CIRCULAR NO. 06, series of 2014

To : Chief Commissioners
    International Commissioners
    Chief Scout Executives

30 January 2014

APR Specialists Panel

Dear Colleagues,

Greetings from the Asia-Pacific Regional Office!

The Asia-Pacific Regional Plan 2009-2012, Vision 2013 under the priority area of NSO has directed to establish a Resource Group/Panel of Experts in the areas of Youth Program, Adult Resources, Management, Finance, etc. In 2009-2012, when the APR Management Sub-Committee is Chaired by Atty. Janaprith Fernando and in the leadership of member Mr Chay Hong Leng, there was a team assigned to develop the general concept paper of the “Panel of Experts” which then evolved as the “APR Specialists Panel”.

By March 2012, the initial tools, as per the concept paper, was developed and the criteria for appointment of eligible leaders to this panel was set. By 2013 January, 38 members were already appointed to this panel and has now grown to 47 members with expertise in Youth Program, Adults in Scouting, Communication & Marketing, IT, Fundraising, Governance & Strategy, Management, Event Management, Consulting & Needs analysis, Finance and Organization Development areas.

So far, members of this panel had served on some events namely, 49th Basic Management Course in Malaysia, Consultancy Visits in Fiji and Sri Lanka, Asia-Pacific Sub-Regional Workshop on National Training Schemes Review in Thailand, and others.

As of today, the panel has 47 members from 9 NSOs (Australia, Bangladesh, Hong Kong, Indonesia, Malaysia, Maldives, Philippines, India and Japan) and they are also included as member of Global Support.

However, it is felt that:

- The Specialists Panel are not fully utilised in line what the NSOs had envisioned and the purpose for which this Specialists Panel is created.
- There is still much scope of recruiting more members from NSOs those who are not yet in the list

Thus, through this circular, we are encouraging all NSOs to avail the services of the APR Specialists Panel in building internal capacity of your Scout organization as well recommend those leaders who possess expertise in one of the identified areas (see areas of expertise in the attached members information sheet) and are willing to serve as a member of the panel.

Since 2012, WOSM introduced the concept of Global Support (reference to World Circular No. 23 series of 2012), extending support to NSOs and amongst the NSOs in capacity building. We hope with this reminder, the NSOs will revisit and avail the facilities in building internal capacity in order to provide better Scouting to more Young People.

For ready reference, we are attaching the following documents that will be helpful in making use of this panel to the advantage of Young People through strengthening the NSOs in various areas of its services.
1. Concept Paper on APR Specialists Panel
2. Terms of Reference
3. Member Information Sheet
4. APR Specialists Panel list, as of 5 December 2013

Thank you in advance for your cooperation and support.

Sincerely,

J. RIZAL C. PANGILINAN
Regional Director

jrcp/sps/czl
30Jan2014
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 Specialist 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".
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.
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)

   □ Youth Program
   □ Event Management
   □ Youth Involvement in Decision Making
   □ Consulting and Needs Analysis
   □ Adults in Scouting
   □ Project Management
   □ Adult Leader Training
   □ Finance
   □ Communication and Marketing
   □ Disaster Management
   □ IT
   □ Risk Management
   □ Fundraising
   □ Organization Development
   □ Governance and Strategy
   □ Community Based Scouting
   □ Management
   □ Others

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)

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. ________________________________________________

(Send to WSB/APR after completion) Revised 30Jan2014
12. Contact Address
a. Email (private) : ________________________________

b. Mobile No. : ________________________________
c. Telephone No : ________________________________
d. Fax No : ________________________________
e. Postal Address

