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المنظمة العالمية للحركة الكشفية

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To: Chief Commissioners  
International Commissioners  
Chief Scout Executives

13 January 2015

**Revised Guidelines for the Asia-Pacific Regional Scout Youth Forum**

Dear Colleagues,

Further to APR Circular 21/14, dated 28 November 2014 re: 8<sup>th</sup> APR Scout Youth Forum, we are pleased to provide you a copy of the revised "Guidelines for Asia-Pacific Regional Scout Youth Forum." This version has been approved by the APR Scout Committee at its meeting in October 2014 in Ulaanbaatar, Mongolia. In addition to minor corrections in rhetoric and style, the following has been incorporated in the guidelines as additional provisions:

In Part I, namely: Item V.1.a.ii; Item V.1.c.iii; and Item VI.2.b.i.

In Part II, namely: Item II.2.; II.5.; II.6.; and IV.4.

Please note that the additional provisions mentioned above are underlined in the attached revised version of the guidelines, for your ready reference.

This version of the "Guidelines for Asia-Pacific Regional Scout Youth Forum" will be used at the 8th APR Scout Young Forum scheduled from 29 October 2015 – 1 November 2015 at the Suncheon Asia-Pacific Scout Centre in Suncheon City, Republic of Korea.

Your cooperation in making this forum a success would be appreciated.

With best regards,



**J. Rizal C. Pangilinan**  
Regional Director



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**Guidelines for Asia-Pacific Regional Scout Youth Forum**  
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## **Part I: Asia-Pacific Regional Scout Youth Forum**

### **I. Introduction**

Asia-Pacific Regional (APR) Scout Youth Forums provide opportunities for young people in Scouting to express their views and make recommendations on issues of interest to them; and to develop the skills necessary to strengthen their capacity to take part in decision-making processes.

APR Scout Youth Forums also provide an opportunity for the World Organization of the Scout Movement – at Regional, National and local levels – to listen to the views of young members on issues that concern them.

APR Scout Youth Forums constitute one approach, among many, towards the implementation of the Policy on Involvement of Young Members in Decision-Making, adopted by the 33rd World Scout Conference in 1993.

This document has been developed based upon the experiences of previous World Scout Youth Forums and APR Scout Youth Forums – in Singapore 1995, Hong Kong 1998, India 2002 and Brunei Darussalam 2004. This guidelines also took into consideration the proposed Rules of Procedure for World Scout Youth Forums, drawn up by the participants of the 5th World Scout Youth Forum held in Kanderstag, Switzerland 1992.

The Guidelines for the APR Scout Youth Forum have been approved and adopted by the APR Scout Committee in its meeting on 19 July 1993 in Bangkok, Thailand. Furthermore, this guideline has been revised based on the paper entitled, *Youth Involvement in the Asia Pacific Regional Scout Committee including Sub-Committees and Work Streams*, which was approved by the APR Scout Committee in June 2004.

This guideline has been further revised in April 2006 during the meeting of the APR Programme Sub-Committee to “fine-tune” provisions, consistent to the document *‘Youth Involvement in the Asia Pacific Regional Scout Committee including Sub-Committees and Work Streams.’*

This guideline has been revised by the APR Scout Committee, at its meeting on 14-15 April 2007 in Tokyo, Japan to add one more Vice-Chairman as member of the Steering Committee that should come from the host country.

The APR Scout Committee has again amended this guideline during its meeting on 25-26 April 2009 in Kuala Lumpur, increasing the maximum number of participants for the APR Scout Youth Forum per member country.

This version of the Youth Forum Guideline is approved by the APR Scout Committee at their meeting of 16 April 2011 in Makati, Philippines, clarifying the role of national Scout organizations (NSOs) in preparing and supporting young people in their attendance to the Youth Forum.

Because of the changes in the APR Scout Constitution, the APR Scout Committee has further amended this guideline during its meeting on 21-22 October 2014 in Ulaanbaatar, adding a number of new provisions concerning Young Adult Members Group (YAMG).

