

12th World Scout Moot



International Service Team
Catalogue of Positions

Scouts of China

Jul 30 – Aug 10 2004, Taiwan

Table of Content

Introduction	4
1. 12th World Scout Moot	5
1.1 Introduction	5
1.2 Taiwan, R.O.C.	5
1.3 Programme Outlines	6
1.4 Schedule	6
2. International Service Team	7
2.1 What is the IST?	7
2.2 Basic Requirements	7
2.3 How to join?	8
2.4 Additional Information	9
3. Positions Coding and Qualifications	10
3.1 Programme Department	10
3.2 Human Resources Department	12
3.3 International Relationship Department	13
3.4 Logistics Department	13
3.5 Public Relationship Department	13
3.6 Administration Department	13
3.7 Risk Management Department	14
3.8 Information & Communication Department	15
Appendix – IST schedule	16

Introduction

This Catalogue of Positions for the International Service Team (IST) of the 12th World Scout Moot has its roots in the World Adult Resources Policy of the World Organization of Scout Movement. In promoting the involvement of volunteers from all cultures, men and women, preferably young adults, we aim to contribute to the implementation of the World Scout Strategy.

To be a member of the World Scout Moot's IST is very demanding. Scouting is one of the few organizations in the world where volunteers willing to help are not only offering their time and services, but also paying for their travel and fees. This is, no doubt, a great and unique demonstration of what the Scout spirit is. We want to acknowledge this specificity of the Scout Movement and thank in advance all those who will join us in running the challenging adventure of the 12th World Scout Moot. It will be the first IST in the history of the World Scout Moots.

Serving doesn't necessarily mean working hard without pleasure. On the contrary, to be an IST member represents a source of personal satisfaction for the tasks accomplished for the benefit of thousands of Scouts from all around the world; it is also a privileged opportunity to meet and share with volunteers from different cultural and social backgrounds. Last but not least, it is a way to have fun and enjoy friendship in a beautiful natural setting.

We now encourage all young adults and adults, men and women, from around the world to become a member of the IST in the Moot. We express our gratitude to the National Scout Organizations for their effort in promoting and recruiting potential IST members. We hope that the present Catalogue of Positions will be a useful tool for it.

1. 12th World Scout Moot

1.1 Introduction

At the 35th World Scout Conference in Durban, World Organization of the Scout Movement (WOSM) announced that the 12th World Scout Moot would be held in Taiwan from July 30 to August 10, 2004. Rovers and Young Leaders, aged between 18 and 26 years old, are sincerely invited to join this event to share their concerns and experiences, and have a great time together as we try to meet the challenges of tomorrow.

For years we have observed the importance of young leaders roles in the Scout Movement, as outlined in the WOSM program policy. Rovers are the leaders of tomorrow; Scouting flourishes with their participation and involvement. Successful Rovering ensures the continuing success of the Movement.

The theme of the 12th World Scout Moot is "Scouting – Unlimited Challenges", a major task that lies ahead. The Challenges for the new generation - which is the most important element of the movement, are greater than ever before. These challenges are not what we face in daily lives, but also in the Movement as a whole. At the turn of this new century, there is real need to re-think and re-engineer the Movement in this diversified and fast changing world. The Challenges are NOW!

1.2 Taiwan, R.O.C.

Formosa (beautiful island) is how Portuguese called Taiwan when they came here in the 16th century and saw the island's verdant beauty.

Located along the southeast coast of the Asian Continent at the western edge of the Pacific Ocean, between Japan and the Philippines and right in the Centre of the East-Asian island arc, Taiwan forms a vital line of communication in the Asia-Pacific region. It covers an area of approximately 36,000 square kilometers (14,400 square miles) and is longer than it is wide. Two-thirds of the total area is covered by forested mountains and the remaining area consists of hilly country, platforms and highlands, coastal plains and basins. The Central Mountain Range stretches along the entire island from north to south, thus forming a natural line of demarcation for rivers on the eastern and western sides of the island. On the west side lies the Yushan Mountain Range with its main peak reaching 3,952 meters, the highest mountain peak in Northeast Asia.

Taiwan sees climates of many types: tropical, sub-tropical, and temperate; one is also able to experience the different seasons distinctively.

