

Concept Paper on **APR Specialists Panel**



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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:

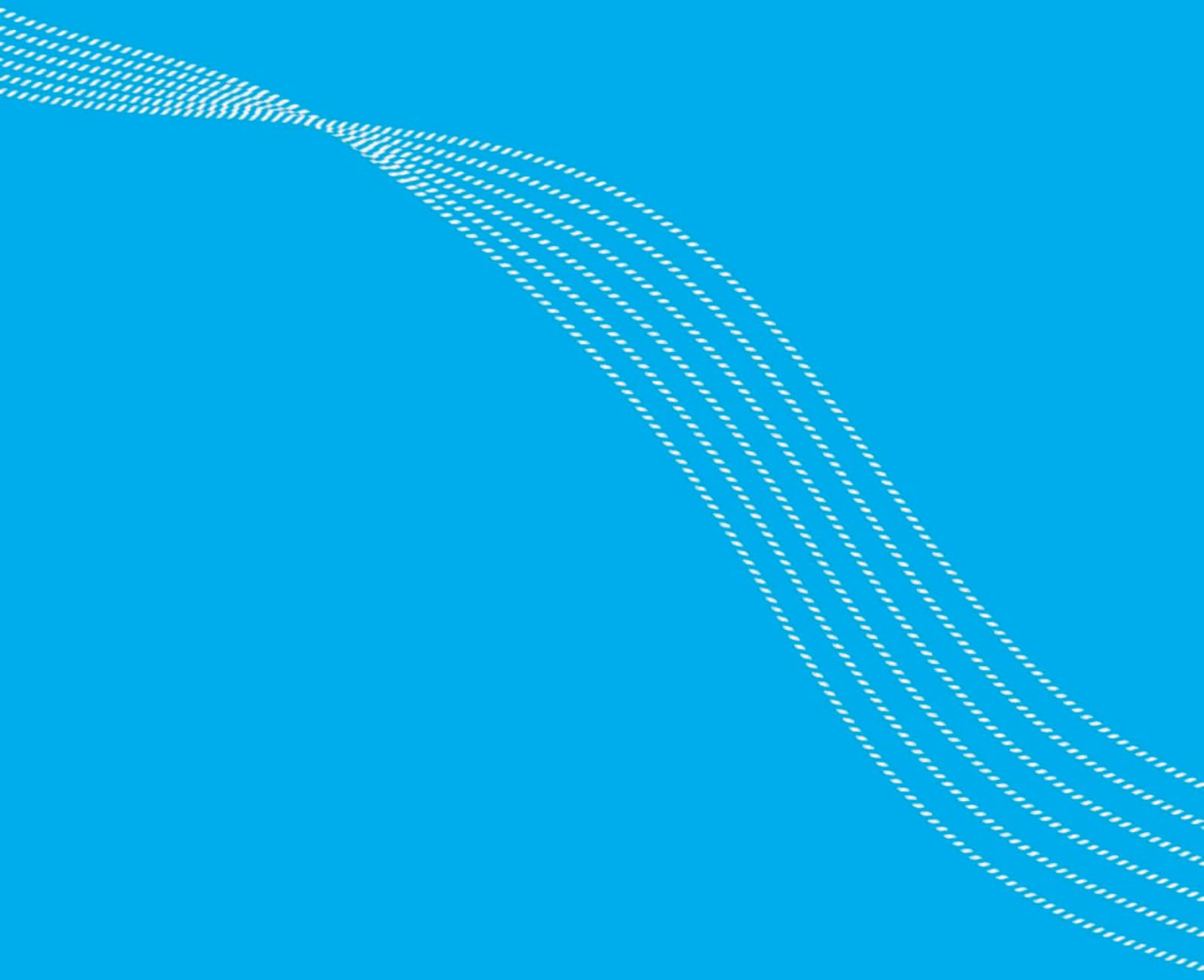
- Letter of appreciation of appointment to the panel (APR)
- Letter of appreciation recognizing services provided (APR)
- Letter of appreciation recognizing services provided (Beneficiary NSO)
- Awards (Beneficiary NSO, APR) where applicable

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



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World Organization of the Scout Movement
Asia-Pacific Region
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Terms of Reference

SPECIALISTS PANEL

The Specialist Panel is a group of Professionals (experts) and experienced leaders that is formed in line with the priority statement under the priority area of NSO in APR Vision 2013 and the WOSM Global Support System.

