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CIRCULAR Nº10

To: Chairpersons, Executive Directors, International Commissioners and members of National Boards of the National Scout Organizations in the Interamerican Region.

Panama City, Panama, 20 September 2018.

**27th Interamerican Scout Conference, 27 November – 1 December 2018, Panama
Call for nominations for Youth Advisors to the Interamerican Scout Committee and
Coordinators of the Interamerican Youth Network (term 2018-2021)**

Dear friends,

According to the Regional Constitution of the Interamerican Scout Region, the Interamerican Scout Youth Forum Rules of Procedure, approved by the Interamerican Scout Committee (ISC) in September 2018 and to the document Youth Involvement in the Interamerican Scout Region (2016), we would hereby like to notify all Member Organizations (MOs) that the following two Youth Advisors to the ISC and the following two Coordinators of the Interamerican Youth Network, elected at the 5th Interamerican Scout Youth Forum in Houston 2016, will retire from office at the 6th Interamerican Scout Youth Forum, to be held in Panama City, Panama from the 23rd to 26th of November 2018:

- - Mrs. Monica Figueroa (Colombia), Coordinator of the Interamerican Youth Network
- - Mrs. Seruya Damasco (Curaçao), Coordinator of the Interamerican Youth Network
- - Mr. Daniel Petroche (Ecuador), Youth Advisor to the ISC
- - Mr. Gus Sanches (United States), Youth Advisor to the ISC

Elections will be held at the Interamerican Scout Youth Forum in Panama to fill the resulting vacancies for the period 2018-2021. Consequently, the delegates will elect, from the list of candidates, two Youth Advisors for a period of three years (2018-2021) and two Coordinator of the Interamerican Youth Network for a period of three years (2018-2021). Note that neither a Youth Advisor nor a Coordinator of the Interamerican Youth Network is eligible for re-election.

In considering candidates for nominations, NSOs are reminded to consider the following:

- The **Role** of the Youth Advisors (Annex 1).
- Candidates must be delegates to the Interamerican Scout Youth Forum in Panama and, as such, must be between **18 (inclusive) and 26 (inclusive) years old**.
- The members elected must consider the interests of Scouting at large and may not view themselves or be viewed as representatives of any member organization. The Conflict of Interest Policy for ISC will be applicable to candidates for the 2018-2021 term.



- Member organizations must choose their candidates from among youth that have gone through Youth Involvement models at national level and show active participation in the organization.
- The term in office of these youth members **will automatically terminate should they cease to belong to their member NSO**.
- Each NSO may vote for **as many candidates as there are positions to fill**.
- Any NSO which is **provisionally suspended**¹ from WOSM membership will have its nominated candidate removed from the ballot paper if it is not returned to good standing with WOSM and the Interamerican Region at the time of the Opening Session of the 6th Interamerican Scout Youth Forum.
- As one of the WOSM fundamental purposes is to promote unity of the Scout Movement throughout the world, NSOs are asked to keep in mind the desirability of **geographical balance** during elections of the Youth Advisors and Youth Network Coordinators.
- In accordance with the Strategy for Scouting and in particular the objectives on **youth involvement** in the decision-making process and the importance of **gender equality**, NSOs are strongly encouraged to also nominate young women, as candidates. In the same spirit, NSOs who nominated a candidate for the role of Youth Advisor and/or Coordinator should ensure that this person is also a member of their National Delegation to the Interamerican Scout Conference².
- All candidates are kindly reminded to act according to the values of Scouting when **promoting their candidature**. Any actions that may be perceived as inappropriate or extravagant, could be viewed negatively by the Interamerican Scout Youth Forum at the time of voting for elections.
- Provisional to formal approval of the newly elected ISC at its initial meeting in Panama City, Panama, on Friday morning 30 November 2018:
 - a **3-day induction meeting** is planned for all ISC members of the 2018-2021 term (including Youth Advisors as Ex Officio members), building on the best practice developed in the 2016-2018 period. The foreseen dates for this meeting are **15 to 17 February 2019** in Panama City, Panama (arrivals on 14th in the evening, departures from the evening of the 17th onwards). A short business meeting will also be scheduled during this event.
 - the **first full business meeting** of the newly elected ISC is foreseen to take place from **1 to 2 June 2019** (venue to be confirmed). Arrivals on May 31st in the evening, departures from the evening of the 2nd onwards).

