



World Organization of the Scout Movement  
Asia-Pacific Region  
4/F ODC International Plaza Building  
219 Salcedo Str., Legaspi Village  
Makati City, 1229  
PHILIPPINES

Tel: (63 2) 817 1675 / 8180984  
Fax: (63 2) 819 0093  
Email: [asia-pacific@scout.org](mailto:asia-pacific@scout.org)  
Web: [www.scout.org](http://www.scout.org)

Reproduction is authorized to national Scout associations  
which are members of the World Organization of the Scout  
Movement. Others must request permission from the  
publisher.

## **CONTENTS**

<b>1.0</b>	<b>INTRODUCTION</b>	<b>4</b>
1.1	Broad Objectives	
1.2	Scenarios (Brief Case Studies)	
<b>2.0</b>	<b>STRATEGIC AREAS IDENTIFIED</b>	<b>5</b>
2.1	Focus Areas (Documented)	
2.2	Extended Areas (Suggested)	
<b>3.0</b>	<b>SPECIALISTS PANEL</b>	<b>6</b>
3.1	Definition of Specialists	
3.2	Skill Profile of Specialists	
3.3	Scouting Profile of Specialists	
<b>4.0</b>	<b>NOMINATION</b>	<b>8</b>
4.1	Pre-Nomination	
4.2	Nomination	
4.3	Post-Nomination	
<b>5.0</b>	<b>PROCEDURE FOR REQUESTS</b>	<b>9</b>
5.1	Definitions	
5.2	Initiating a Request	
5.3	Role of Beneficiary NSO	
5.4	Role of Sponsoring NSO	
<b>6.0</b>	<b>RECOGNITION</b>	<b>10</b>
	<b>ACKNOWLEDGEMENT</b>	<b>11</b>

## **1.0 INTRODUCTION**

The APR Specialists Panel comprises of Scout Leaders invited by respective National Scout Organizations (NSOs), who are able to provide professional advice, services or support in 9 areas such as Youth Program, Adults in Scouting, Communication & Marketing, IT, Fundraising Experts, Governance & Strategy, Management, Event Management, Consulting & need analysis and other areas identified. Although the current focus is to extend invitation to competent Scout Leaders, Non-Scout Leaders, eg. Lay supporters would also be considered.

They will form a common pool of resource. All NSOs in the APR will be able to tap on the pool when requiring expert advice.

Members of the panel should possess certain competencies, skills, knowledge and experience, have the capacity and open to providing ad-hoc and/or formal consultancy, conducting workshops, seminars and forums at NSO or APR levels, when invited preferably at own means.

### **1.1 Broad Objectives**

The broad objective is to form a specialists panel to provide resources to raise Scouting standards, improving quality in the areas specified, sharing of best practices, experiences; creating an environment for sharing of resources and promoting the spirit of Scouting through service to others.

Through this network and platform for sharing, NSOs can readily acquire expert resources, without having to incur potentially costly consultancy, minimizes the wastage of administrative time and achieve efficiency and attain effective solutions that are readily applicable to Scouting.

It also deepens the cohesiveness of NSOs within the Region, in and around the world.

Further, the APR Committee NSO Visits (CNV) conducted over the past 3 years have identified areas of weakness, some NSOs may require consultation or specialized assistance for improvement. The Specialists Panel would become particularly helpful in meeting some of these needs.

### **1.2 Scenarios (Brief Case Studies)**

1.2.1 Through CNV, weaknesses / gaps are identified. These could include finance and communications. Experts in these areas amongst member NSOs may be able to call upon specialists in these areas to assist in setting up systems, procedures, processes, governance policies etc

1.2.2 NSOs may be called upon to assist in Disaster Management and rescue work for a natural disaster. Scouts need to be adequately trained to provide dire support and ensuring safety of members etc. Experts in this area or those who have first hand experience in such disasters may be able to provide consultation and advice.

- 1.1.3 Countries new to Scouting and require consultation in setting up the infrastructure of the Association may also call upon panel members to assist in Recruitment, Management, Youth Programmes, Finance Procedures etc.
- 1.1.4 A certain NSO may have undertaken a large scale International Scouting Event which requires experts to share experiences and provide consultation. They could even be called upon to sit in such committees to assist in the planning and organization of the event.
- 1.1.5 A certain NSO may be establishing Extension Scouting in the country for the first time and require expertise from professionals who are working with the physically challenged, counselors or academics in the field may be able to provide necessary hands on 'know-how', consultancy and training.