Taiwan has a population of 22 million. The larger part of the island's inhabitants are the descendants of immigrants from the various provinces of mainland China, but in particular from the southeastern coastal provinces of Fujian and Guangdong. Because the different ethnic groups have fairly well integrated, differences that originally existed between people from different provinces have gradually disappeared. Some 360,000 indigenous people, the original inhabitants of Taiwan, still live here; they can be distinguished into 10 different tribes, namely the Saisiyat, the Atayal, the Amis, the Bunun, the Puyuma, the Rukai, the Paiwan, the Tao, the Sao and the Zou. The official language of Taiwan is Mandarin Chinese (Guoyu), but because many Taiwanese are of southern Fujianese descent, Min-nan (the Southern Min dialect, or Holo) is also widely spoken. The smaller groups of Hakka people and aborigines have also preserved their own languages. Many elderly people can also speak some Japanese, as they were subjected to Japanese education before Taiwan was returned to Chinese rule in 1945 after the Japanese occupation which lasted for half a century.

For further information about Taiwan, please see the website of the Tourism Bureau of Taiwan at: www.tboc.gov.tw

1.3 Programme Outlines

The Moot will consist of two parts: An Expedition and On-Site Activities. Participants will be grouped in International Teams of 10 and will explore the island of Taiwan via some 24 routes from 6 Expedition Centres. They will travel from their Expedition Centres to the main site at Dong Hwa University located in Hualien County on the east coast of Taiwan.

Participants will arrive on July 30 at Linkou, near Taipei, for the Grand Opening of the Moot. After the opening, they will be transported to six Expedition Centres around the island where they will then join up with their scout friends from all over the world and set forth on four exciting days of expedition.

The 6 Expedition Centres are located near the following cities and feature challenging programmes:

- Expedition Centre 1: Taipei – East meets the west
- Expedition Centre 2: Hsinchu – Technological inspiration
- Expedition Centre 3: Taichung – Traditional challenge
- Expedition Centre 4: Chiayi – Asian Challenge
- Expedition Centre 5: Changhua – Untainted Nature
- Expedition Centre 6: Kaohsiung – The great ocean

In Expedition, participants in their International Team will choose between different Expedition Routes and go through the 6 modules of activities, which are:

- Natural Discovery
- Cultural Exploration
- Community Involvement
- Special Topics
- Evening Activities
- Free Time Activities

1.4 Schedule

July 27 – Arrival of IST members – Linkou

July 28 to July 29 – Sites orientation and briefing of IST members

July 30 – Arrival of participants, Registration & Opening Ceremony – Linkou

July 31 to August 3 – Expedition Centres

August 4 to August 9 – Activities – Dong Hwa University, Hualien – Main Site

August 10 – Departure of the participants

August 11 – Departure of IST members

2. International Service Team

2.1 What is the IST?

To successfully deliver the 12th World Scout Moot approximately 1000 staff volunteers are needed. All of these staff will form the International Service Team (IST).

250 positions are reserved for leaders from other NSOs in addition to the leaders from Host Country. The allotment of IST members in each contingent should be 10% of the contingent.

It will often be hard work, including shift work for some positions. Most staff will be required to be on-site of two days before the opening and one day after the closing of the event. An IST member serves on the Moot staff and participates with a team of adults who volunteer to:

- Co-operate with the Organising Committee to ensure the success of the 12th World Scout Moot;
- Run the (1) Programme; and

Work on related support activities during the Moot in the areas of:

- (2) Human Resources
- (3) International Relationship
- (4) Logistics
- (5) Public Relationship
- (6) Administration
- (7) Risk Management
- (8) Information & Communication

Due to the Moot Programme, IST members are divided into 3 main categories:

- **International Team Coordinator - ITC:** IST members who will accompany and coordinate a unit of 4 International Teams through out the 11 days (Expedition + Moot site).
- **Expedition Centre Coordinator - ECC:** IST members who will mainly work in the Expedition Centres, and will then move after to the main site of the Moot, Dong Hwa University, and have a similar position there.
- **Main Site Coordinator - MSC:** IST members who will be allocated to the main site of the Moot, Dong Hwa University.