NSOs interested to nominate candidates for election as Youth Advisor to the Interamerican Scout Committee and Interamerican Youth Network Coordinators should submit the following documentation to the WSB-ISC:

- A duly completed **Nomination Form** (See annex 2)
- A duly completed **Statement of Motivation** of the candidate (See annex 3)
- A **horizontal head and shoulder color portrait of the candidate** in electronic format (see Annex 4.A for technical specifications)
- A **5 minutes video** with the Statement of Motivation (see Annex 4.B for technical specifications) and

¹ As a result of Article VIII.1 & XI.5 of the WOSM Constitution and Article 38.c of the Regional Constitution, including application of sanctions due to the WSC Policy concerning Payment of Registration fees (Circular 22/2015).

² In accordance with the Strategy for Scouting adopted by the 36th World Scout Conference in Thessaloniki, and in particular the priorities on youth involvement in the decision making process, and in accordance with World Conference Resolution 2002-06.



Candidates for election as Youth Advisor to the Interamerican Scout Committee should also submit a **duly completed Conflict of Interest "Certification Form"** (*Annex 5*)

The above documents should be sent **in digital format only** to the WSB-IASC at interamerica@scout.org, **no later than 20 October 2018 23h59 Panama Time (GMT -5)**. For the avoidance of doubt, a Dropbox or Google drive folder with all documents may also be shared within the deadline.

- The WSB-ISC will send a confirmation of receipt to the official NSO contact of the nominating NSO upon receiving and reviewed a nomination.
- Applications which are received after the deadline or which do not include the documentation above will be discarded.

After the closing date for receiving nominations, a Document will be compiled and released to all NSOs no later than **24 October 2018**.

3. Presentation of the Candidature

Before the Youth Forum

Before the YF, candidates must record a video of a maximum of five minutes to present their motivation and candidature (*see Annex 4.B for technical specifications*). All videos will be uploaded by the WSB-IASC on the YouTube channel of the Interamerican Region (<https://www.youtube.com/ScoutIAR>) and shared on scout.org and other social media of the Interamerican Region. Videos can be recorded in one of the two official languages of the Region (English or Spanish). Candidates shall submit the written script in either English or Spanish. The World Scout Bureau – Interamerican Support Centre will provide translation and include subtitles in the other language (Spanish or English).

There will be also a Youth Forum Document with all candidates' profiles that will be compiled and released to all NSOs no later than 24 November 2018.

Member Organizations will be invited to send questions in one of the two official languages of the Region (English or Spanish) they would like to propose for candidates, during the Youth Forum presentation. Each Member Organization may send a maximum of 3 questions per position (Youth Advisor to the ISC or Coordinator of the Interamerican Youth Network). Questions shall be sent together to the WSB-IASC at interamerica@scout.org, **no later than 24 October 2018 23h59 Panama Time (GMT -5)**.

The Interamerican Scout Youth Forum Planning Team will select 10 questions sent by NSOs per position and a Youth Forum Document will be released to all NSOs no later than 10 November 2018.

During the Youth Forum

During the YF, each of 10 questions will be individually written in a ballot paper (in both official languages of the Region – English and Spanish) and included in a ballot box. In the plenary session dedicated for this purpose, 2 members of the Interamerican Scout Youth Forum Planning Team will ask each candidate to draw 2 questions from the ballot box. Under no circumstances will the member of the Interamerican Scout Youth Forum Planning Team ask a candidate from the same Member Organization.



Candidates will be permitted a maximum of two minutes to answer each of the questions in this plenary session. There will be no other type of presentation in plenary. Please note that there will be simultaneous translation for this session and answers can be in one of the two official languages of the Region (English or Spanish).

