What communication tools are produced by your Association? Please tick as appropriate.

A website A regular magazine for members An email newsletter Press releases

Other, please specify.....

- Are all the above part of the communication policy of your Association? Yes No

b. Partnerships

- Does your Association have partnerships with any of the following? Please tick as appropriate.

Other National Scout Organizations? Other Non-Governmental Organizations?

UN or other specialised agencies? Local or national government?

Religious bodies e.g. Churches? Other, please specify

c. Resources

- What are the main sources of funding of your Association? Please rank the following in order of importance: 1 most important, 8 least important. If possible, indicate the percentage of each source in comparison with the Association's total annual income.

	Rank	%
• Membership fees
• Government funding
• Supply of services/merchandising
• Donations/bequests
• Project funding/partnerships
• Religious bodies
• Investment income
• Fundraising campaign
• Other, please specify.....		

2. WONDERforums on youth programme:

2.1. Three WONDERforums have been organised on youth programme topics. Please indicate how useful you consider each topic on a scale of 0 (no use at all) to 3 (extremely useful).

Youth participation, educational aspects: 0 ✨ 1 ✨ 2 ✨ 3 ✨
Spiritual development: 0 ✨ 1 ✨ 2 ✨ 3 ✨
Rovering: 0 ✨ 1 ✨ 2 ✨ 3 ✨

2.2. Do you use the forum reports which are downloadable from the world website? ✨ Yes ✨ No

2.3. Can you propose some youth programme topics which, in your view, should be covered in future WONDERforums?

3. Let's Go Scouting!

3.1. The«Let's Go Scouting!» handouts are aimed at completing the «RAP Users' Guide», by providing reliable references to improve the way that Scouting is really practised. 6 handouts are already available from a planned series of 40. How useful do you consider this service on a scale of 0 (no use at all) to 3 (extremely useful)?

0 ✨ 1 ✨ 2 ✨ 3 ✨

3.2. Can you propose any topics which should be given priority for the next handouts?

4. Dr. Scout

Dr. Scout is an interactive service which enables Scout leaders at all levels to share problems which they are facing in youth programme development or implementation and to receive advice. Each month the 5 most interesting questions and their answers are put on the website. How useful do you consider this service on a scale of 0 (no use at all) to 3 (extremely useful)?

0 ✨ 1 ✨ 2 ✨ 3 ✨

5. Can you propose any other services available via the Internet which would be useful for your youth programme team?

	First name	Family name	Exact title	Year appointed	End of term	e-mail address
Other Commissioners:@.....
@.....
Contact persons:						
Community Development:@.....
Environmental Education:@.....
JOTA:@.....
JOTI:@.....
Penpal/link-up:@.....
Public Relations:@.....
Scout Magazine:@.....
Scouting with the disabled:@.....
Scout shop:@.....
2007 Coordinator:@.....

Notes:

- Please underline the name to use when addressing these people, e.g. Mr. Liu Chin-Yun = Mr. Liu.
- If correspondence for any of these persons should be sent to an address other than the National Headquarters, please provide details on a separate sheet.
- Please attach a copy of the organization chart of your Organization.