2.2 Basic Requirements

2.2.1 Applicants who are eligible to be considered for a position in the IST, must meet the following minimum requirements:

- Be a registered member of a National Scout Organization (NSO) belonging to WOSM. Preference will be given to candidates between the ages of 26 and 35 (born between 1969 and 1978) in accordance with the WOSM Youth Participation policy.
- Be accepted as a member of that country's contingent
- Complete the application procedure below

2.2.2 All IST members are required to:

- Be able to report to the Moot Office and serve on site from July 27 to August 12, 2004 unless otherwise specified in the job descriptions.
- Be able to communicate fluently in at least one of the official languages (Mandarin, English or French). And he/she should have a basic knowledge of at least one of the other languages. Leaders with multi-lingual fluency of the official Moot languages are most welcomed.
- Be willing and committed to work to the best of his/her ability on the assigned team tasks, with the possibility of being accepted and assigned to positions which require long hours or working in shifts (including night shifts in some departments).

- Maintain the Scouting spirit by being cheerful and pleasant to work with, even when discouraged or tired.

Members of organizations belonging to the World Association of Girl Guides and Girl Scouts (WAGGGS) who are accepted as members of the Contingent of their country's National Scout Organization can be eligible to become IST applicants.

The selection criteria for the IST will include the description of qualifications, skills and experience required for each position. The IST should have members with various language skills, from different backgrounds. Therefore, special consideration will be given to the nationality and language skills of IST applicants.

It is important that a careful review of the position descriptions and their requirements are made in order to ensure that the position you choose to apply for corresponds with your skills and experiences.

Every effort will be made to offer applicants their first choice for a position, but if it's not possible, applicants must be prepared to accept an assignment to one of the other 2 choices of positions indicated on the final application form. The additional choices will facilitate the assignment of positions to IST applicants.

In circumstances where a position is specific on its requirement of a professional skill or qualification, and it is a position for which you choose to be considered as an applicant, include all required documents as proof of your qualification for the position, e.g. lifeguard or first aid certificates.

2.3 How to join the IST?

2.3.1 Make your first choice for a position

You can make the optimum contribution towards the success of the Moot by leveraging your skills and/or professional qualifications against the position description.

2.3.2 Select TWO other choices

It may not be possible to match you to your first choice for a position. Should this occur you would be evaluated for a position among your second or third choice positions to best utilise your skills and experiences.

2.3.3 Verify your availability

All IST members have to be on-site no later than July 27 and to depart on August 11, 2004, at the earliest. This is an important requirement of being an IST member. This has to be taken into careful consideration in order to avoid any problems in booking travel arrangements.

2.3.4 Registration Procedure

Individual Registrations are NOT accepted! Registration must be done by the National Scout Organizations.

So please contact the International Division or the International Commissioner of your National Scout Organization.

Your National Scout Organization will collect the information and ask you to send them some personal information: Identity, Address, Medical Report, Profile & Experiences, and Language Skills, and also your Job Preferences.

The final deadline for IST Registration is **March 31, 2004**, within the limit of the 250 positions available.

12th World Scout Moot – IST Catalogue of Positions

We will give confirmation of your registration through your National Scout Organization. Then you should arrange to pay your Moot fee in accordance with the procedure established by your country. If you do not pay your fee, you will not be able to attend the Moot.

IST registration fee covers:

- Participation in all programme activities.
- 12th World Scout Moot badge, scarf, handbook and ID card.
- Medical care in the event of illness, accident and minor surgery or treatment when necessary during the Moot.
- Medical Insurance against accidents during the official Moot days.
- Meals will be offered from breakfast July 27, 2004 to dinner August 12, 2004.
- Transportation from main Moot Site to Taipei and CKS International Airport will be available from August 10 – August 12, 2004.
- Transportation from Opening Site to each Expedition Centre.
- Transportation from each Expedition Centre to main Moot Site at Dong Hwa University in Hualien.

2.4 Additional Information

2.4.1 Arrival & Departure

- IST members are expected to arrive in Taiwan on July 27, 2004 unless otherwise specified or required.
- Airport pick up will be arranged for those who are needed and requested by the Host Organization to arrive before July 27, 2004.
- We will start receiving IST members from 12:00 on July 26, 2004. IST members who wish to arrive before that time are expected to make their own arrangements.
- Scheduled transportation from CKS International Airport to their job sites will operate from 12:00 of July 26 until 21:00 of July 27, 2004.
- Last transportation leaves main Moot Site for Taipei before 17:00 August 11. And the last transportation from Taipei to CKS International Airport leaves before 12:00 August 12, 2004.
- Visa information for Taiwan, please visit: <http://www.boca.gov.tw/english/index.htm>

2.4.2 Accommodation

IST members can either bring their own tent or rent one on site.