## II. Purpose

Thus, APR Scout Youth Forums can prepare proposals that may be voted on by the APR Scout Conference, provided the APR Scout Committee or a recognized NSO formally presents the proposals to the Conference.

Furthermore, APR Scout Youth Forum provides the opportunity for delegates and observers to develop the necessary practical skills to enable them to take part more effectively in the decision-making activities and undertake leadership roles both within and outside the Movement for their own personal development.

## III. Objectives of the Forum

In conjunction with the APR Scout Conference, the APR Scout Youth Forum is organized, with the support of the APR Programme Sub-Committee, to:

- 1) Provide a learning environment through discussions on interesting topics and sharing of experiences;
- 2) Enhance participants' their decision-making skills for Scouting and society in general;
- 3) Develop friendship among the participants; and create networks that can be continued beyond the forum; and
- 4) Give relevant input, proposals, and recommendations. These recommendations will be presented at the Regional Scout Conference.

## IV. The Regional Scout Youth Forum and the Regional Scout Conference

Regional Scout Youth Forums must take place regularly, in conjunction with Regional Scout Conferences, as an ancillary event. It is recommended that Forum participants (delegates and observers) also be designated as either delegates or observers to the Regional Scout Conference.

## V. Participants

### 1) Role of Participants

#### a) Before:

- (i) To make contact with the National Scout Office/Headquarters about the Youth Forum;
- (ii) To gather information from the country (through national/local forums in the NSO and through any form or research and resource) about the topics in discussion; and
- (iii) To inform the Youth Forum Planning Committee through the NSO about the potential Youth Forum topics.

#### b) During:

- (i) To take a stance on what they strongly feel about the topics in discussion;
- (ii) To participate through speaking, listening and recognizing the opinion of others; and
- (iii) To encourage quieter members to participate.

#### c) After:

- (i) To disseminate information gathered from the APR Scout Youth Forum back to the youth members in the NSO

(ii) To promote the idea of the Youth Forum and encourage Youth Involvement in Decision-Making at local level.

(iii) To continue communicating to the youth forum participants at regular basis.

## 2) Description and Eligibility

- a) Regional Scout Youth Forum participants must be between 18-26 years of age.
- b) There are two kinds of participants in Regional Scout Youth Forums: delegates (participants with right to speak and to vote) and observers (participants with right to speak but not to vote).
- c) Each NSO may appoint two delegates and eight observers to a Regional Scout Youth Forum, i.e., a maximum of ten participants per NSO.
- d) The host organization may nominate additional participants to the Youth Forum but not more than 25% of the total Youth Forum participants. This percentage should include young people from four to five kindred or partner organizations, one per organization, especially invited to attend the youth forum, as observers. This is to maintain the regional flavor of the Youth Forum.
- e) In addition, NSOs that is in the process of being recognized by WOSM may send two participants who shall also be designated as observers, provided that in no case shall more than four such participants come from any one country.

## 3) Selection

- a) NSOs are responsible to ensure the selection and recommendation of participants in a Regional Scout Youth Forum.
- b) Participants must be selected three months in advance. They should be selected in a democratic way, and should involve young members.
- c) The participants of the APR Scout Youth Forum should represent the NSO well and therefore, participants should ideally be elected from a National Youth Forum or equivalent institutional structure like a National Rover Council. Some NSOs have young people in their National Executive Board. They, too, are ideal participants of the Youth Forum;
- d) If there is no institutional structure in place or resources available to send appropriate representatives, the selection process should take into consideration the participants' capacity to contribute to the Forum discussions;

## 4) Representation

- a) In the selecting their participants, NSOs should attempt to achieve an even representation of the types of geographical, ethnic and social backgrounds found in their country.
- b) Where the NSO includes both male and female as young members, it is recommended that one delegate be male and the other female.