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)
<table>
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<tr>
<th>No</th>
<th>NAME</th>
<th>NSO</th>
<th>Position in Scouting</th>
<th>Career Role</th>
<th>Languages Spoken</th>
<th>Region</th>
<th>Country</th>
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<td>David Jones</td>
<td>Scouts Australia</td>
<td>National Chairman</td>
<td>Chartered Accountant</td>
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<td>Emma Barker</td>
<td>Scouts Australia</td>
<td>District Leader</td>
<td>General Manager - Lolly Peto</td>
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<td>Australia</td>
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<td>Graham Coates</td>
<td>Scouts Australia</td>
<td>Chairman, South Australia Branch</td>
<td>Managing Director</td>
<td>English</td>
<td>Asia-Pacific</td>
<td>Australia</td>
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<td>Ian Langford-Brown</td>
<td>Scouts Australia</td>
<td>Former National Chairman</td>
<td>Chartered Accountant</td>
<td>English</td>
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<td>Julie Creed</td>
<td>Scouts Australia</td>
<td>Youth Programme Commissioner, Tasmania Branch</td>
<td>School Teacher</td>
<td>English</td>
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<td>Kirsty Brown</td>
<td>Scouts Australia</td>
<td>Chief Commissioner, Qld Branch</td>
<td>Manager, Training</td>
<td>English, French, Japanese</td>
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<td>Neville Tengco</td>
<td>Scouts Australia</td>
<td>International Commissioner</td>
<td>Senior Executive, Public Service</td>
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<td>University Academic</td>
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<td>Asia-Pacific</td>
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<td>Project Director, Education</td>
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<td>Reg William</td>
<td>Scouts Australia</td>
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<td>Australia</td>
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<td>Richard Miller</td>
<td>Scouts Australia</td>
<td>National Adviser, Youth Council</td>
<td>Teacher</td>
<td>English</td>
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<td>Australia</td>
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<td>Steve Tras</td>
<td>Scouts Australia</td>
<td>National Adviser, Youth Council</td>
<td>Teacher</td>
<td>English</td>
<td>Asia-Pacific</td>
<td>Australia</td>
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<td>John Ravenhall</td>
<td>Scouts Australia</td>
<td>Asst. Region Commissioner</td>
<td>Retired (Senior Lecturer)</td>
<td>English</td>
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<td>Akhitar Sultan Khan</td>
<td>Bangladesh Scouts</td>
<td>National Commissioner, IT</td>
<td>CEO, Bangladesh Tourism Board</td>
<td>English, Bengali</td>
<td>Asia-Pacific</td>
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<td>Aminur Rahman</td>
<td>Bangladesh Scouts</td>
<td>Former Dty Natl Commissioner (PR and Mktg)</td>
<td>Managing Director</td>
<td>English, Bengali</td>
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<td>Dr Mohamam S 1 Milhid</td>
<td>Bangladesh Scouts</td>
<td>National Commissioner, Adult Resources</td>
<td>Professor of Medicine</td>
<td>English, Bengali</td>
<td>Asia-Pacific</td>
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<td>Dr Mohammed Shahnur Rahman</td>
<td>Bangladesh Scouts</td>
<td>Adult Resources Committee</td>
<td>Assistant Registrar, University</td>
<td>English, Bengali</td>
<td>Asia-Pacific</td>
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<td>MD Taufidul Islam, ALT</td>
<td>Bangladesh Scouts</td>
<td>National Commissioner, Community Development</td>
<td>Businessman</td>
<td>English, Bengali</td>
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<td>Head Boy Scouts</td>
<td>Bangladesh Scouts</td>
<td>Chief National Commissioner</td>
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<td>Md. Jamal Uddin Nabi</td>
<td>Bangladesh Scouts</td>
<td>Deputy National Commissioner, IT</td>
<td>Office Worker (Marketing, Sales)</td>
<td>English</td>
<td>Asia-Pacific</td>
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<td>Mizan Ali Haider</td>
<td>Bangladesh Scouts</td>
<td>National Chairman, Rules</td>
<td>Director, Dental College</td>
<td>English, Bengali, Hindi, Urdu</td>
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<td>Mohammad Abul Kair</td>
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<td>Mohammad Hossain</td>
<td>Bangladesh Scouts</td>
<td>Leader Trainer</td>
<td>Head, Business Studies, Executive</td>
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<td>24</td>
<td>Prof Dr Nirmal Kanti Mitra</td>
<td>Bangladesh Scouts</td>
<td>VR, Rover Region</td>
<td>Dean, Math &amp; Physical Science</td>
<td>English, Bengali, French, Sanskrit, Hindi</td>
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<td>Prof Dr Nazmuldin Ahmed</td>
<td>Bangladesh Scouts</td>
<td>National Commissioner</td>
<td>Architect</td>
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<td>Professor Dinesh Parvek</td>
<td>Bangladesh Scouts</td>
<td>National Commissioner, Community Development</td>
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<td>Chan Chin Leng, Ombud</td>
<td>Bangladesh Scouts</td>
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