2.4.3 Schedule for the IST members

Please see the appendix at the end of this document.

2.4.4 IST Briefing

The briefing you will receive before the arrival of the participants will help you to become familiar with the Moot sites and the Moot Organization. You will also be trained in particular on the safety procedures that need to be followed as you interact with the participants. Completion of IST briefing will enable you to fulfill your IST responsibilities in a safe and efficient manner.

2.4.5 IST Activities

Serving as an IST member for the World Scout Moot means that you will be in for a memorable experience. It is very hard work but great fun as well.

Some Activities will be opened and some tours around the Moot sites will be proposed for the IST members.

3. Positions Coding and Qualifications

Some positions require specific and professional knowledge and backgrounds. Other jobs need only basic qualifications.

This Catalogue only includes the positions open for leaders from other NSOs besides the leaders from the host country.

Prior note on coding

We will use the following abbreviation for the coding of the positions

MS: Main Site

MSC: Main Site Coordinator

ECi: Expedition Centre i

ECC: Expedition Centre Coordinator

ITi: International Team Coordinator in the EC number i

ITC: International Team Coordinator

i: EC number, 1 to 6

3.1 Programme Department

This is the largest team of the IST. They will be responsible for providing, coordinating, preparing and running all activities for/and with the participants during the Moot. A large number of IST members will be assigned to the position International Team Coordinator.

Please read the list carefully to see if you can help us with any of the specific areas.

All IST member who will work in this team should have a clear understanding the Principles, Aims and Method of Scouting, preferably with experience in an international environment.

MS111 - Natural discovery

This module is an off-site all team activity involving nature treks and a variety of activities in the heart of nature, most of the time in Taroko National Park. We need a limited number of IST member for this module.

Qualifications requested:

- experience in scout exploring activities
- physically fit and able to work and humid weather
- wilderness first aid training

MS121 - Cultural exploration

During this module, participants will discover some aspects of the local life representing the cultural heritage of the host country. A limited number of IST members will accompany the International Teams and help their members from what they see.

Qualifications requested:

- experience and/or knowledge of Chinese culture
- tour guide skills
- language skills (multilingual preferred)

MS131 – Community involvement

Each International Team will work with the community on a development project that has been established for the Moot participants. They will help and meet the local community. A

limited number of IST members will cooperate with the community to managing these activities.

Qualifications requested:

- experience in scout community development project
- ability to work with people from different cultures
- language skills (multilingual preferred)

MS141 - Special topic

A small team will support the organization for running some workshops and other activities.

Qualifications requested:

- experience in running workshops with scouts
- language skills (multilingual preferred)

MS151 - Evening activities

A small team will support the running of evening activities.

Qualifications requested:

- experience in running evening activities with scouts
- experience in large scout gatherings

MS161 - Free time activities

A small team will support the running of free time activities (handicraft, sport, Internet café, ...).

Qualifications requested:

- experience in running activities with scouts
- experience in large scout gatherings
- language skills (multilingual preferred)

MS171 - Religious activities

During the Moot, we need a limited number of IST members from different religions. They will support the activities organized according to the spiritual and religious approach established for the Moot, the World Organization of the Scout Movement and the inter-religious scout group.

Qualifications requested:

- experience in running spiritual and religious activities with scouts
- experience of large religious ceremonies

MS181 - Global Development Village

The Global Development Village (GDV) module offers a day of activities related to global issues facing today's world. The GDV has different themes: "Health and Leisure", "Human Rights / Peace and Security", "Global Education", "Science, Technology and Society", and "Environment". There are 3 to 5 topics per theme. The GDV will be located in Dong Hwa University.

This position is especially for the members of the Scout Associations who will run a workshop or a walk-in activity.

Qualifications requested:

- skills and knowledge background for each area
- language skills (multilingual preferred)

MS191 - Rafting

Rafting will be one of the activities in Hualien, near Dong Hwa University. A limited number of qualified IST members will support this activity. They must be physically fit for rafting, and ready to be exposed to the sun for several hours during the day.

Qualifications requested:

- skills and knowledge of river activities and rafting
- language skills (multilingual preferred)

ECi151 - Evening activities

A small team will support the organization of the evening activities in the Expedition Centres.