## 5) Preparation

- a) NSOs are responsible for providing support to Youth Forum participants in their preparation for the event.
- b) The Reply Slip shall be submitted by NSOs, at least three months prior to the APR Scout Youth Forum
- c) Adequate information (e.g.: theme, objectives, agenda, topics for discussion) should be given to registered participants at least three months in advance to allow participants to prepare themselves in depth, in order to participate well in the deliberations of the Youth Forum and thereby representing their NSO well.

6) After The Forum

- a) NSOs are responsible for ensuring that Youth Forum participants are enabled to render a post-event report of the APR Scout Youth Forum to responsible bodies within the association.
- b) The post-event report should include the recommendations of the Youth Forum, among others.

VI. Administrative Structure

1) Planning Committee

- a) Composition. The Planning Committee must be composed of at least:
  - (i) Chairman of the APR Programme Sub-Committee, who shall chair this committee;
  - (ii) Forum Director (from the host Association);
  - (iii) Chairman of the Young Adult Members, elected from the previous Youth Forum. In case the Chairman is absent, any one from the Young Adult Members can represent the Chairman;
  - (iv) Executive of the World Scout Bureau/APR Office, in-charge of Youth Programme.
- b) Functions. The Planning Committee has the following tasks:
  - (i) to develop and recommend to the APR Scout Committee for approval of the themes, objectives and agenda of the APR Scout Youth Forum;
  - (ii) to inform NSOs of the themes of the Youth Forum three months before the event in order to allow them to work on these themes with as many young people as possible involved;
  - (iii) to choose the working methods of the Youth Forum, favoring discussions and group work by participants; and
  - (iv) to support the Steering Committee, if needed, in their conduct of the Youth Forum.

2) The Steering Committee. Only official youth delegates can stand up for election, as members of the Steering Committee

- a) Composition. The Steering Committee comprises of:
  - (i) The Chairman, elected from the previous Youth Forum;
  - (ii) Four Vice Chairmen;
    - one from either - Australia, New Zealand, Fiji, Papua New Guinea, Brunei Darussalam, Singapore, Kiribati, Polynesia, Malaysia, Indonesia
    - one from either - Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan, Sri Lanka
    - one from either – Scout of China (Taiwan), Japan, Korea, Cambodia, Philippines, Thailand, Mongolia, Hong Kong, Macau
    - one from host NSO
  - (iii) General Rapporteur shall be elected from the Youth Forum delegates.
- b) The Steering Committee has the following tasks:
  - (i) to ensure that the Circular for APR Scout Youth Forum is sent to NSOs at least one year before the Youth Forum.

- (ii) To take into account the participant's needs;
- (iii) to assist the Forum in achieving its objectives;
- (iv) to adopt the agenda if required, according to the needs of the Forum;
- (v) to represent the Forum at the APR Scout Conference; and
- (vi) to ensure follow-up of the results of the Forum, liaise with Forum participants about the implementation of the recommendation by their NSOs.

### 3) Forum Chairman's Functions

- a) to chair the APR Scout Youth Forum;
- b) to maintain contact with the Chairman of the APR Programme Sub-Committee;
- c) to draft a report on the result of the Youth Forum, which must be handed to the Planning Committee of the next Forum one year in advance; and
- d) to read the recommendations at the APR Scout Conference.

### 4) Vice-Chairman's functions

To formulate recommendations arising from Youth Forum discussions for approval by the Youth Forum, and subsequent presentation to the APR Scout Conference and inclusion in the final Youth Forum Report.

### 5) General Rapporteur's Functions

- a) To maintain the record of the Youth Forum's deliberations;
- b) To prepare a summary report of the Youth Forum for presentation to the APR Scout Conference; and
- c) To draft a final report of the Youth Forum, including its recommendations, as quickly as possible after the conclusion of the Youth Forum.

## VII. Recommendations, Report and Follow-Up

- 1) In accordance with the Rules of Procedure, the majority of the delegates must accept the Forum Recommendations.
- 2) At the beginning of the APR Scout Conference, the Chairman of the APR Scout Youth Forum will provide a summary of the discussions of the Forum and will read the recommendations before the APR Scout Conference in its entirety. At the end of this presentation, the Youth Forum Chairman will give a copy of all the recommendations to the Regional Scout Committee; a copy will also be given to each NSO present at the Conference.