## **2.0 STRATEGIC AREAS IDENTIFIED**

The APR has in its strategy identified areas requiring immediate resources. However, specific needs within these areas have not been specified and there could be potentially extended areas which may also require resources and expertise.

### **2.1 Focus Areas**

- Youth Program
- Adults in Scouting
- Communication & Strategy
- IT
- Fundraising Experts
- Governance & Strategy
- Management
- Event Management
- Consulting & need analysis

### **2.2 Extended Areas**

- Risk Management
- Disaster Management
- Jamboree Management
- Course/Workshop Management
- Drafting of Constitutions for NSOs
- Language Interpreters & Translations
- Publications & Publishing Management
- HQ / Association General Management
- Professional Scout Executives / HR Management

## 3.0 SPECIALISTS PANEL

### 3.1 Definition of Specialists

Specialists can be defined as individuals or groups of individuals who possess a high degree of skill, proficiency, knowledge or accreditation in a specific area or of a certain subject as a result of experience or training. These could be Scouting or non- Scouting related expertise.

### 3.2 Skill Profile of Specialists

The 'specialists' in the panel should comprise of individuals who are authorities in their field or industry, practicing professionals, individuals with recognized experience in a specific field etc.

We could group them into:

- a. Professionals
- b. Experienced Individuals

#### 3.2.1 Professionals

These would be individuals who possess a certain qualification and engaged in a profession or means of livelihood, authority qualified to teach apprentices, an expert in the field etc

eg.

- Academics (extensive knowledge in Management topics)
- HR Practitioner (practical experience in Human Resource Mgt)
- Accountant (knowledge & experience in Accounting & Finance, Accounting practices etc)
- Legal Counsel (Corporate Governance, Risk Management, Legal Advice)

#### 3.2.2 Experienced Individuals

eg.

- Ex-Jamboree Directors (Knowledge of large international event management)
- National Training Commissioners / Leader Trainers (Knowledge on Course Management & Contents) Outdoor Adventure Specialists / Outward Bound School Instructors (Knowledge on Outdoor or Adventure Training, Development & Construction & Certification etc)

### **3.3 Scouting Profile of Specialists**

Our current mandate is to consider Scout leaders and members. The reason is that existing Scouts who are experienced and possess the necessary skills will probably be able to apply the skills in Scouting more holistically than one who is not or has never been a Scout.

However, we may need to cast the net further and wider to acquire expert resources. They could balance the perspective of a scout and bring in fresh outlook to Scouting. This could also be a good membership growth opportunity for the movement.

In our quest to identify such persons, it may be useful to categorize the potential candidates into:

3.3.1 Scouts (Current & Former Members) Existing Scouts, Members/Lay Supporters, Scout Alumni, Guild / Ex-Officio

3.3.2 Non-Scouts (No Scouting Background)

Those who understand scouting, Friends of Scouting, Industry Professionals, Subject Specialists

### **3.4 Responsibilities of Member of APR Specialists Panel**

3.4.1 Provide professional advice, services or support in priority areas such as Youth Program, Adult Resources, Management, Finance and other areas identified.

3.4.2 Create an environment for sharing of resources and promoting the spirit of Scouting through service to others.

Basically, all members have collective responsibilities, however, they are also entrusted with individual responsibilities as members of the panel. Expectations from members are as follows:

#### Expectations from each member

1. Keep regular communications with APR office on matters related to his/her assignments and membership in the panel.
2. Active participation in consultation visits, workshops, seminars, etc.
3. Travel cost to be borne by themselves, their NSO, or be arranged at their level.
4. Submit post activity report to the APR Office
5. Demonstrate high standards of conduct.

## **4.0 NOMINATION**

Nominations will be initiated by respective NSOs with guidelines issued by the APR Office. The following details the tasks required to institute the nomination process.