Should you have any further questions regarding the procedure for nomination of Youth Advisors to the Interamerican Scout Committee and Interamerican Youth Network or the enclosed forms, please contact Mauricio Veayra, Director, Youth Programme (mveayra@scout.org).

We would be grateful if you would distribute this information as widely as possible. It is an incredible opportunity to strengthen the promotion and renewal of new leadership in our region. We ask you actively support youth participation and their consolidation.

Yours in Scouting,

Ricardo Stuber
Chairperson
Interamerican Scout Committee

Raúl Sánchez Vaca
WSB-IASC Regional Director

Annexes:

Annex 1 – Role of the Youth Advisor

Annex 2 - Nomination Form

http://www.iarconference2018.org/docs/Form_Nomination.docx

Annex 3 – Statement of Motivation

http://www.iarconference2018.org/docs/Form_StatementMotivation.docx

Annex 4.A - Technical specification head and shoulder color portrait

Annex 4.B – Technical specification 5-minute video

Annex 5 - Conflict of interest "Certification Form"

http://www.iarconference2018.org/docs/Form_ConflictInterest.docx



Annex 1

ROLE OF THE YOUTH ADVISORS AND YOUTH NETWORK COORDINATORS

The profile of the Youth Advisors is:

- Be between 18 and 26 years old at the date of the election.
- Preferably has previous experience attending World, Regional, and/or National Youth Forum and Conferences, or similar reunions
- Be committed to attend meetings of the Interamerican Scout Committee and be part of working teams or committees defined by the Interamerican Scout Committee with specific individual proposals.
- Be willing to promote reflections and debates in the Interamerican Scout Committee with genuine opinions, views, and proposals of the youth members of the Region.
- Possess the skills to represent the World Organization of the Scout Movement.
- Possess the skills to analyze and plan accordingly
- Possess the skills to do collaborative work
- Preferably speaks both English and Spanish satisfactorily.

Responsibilities of the Youth Advisors³

Youth Advisors support the Interamerican Scout Committee as follows:

- Given the working structure of the Interamerican Scout Committee, this should include attending meetings and taking responsibility in the working groups.
- Through working groups, the Youth Advisors must be willing to promote reflection and debate within the Interamerican Scout Committee with genuine opinions, views and proposals of the youth members of the Region.
- Youth Advisors have an open invitation to all meetings of the Interamerican Scout Committee; during these meetings the Youth Advisors have the right to speak and make suggestions.
- The Youth Advisors have to be committed to attend meetings of the Interamerican Scout Committee and be part of the work teams or commissions defined by the Interamerican Scout Committee with specific individual proposals.

Other responsibilities of the Youth Advisors:

- The Youth Advisors shall submit a report of their activities by the end of the triennium during the next Interamerican Scout Youth Forum.
- The Youth Advisors must submit regular reports on their work to the Interamerican Scout Committee.
- The Youth Advisors must submit their work in the triennium to the Interamerican Scout Committee.

The profile of the Coordinators of the Interamerican Youth Network is:

- Be between 18 and 26 years old at the date of the election.
- Knowledge of networking and teamwork.
- Knowledge of virtual communication systems.
- Availability of time and commitment to actively participate in the Network.
- Possess skills for collaborative work.
- Access to Internet.
- Preferably speaks both English and Spanish satisfactorily.

³ Taken from Youth Involvement in the Interamerica Scout Region. Youth Advisory System, pag. 25.



Responsibilities of the Youth Network Coordinators

- Youth network shall report regularly to online and offline platforms for youth.
- Ensure constant communication between young people at local, national and/or regional level.
- Design and develop a triennial work plan aligned with the Regional Plan.
- Encourage the participation of young people in the development of projects and support in the dissemination of the projects of other members.
- Establish committees or working groups to maintain constant communication with the youth members.
- Promote the participation of young people in activities that are organized by the NSOs, Region and others.