The written report of the Youth Forum shall contain all the recommendations adopted by the delegates. It shall also contain a summary of the most important discussions and events of the Forum. The General Rapporteur is responsible for the editing of the report. Support for translation, layout and publication is provided by the World Scout Bureau/Asia-Pacific Region.

As pointed out in the Constitution and By-Laws of the Asia-Pacific Region, any member NSO, supported or seconded by another member NSO, can pick-up any or all recommendation/s of the Youth Forum and put them forward as proposed resolutions to the conference.

### 3) Follow-Up

Until the next APR Scout Youth Forum, the newly elected Chairman of the YAMG should keep in touch with the Chairman of the APR Programme Sub-Committee, rest of the Young Adult Members and the participants and assist them in their efforts to implement the recommendations of the Forum.

One year before the following APR Scout Youth Forum, the Chairman of YAMG will prepare a report of what has happened since the last Youth Forum. This report will be submitted to the Planning Committee of the next APR Scout Youth Forum.

#### VIII. Financial Matters

- 1) In principle, the same policies and procedures concerning financial matters that apply to Regional Scout Conferences apply to Regional Scout Youth Forums; this includes the self-financing nature of all Regional Events and the responsibility of the host NSO to cover any eventual financial deficit.
- 2) Since Regional Scout Youth Forums run in conjunction with Regional Scout Conferences, financial matters, such as budget and financial control for the two events, may be combined;
- 3) The host NSO must establish, jointly with the World Scout Bureau/Asia-Pacific Region, the budget of the APR Scout Youth Forum reflecting all income and expenditures associated with the event. In this regard, budgeted expenditure must include costs to be incurred by the Host Committee, the Planning Committee and the World Scout Bureau/Asia -Pacific Region in all phases of planning and conducting the Forum;
- 4) The host NSO must propose to the APR Scout Committee, for its approval, the fee for the APR Scout Youth Forum on the basis of the provisional budget. Moreover, the host NSO, which assumes the final financial result at the closing of the accounts for the event, must raise the necessary funds to provide that part of the budgeted income that is not covered by the participant's fees. The World Scout Bureau/Asia -Pacific Region will offer whatever assistance it can in identifying sources of funding, including special projects.
- 5) Notwithstanding the foregoing, the fee for the APR Scout Youth Forum should be kept as low as possible to encourage participation by young people from as many countries as possible. In addition, the host NSO is encouraged to consider what possibilities may exist, through the fee structure or other means of demonstrating solidarity, to facilitate the participation of young people from less wealthy countries.

#### IX. Other Responsibilities of the Host National Scout Organization

- 1) In principle, the NSO hosting the APR Scout Youth Forum fulfills the same responsibilities for the Youth Forum as for a Regional Scout Conference. Since the two events run in conjunction, many common procedures may be combined.
- 2) The host NSO, thus, arranges for government support. This support shall include the assurance of entry for Youth Forum participants from all member countries, provide the venue (meeting rooms, offices and equipment), arrange for participant's reception, inland transportation and accommodation, organize the opening and closing ceremony and social programme, and provide necessary staff to support the Youth Forum.

#### X. Responsibilities of the Regional Scout Committee

- 1) The APR Scout Committee is responsible for the approval of the theme and agenda of the APR Scout Youth Forum, as recommended by the Planning Committee.
- 2) The APR Scout Committee must devote the necessary resources, similar to those accorded to Scout Conferences, to ensure the success of the APR Scout Youth Forum. This includes secretarial and translation support. The Planning Committee, through the World Scout Bureau/APR Office, must provide appropriate support to the Steering Committee in following up the conclusions of the Youth Forum.
- 3) The APR Scout Committee is responsible for studying the recommendations of the APR Scout Youth Forum. The APR Scout Committee shall consider these recommendations and may include them as actions steps of the Triennial Plan.