### **4.1 Pre-Nomination**

- 4.1.1 APR to liaise with respective NSOs and through consultation with the relevant stakeholders on the needs, gaps and areas of weaknesses requiring engagement of the Specialists Panel.
- 4.1.2 Priority for formation of Specialists Panel (Sub Groups) should address
  - Areas of generic need to most / majority of the member NSOs in APR
  - Areas requiring urgent attention or of growing concerns whether it is a collective need or a peculiar need
  - Peculiar needs to a certain NSO
- 4.1.3. APR Office will be the central co-ordinating body for requests, extending invitations to join the panel and assigning/matching of specialists.

A Specialists could be invited to join for a renewable period of 3 years or to address adhoc requests.

Specialists once enrolled in the APR Panel, will also be registered in the WOSM global pool of resource persons once that pool is established.

- 4.1.4. APR to determine the following:
  - Review suitability of candidates
  - Skills and competencies required

### **4.2 Nomination**

- 4.2.1 NSOs to actively identify & recruit within the country/associations for suitable candidates aligned with the directions from APR Office.
- 4.2.2 NSOs will then liaise with APR Office to extend official invitations to suitable candidates detailing roles & responsibilities, criteria and reasons for nomination.
- 4.2.3 A typical term would be 3 years and specialists must be made aware that these services are provided on a pro- bono basis. Of course, sponsoring NSOs or benefiting NSOs may defray some of these expenses, should any be incurred.
- 4.2.4 Obtain acceptance by relevant candidates by way of consent.

### **4.3 Post-Nomination**

- 4.3.1 NSOs to submit all acceptances to APR for consolidation and appointment to the Panel.
- 4.3.2 APR to publish and regularly update such resources with a brief resume of the specialists in the APR website and contact details of liaison.



## **5.0 PROCEDURE FOR REQUESTS**

### **5.1 Definitions**

5.1.1 Sponsoring NSO - NSO where specialist is a member of

5.1.2 Beneficiary NSO - NSO initiating the request for consultancy service

### **5.2 Initiating a Request**

5.2.1 NSO should initiate a request through the APR Office.

5.2.2 A formal request to be put up to the APR Office with the prescribed format furnishing details such as:

- Descriptive Brief / Nature of Need
- Detailed Proposal or Requirement (including resources)
- Call to Action

### **5.3 Role of Beneficiary NSO**

5.3.1 Ample notice time should be given to allow for response. In some cases, requiring logistical arrangement.

5.3.2 Correspondences via email to be the preferred mode for consultancy before any face to-face meetings.

5.3.3 Beneficiary NSOs should explore about the visiting specialist profile before making any requests for specialist to travel. In any case, consent must be obtained from sponsoring NSO or Resident Specialist.

5.3.4 Beneficiary may offer defraying all expenses (travel & board), but minimum hospitality should be met (detail in 5.3.5). Initiating NSO may apply for MOP grant.

5.3.5 In instances where the specialist is required to visit beneficiary NSO, basic local hospitality arrangement should be made:

- Inland transportation arrangement & costs
- Accommodation
- Meals

5.3.6 Beneficiary NSOs should also provide references or feedbacks of specialists and work done to the APR at a timely manner.

### **5.4 Role of Sponsoring NSO**

5.4.1 Provide administrative support for specialist on the panel

5.4.2 Consideration for sponsorship in cases of travel expenses are required

5.4.3 Liaison with APR Office

## **6.0 RECOGNITION**

The APR Office & respective beneficiary NSOs should consider forms of recognition for all work provided.

Example:

- Letter of appreciation of appointment to the panel (APR)
- Letter of appreciation recognizing services provided (APR)
- Letter of appreciation recognizing services provided (Beneficiary NSO)
- Awards (Beneficiary NSO, APR) where applicable