Annex 2
NOMINATION FORM

(please send in preferred language Spanish or English)

Please mark:

Youth Advisor Candidate

Youth Network Coordinator Candidate

Surname:		First name:	
Nationality:		Country of residence:	
Date of birth:		Gender:	
E-mail address:		Mobile:	

Registered member of WOSM with the following NSO:	
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Educational background and qualifications:	
Professional activities:	

Please mark in bold language proficiency:					
English	<input type="checkbox"/> native speaker	<input type="checkbox"/> fluent	<input type="checkbox"/> good	<input type="checkbox"/> basic	<input type="checkbox"/> none
Spanish	<input type="checkbox"/> native speaker	<input type="checkbox"/> fluent	<input type="checkbox"/> good	<input type="checkbox"/> basic	<input type="checkbox"/> none
...	<input type="checkbox"/> native speaker	<input type="checkbox"/> fluent	<input type="checkbox"/> good	<input type="checkbox"/> basic	<input type="checkbox"/> none
...	<input type="checkbox"/> native speaker	<input type="checkbox"/> fluent	<input type="checkbox"/> good	<input type="checkbox"/> basic	<input type="checkbox"/> none
...	<input type="checkbox"/> native speaker	<input type="checkbox"/> fluent	<input type="checkbox"/> good	<input type="checkbox"/> basic	<input type="checkbox"/> none

Scouting experience (appointment held, dates, etc. including service on Committees and/or Task Forces and involvement in international Scout events; max. 20 Scouting experiences in total):	
National level:	
Regional level:	
World level:	

Membership of other organizations:	
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Please include a short rationale why the NSO is nominating this candidate for election? (max 200 words)

We confirm that the above candidate has agreed to stand for election and is willing to commit her/his time, energy and passion to the Interamerican Region of the World Organization of the Scout Movement.

NSO:	
Country:	
Name:	
Position*:	
E-mail address:	
Date:	
Signature:	

** Nominations of candidates for election as Youth Advisor and Youth Network Coordinators should be signed by authorised representatives of the NSO (President, Chief Commissioner, International Commissioner)*

The Safe from Harm Check is a requirement that applies to anyone involved in the leadership of the Scout Movement. It is the right and responsibility of the NSO to undertake diligence and implement necessary screening to ensure full-clearance of the candidate in any matter related to child and youth protection.

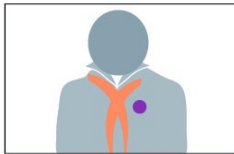
By ticking this box, the candidate’s NSO confirms that a Safe from Harm Check was implemented and full-clearance in terms of misconduct or inappropriate behaviour is verified⁴, thus the candidate is fully supported by their NSO.

In pursuance to Circular 9, candidates will be invited to present, in a plenary session in a Q&A style. Further details will be provided to candidates in the run-up to the Interamerican Scout Youth Forum.

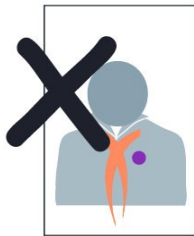
⁴ Resolution 2002-07 of the World Scout Conference “Keeping Scouts Safe from Harm” and WOSM’s Child and Youth Protection Position Paper (2016)



Annex 4.A TECHNICAL SPECIFICATION HEAD AND SHOULDER COLOUR PORTRAIT OF THE CANDIDATE



Yes Landscape



NO vertical

- Recent Photograph in colour
- Dressed in the National Scout Uniform
- Landscape Portrait
- White Background
- Digital Format - High resolution
- .JPG or .TIF file

- NO Power Point file
- NO Microsoft Word file



ANNEX 4.B – TECHNICAL SPECIFICATION 5 MINUTES VIDEO OF THE CANDIDATE

- Dressed in the National Scout Uniform
- Landscape Portrait
- White Background
- Digital Format - High resolution (1280 x 720 pixels recommended)
- Format: .MP4 file
- Maximum of 5 minutes
- Videos can be recorded in English or Spanish
- Written script should be submitted in either English or Spanish. The WSB-IASC will provide translation and subtitles for the video in the other language (Spanish or English)



Annex 5

CONFLICT OF INTEREST "CERTIFICATION FORM"