Objective

To provide resources to raise Scouting standards, improving quality of Youth Program, Adult Resources, Management, Finance and other areas. Sharing of best practices, experiences; creating an environment for sharing of resources and promoting the spirit of Scouting through service to others.

Responsibilities

1. Provide professional advice, services or support in areas such as Youth Program, Adult Resources, Management, Finance and other areas identified.
2. Create an environment for sharing of resources and promoting the spirit of Scouting through service to others.

Eligibility

Members in the panel should possess certain competencies, specific skills, knowledge and experience with the ability to provide ad-hoc and/ or formal consultancy, conduct workshops, seminars and forums at NSO or APR levels in respective areas, when requested.

Responsibilities of the members

Basically, all members have collective responsibilities as per the specialists panel concept paper. 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.

Terms of Office

The Panel will work for the period of three years (conference to conference). The members of the panel will work through WSB/APR and will be responsible to the APR Scout Committee. Term of office is renewable on mutual agreement.

Visits/ Consultancy Support

The panel members for any specific visit will be chosen from among the panel based on the nature of the visit and its purpose.



APR Specialists Panel

MEMBERS INFORMATION SHEET



1. NSO : _____
 2. Name : _____
 3. Gender : _____
 4. Date of Birth : _____
 5. Educational Qualification : _____

6. Present Scouting Position in NSO : _____
 7. Present Occupation/ Job : _____

8. Area of Expertise (*Please indicate maximum of two areas that you consider you are most proficient in*)

- | | |
|--|--|
| <input type="checkbox"/> a. Youth Program
<input type="checkbox"/> b. Youth Involvement in Decision Making
<input type="checkbox"/> c. Adults in Scouting
<input type="checkbox"/> d. Adult Leader Training
<input type="checkbox"/> e. Communication and Marketing
<input type="checkbox"/> f. IT
<input type="checkbox"/> g. Fundraising
<input type="checkbox"/> h. Governance and Strategy
<input type="checkbox"/> i. Management of Scout Organization/s
<input type="checkbox"/> j. Event Management
<input type="checkbox"/> k. Consulting and Needs Analysis | <input type="checkbox"/> l. Project Management
<input type="checkbox"/> m. Finance
<input type="checkbox"/> n. Disaster Management
<input type="checkbox"/> o. Risk Management
<input type="checkbox"/> p. Organization Development
<input type="checkbox"/> q. World Scout Program
- WSEP
- SWA
- MOP
<input type="checkbox"/> r. Others (<i>please specify</i>)

_____ |
|--|--|

9. Topics of specialization under the areas ticked above
 (*Example: if you have ticked youth program specify for which age section; cubs, Scouts, Rovers, Or Sea Scouting, Air Scouting, Special Needs etc*)

10. Please provide following information on a separate sheet stating on areas marked above as your expertise:

- a. Academic qualifications
- b. Your experience (examples of activities undertaken)
- c. Publications

11. International Experience

(*please state below, the major assignments undertaken, country and dates*)

- a. _____
 - b. _____
 - c. _____
 - d. _____
- _____
- _____

12. Languages spoken and written

- a. _____
- b. _____
- c. _____

13. Other national/ international bodies (including Professional bodies) : indicate role, term of office held and dates

14. Contact Address

- | | | | |
|----------------------|-------|-------------------|-------|
| a. Email (private) : | _____ | e. Postal Address | _____ |
| b. Mobile No. : | _____ | | _____ |
| c. Telephone No : | _____ | | _____ |
| d. Fax No : | _____ | | _____ |

I hereby confirm that I have read the Concept paper on APR Specialist Panel and the TOR and I am prepared to serve as a member of this Panel voluntarily and to the best of my ability, capability and availability.

Signature: _____ Date: _____

On behalf of the National Scout Organization, we endorse the above- mentioned nomination to the APR Specialists Panel, and we understand that the APR may communicate with him/her directly.

_____ Date: _____

Chief Commissioner/ International Commissioner/
Chief Scout Executive
(Signature over Printed Name)