## ACKNOWLEDGEMENT

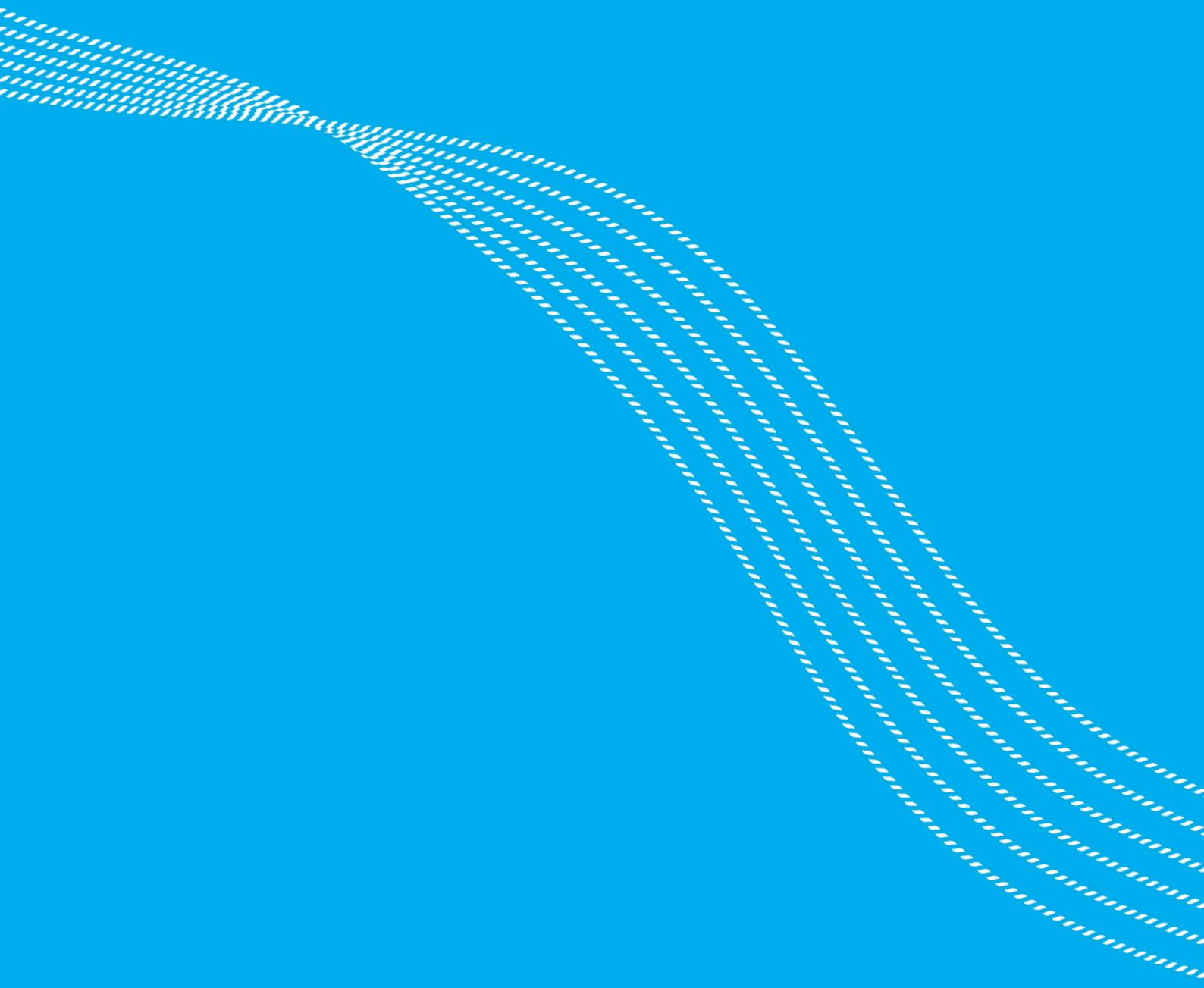
On behalf of the Asia-Pacific Regional Scout Committee, the World Scout Bureau Asia-Pacific Region, recognizes the hard work and efforts of the members of the APR Management Sub-Committee (2009-2012)

Chairman:	Janaprit Fernando
Vice-Chairmen:	Richard Miller LT Col (R) M Shah Ali
Members:	Chay Hong Leng Md Mozammel Haque Khan Shijin Lee Yan- Man Hubert Ho Dicky Surjadi Hidajat Reiko Suzuki Danny Seung- Soo Hong Azuddin bin AB Rahman Saeed Abdulla Danilo Asiaten
Young Adult Member:	Mohamed Hafiz bin Ariffin
Adviser:	Sang- ho Shim

and in particular of Mr. Chay Hong Leng, who has developed the initial draft of this document "APR Specialists Panel".

Very soon Specialists Panel will be formed to support NSOs as stated in the paper and we are confident that the efforts of the sub-committee will bear fruits.





**SCOUTS**<sup>®</sup>  
Creating a Better World

World Organization of the Scout Movement  
Asia-Pacific Region  
March 2012