## Part II - The Young Adult Members Group

### I. Introduction

The inclusion of Young Adult Members Group (YAMG) in the Asia Pacific Regional Operational Framework demonstrates the APR Scout Committee's belief in the capability of young people to take responsibilities at regional level and provides young people with experience in operating with regional level structures.

At each Regional Scout Youth Forum, commencing with the 4th APR Scout Youth Forum in Brunei, young people will be invited to elect young persons from among the participants to compose the YAMG.

### II. Description and Eligibility

- 1) The APR Circular on the Call for Nominations of YAMG shall be circulated at least six months before the Youth Forum.
- 2) Candidates for the Young Adult Members should be under 23 years old in order to fulfill the age limit of 26 at the succeeding Youth Forum. The nomination of YAMG by NSO shall be submitted to the Regional Office at least three months in advance to allow participants of the forum to assess the competencies of candidates, and make constructive decisions.
- 3) The number of young people to be elected will be determined by the number of Priority Areas in the triennial plan. Furthermore, the number of Young Adult Members should be equal to the number of Sub-Committees created by the APR Scout Committee during the triennial.
- 4) In order to maintain the balance among the Young Adult Members, gender and geographical aspects should be considered and the Youth Forum may take appropriate electing procedures to ensure this balance.
- 5) A member of the YAMG is not eligible for re-election.
- 6) If a vacancy of Young Adult Members occurs before the next Youth Forum, the candidate to be appointed as a successor will be according to the order of higher votes received from the Youth Forum and s/he will serve her/his term until the next Youth Forum.

A vacancy can occur if:

- a) A member or the Chairman resigns from the position on her/his own initiative.
- b) A member or the Chairman is not performing her/his duties for more than three months or is not available for this period. In this case, the member and the corresponding NSO shall be contacted to request a clarification on his/her absence. If there is no response within 30 days, or the response is considered unsatisfactory after the evaluation by the Chairman of the Sub-committee s/he is assigned to, the rest of YAMG may decide to have removed from the position.

### III. Election of the Chairman

The Young Adult Members will elect a Chairman from among the Group. The Chairman shall represent the youth of the region at all appropriate forums. The elected Chairman of the Young Adult Member Group shall be a member of the Planning Committee and Chairman of the next APR Scout Youth Forum, under a specific implementing guideline.

### IV. Responsibility of the Young Adult Members

- 1) Each participant must understand that, if elected, they are expected to fully participate in either the Regional Committee and/or one of the Sub-Committee/Work Streams they are assigned to, by e-mail, mail and fax, as well as, attend a minimum of one meeting during the triennium. Any travel costs will be at the individual's expense or that of the NSO and/or any external sponsors. The APR Youth Fund is established to support their traveling cost.

- 2) These Young Adult Members will be requested to indicate their interest and availability to participate in the discussions and work towards any issues on which the Asia Pacific Regional Scout Committee would like to have the input of young people in any of the Sub-Committees / Work Streams (ideally each sub-committee / work stream will have one Young Adult Member).
- 3) The YAMG shall support the Steering Committee in the conduct of the Youth Forum. The Young Adult Members shall participate to the succeeding Youth Forum with a status of Young Adult Members and may or may not necessarily be official delegates/observers of NSOs.
- 4) If the nominated YAMG is elected, it is strongly suggested that the corresponding NSO should help to ensure s/he can participate the assigned sub-committee or Regional Scout Conference held during the term.
- 5) Young Adult Members shall have a responsibility to report back and keep dialogue with the participants from the Regional Scout Youth Forum and to continue to discuss issues with young people around the Region during their mandate period of office (up to three years).

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*This version of the Youth Forum Guidelines is APPROVED by the APR Scout Committee at its meeting in October 2014 in Ulaanbaatar, Mongolia, incorporating additional provision in Part I, namely: Item V.1.a.ii; Item V.1.c.iii; and Item VI.2.b.i. and in Part II, namely: Item II.2.; II.5.; II.6.; and IV.4.*

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