For election as Youth Advisor to the Interamerican Scout Committee, term 2018-2021

About the Interamerican Scout Committee Conflict of Interest

The purpose of this Conflict of Interest Policy that was approved by the Interamerican Scout Committee ("**ISC**") in February 2017 is to prevent the institutional or personal interests of the ISC members of the Interamerican Region ("**Region**") of the World Organization of the Scout Movement ("**WOSM**") from interfering with the performance of their duties and to see that there is no personal, professional, or political gain at the expense of the Region. This policy is not designed to eliminate relationships and activities that may create a duality of interest, but to require the disclosure of any conflict of interest and the non-participation of any interested party in a decision relating thereto. A copy of this Conflict of Interest Policy shall be furnished to each ISC member who is presently serving this organization or who may become associated with it. Under Region's Constitution, ISC members have a responsibility to act in the best interests of the Region as a whole above all other roles and responsibilities carried on by ISC members when making decisions. If a decision is to be made where the ISC members have a personal or other interest, this is regarded as a "conflict of interest" and the ISC member will not be able to comply with his or her responsibilities unless certain steps are followed.

In particular, an ISC member has a conflict of interest if the ISC is considering making a decision that would mean either:

- an ISC member or the ISC member's NSO could benefit, or be affected, financially or otherwise from that decision, either directly or indirectly
- or
- an ISC member's duty to the Region competes with a duty or loyalty through another appointment that the ISC member has to another organization, Scout committee or individual.

Conflicts of Interest are common in voluntary, public and commercial dealings. Having a conflict of interest does not mean that an ISC member has done something wrong or that he or she must always stand down from involvement in that decision. However, an ISC member needs to act with prudence to prevent conflicts of interest from interfering with the ISC member's ability to make a decision only in the best interests of the Region.

A copy of the full ISC WSC Conflict of Interest Policy (in English and Spanish), as well as the current Registry of Declared Interests for the incumbent ISC can be downloaded from the Interamerican Scout Committee page on the scout.org Intranet.

Requirements for candidates for election to the Interamerican Scout Committee

In line with Article 13 of the Constitution of the Interamerican Scout Region, all candidates for election to the Interamerican Scout Committee for the term 2018-2021 are required to duly complete the attached Conflict of Interest "Certification Form". Youth Advisors are ex-officio members of the Interamerican Scout Committee. Candidates should be conscious that the content of this declaration will be disclosed to the 2018 Interamerican Scout Youth Forum as part of the information package on each candidate for election to Youth Advisors to the ISC.



CONFLICT CERTIFICATION FORM
Candidates for election to Youth Advisors to the Interamerican Scout Committee
(Term 2018-2021)

I have read, understood and agree to abide by the ISC Conflict of Interest Policy in case I am elected as Youth Advisor to the Interamerican Scout Committee. To the best of my knowledge, I (circle one) have / do not have one or more conflicts as described in this Policy. If applicable, all known conflicts are noted below. I will give prompt notice of any additional conflict of interest as it arises.

1. Yes / No. I hold a Scouting position of leadership or authority at the national level in my NSO.

If yes, please provide details of your position and responsibilities:

2. Yes / No. I hold a position of leadership or authority at the World level.

If yes, please provide details of your position and responsibilities:

3. Yes / No. I, a member of my family, a related party or other organisation that I control, offer services in exchange for paid remuneration to Scout Organizations or related activities at any level.

If yes, please provide details of the services you provide to Scouting in exchange for paid remuneration.



4. Yes / No. I, or a member of my family, have other appointments or responsibilities, which may affect my ability to fulfill the roles and obligations as a Youth Advisor to the ISC under the Constitution of the Region.

If yes, please provide details of the appointments or responsibilities held by you.

I am aware that the content of this declaration will be disclosed to the 2018 Interamerican Scout Youth Forum as part of the information package of my nomination to the election as Youth Advisor to the Interamerican Scout Committee. If I am elected, this information (including any updates I provide during the term) will be disclosed in the Registry of Declared Interests on the Intranet of scout.org.

Signature

Date

Name (please print)