Circular No. 18, series of 2014

To: Chief Commissioners
   International Commissioners
   Chief Scout Executives

10 October 2014

50th Asia-Pacific Regional Basic Management Course for Scout Executives

Dear Colleagues:

Greetings from the Asia-Pacific Regional Office!

The Asia-Pacific Region has been organizing Basic Management Course for Scouts Executives since 1972 in order to strengthen the managerial and professional competencies of full time Scout executives and volunteers to effectively perform their responsibilities and meet emerging challenges in serving the national Scout organizations in the Asia-Pacific Region.

Please be informed that the Bharat Scouts and Guides will host the 50th Asia-Pacific Regional Basic Management Course for Scout Executives in Kolkata on February 2015.

The course details are as follows:

**Venue:** State Training Center, West Bengal State Ganganagar, 24 RGS (North), Kolkata, India

**Dates:** 4 to 14 February 2015

Professionals (full time) executives are expected to arrive on 3rd February and may leave on 15th February.

Volunteers may arrive on 3rd February and may leave on 10th February and those who may wish to attend full course may continue up to 14th February and may leave on 15th February.

**Fees:** The fee is US$150.00 per participant, which will cover inland transportation, food, accommodation, course materials and educational tour.

**Participants:** Professional Scout Executives and Volunteers in executive positions at the national and sub-national levels. Potential Professional Scouters may also be nominated to take part in the course.

**Course staff:** Experienced and competent International and local subject matter experts will be invited as resource speakers and facilitators to serve in the course. Support staff will be from the host association. Scout Executives from APR will coordinate this course.

**Course Design:**

Please be advised that the course is redesigned and divided into three categories:

1. **Scout**
   Fundamental Principles of Scouting, Mission and Vision of Scout Movement, Philosophy of Professional Scouting, Youth Program, Adults in Scouting, WOSM Strategy, World Scouting Projects, Growth, etc.
2. **Basic Management**
   Leadership, Strategic Management, Conflict Management and Decision Making, ICT, Branding and PR, Financial Management, Resources Management, Change Management, Events Management, HR in an organization, Job Position Analysis and KRAs, etc.

3. **Personal Development**
   Public Speaking, Self Management and Stress Management, Time Management, Relationship Skills, etc.

The final day to day program will be shared in due course.

**Pre-Course Assignment:** The WSB/ APR will issue the pre-course assignment by first week of December. Participants are expected to complete these assignments and submit to APR office on 15 January 2015.

**Weather:** This month’s normal temperature ranges from 15.9°C to 30.3°C

**What to bring:** Scout uniform, personal kit, jacket and light cotton clothing is advisable.

As the course will have limited seats, may we request you to send the nominations of your participants on the attached reply slip in order of priority. We assure that each NSO will have at least 2 participants from the names submitted to us. We will appreciate receiving the reply slip not later than **30 November 2014**. The confirmation will be sent to NSO latest by 20 December 2014.

Looking forward to your response.

Yours in Scouting,

J RIZAL C. PANGILINAN
Regional Director

jrcp/sps/czl
10October2014
**50th APR Basic Management Course for Scout Executives**  
Kolkata, India  
4 to 14 February 2015

**REPLY SLIP**

National Scout Organization: ____________________________

- The following Scout Leader/s from our Scout association will participate in the 50th APR Basic Management Course in India.  
  *(Please place the name of participant in order of priority)*

<table>
<thead>
<tr>
<th>No</th>
<th>Name</th>
<th>Position in Scouting</th>
<th>Professional or Volunteer</th>
<th>Age</th>
<th>Email ID</th>
<th>Mobile No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Remarks: ____________________________

Printed Name: ____________________________  Designation: ____________________________  Signature: ____________________________

Date: ____________________________

Please send this reply slip not later than **30 November 2014**.

---

To: **Shri B. I. Nagarale, I.A.S. (Retd.)**  
National Commissioner  
The Bharat Scouts and Guides  
16 Mahatma Gandhi Marg  
Indraprastha Estate  
New Delhi 110002, INDIA  
Email: info@bsgindia.org  
b.i.nagarale@gmail.com

Cc: **Mr. J Rizal C Pangilinan**  
Regional Director  
World Scout Bureau / APR  
ODC International Plaza Building  
219 Salcedo St., Legaspi Village  
Makati City, Philippines  
Tel No: +63 2 8180984  
+63 2 8171675  
Fax No: +63 2 8190093  
Email: asia-pacific@scout.org  
christeen@scout.org