Qualifications requested:

- experience in running evening activities with scouts
- experience of large scout gatherings
- language skills (multilingual preferred)

ITi001 - International Team Coordinator

We need a large number of IST members to coordinate and assist the International Teams of participants. These IST members will work in pairs with a local IST members and will be in charge of one coach of 4 International Teams.

They will follow the participants throughout all the event (in the Expedition Centres and in Hualien) and most of the activities.

We need half of the IST members to be International Team Coordinators.

Qualifications requested:

- experience in adult resources management preferably with rovers and young leaders
- language skills (multilingual preferred)

3.2 Human Resources Department

Human Resources is responsible for promoting, selecting, recruiting, briefing, assigning, supervising, and reassigning all IST according to their profiles and interests.

We need a very limited number of volunteers to cooperate in the management of the International Service Team.

MS211 - IST job planning

This team of IST members will be in charge of briefing, supervising, and reassigning others IST members.

Qualifications requested:

- experience in adult resources management
- language skills (multilingual preferred)

MS221 - IST activities

Some special activities will be organized for the IST. We need some IST members to prepare, and run these activities.

Qualifications requested:

- experience in adult resources management
- language skills (multilingual preferred)

3.3 International Relationship Department

This department will be staffed by local IST members.
No position is open for this department.

3.4 Logistics Department

This department will be staffed by local IST. However we need some IST members to help in selling, cashiering and storing at the scout shop.

MS451 - Scout Shop & Services

We need a few IST members to help us to run these services.

Qualifications requested:

- experience in selling, cashiering or storing
- language skills (multilingual preferred)

3.5 Public Relationship Department

MS511 - International Press Centre (IPC)

The International Press Centre will provide services to the Press and media representatives accredited to the World Scout Moot. It will also produce press releases and organize press conferences. A limited number of IST members is needed for this position.

Qualifications requested:

- experience in working with media, running conferences and meetings.

MS521 - Visitors

We will need a small group of IST members to be responsible for taking care of Scouts who will visit the Moot.

Qualifications requested:

- experience in international scout gatherings
- tour guide skills
- language skills (multilingual preferred)

MS531 - Protocol

This team will be responsible for taking care of guests and also to manage the reception area.

Qualifications requested:

- experience in PR
- language skills (multilingual preferred)

3.6 Administration Department

The Administration Department will assist the Contingents and do the interface between them and the Organization Management team.

MS611 - Registration

A limited number of IST members will assist contingents for the registration process at their arrival and in the following days.

Qualifications requested:

- experience in international scout events
- language skills (multilingual preferred)

MS621 - General affairs

We need a limited number of IST members to help and assist the Contingent Staff. This team will organize meetings and provide some facilities for the NSOs.

Qualifications requested:

- experience in international scout events
- language skills (multilingual preferred)

ECi621 - General affairs

A limited number of IST members is needed in each Expedition Centre to work with the local staff to coordinate programme activities and manage the daily life of the Expedition Centre.

Qualifications requested:

- ability to work with people from different cultures
- experience with rovers and young leaders
- language skills (multilingual preferred)

3.7 Risk Management Department

The Risk management department is in charge of security and healthcare during the Moot. It will work with local professionals, and local authorities. Most of the positions of this department will work in shifts, even during night time.

MS721 - Interpreters

We need a few IST members as interpreters in the Risk management Department.

Qualifications requested:

- experience of international scout events
- language skills (multilingual preferred)

MS741 - Documentation

We need a limited number of IST members to record and classify the different affairs happening during the Moot.

Qualifications requested:

- good written English or French
- computer skills
- photography and video skills
- able to work in night shifts

MS751 - SAfety POsitions (SAPO)

Several SAPOs will be located throughout the campsite and will integrate security and healthcare.

Qualifications requested:

- experience of security services at large scout events
- physically fit
- able to work in night shifts

MS761 - Special Emergency Corps (SEC)

These Special Emergency Groups will provide direct and flexible reinforcement at any time in the Moot.

Qualifications requested:

- experience of security services at large scout events
- physically fit
- able to work in night shifts

MS771 - First aiders

We need a team of qualified first aiders on the main sites of the Moot.

Qualifications requested:

- copy of current first aid certification
- first aid service experience of large scout events
- language skills (multilingual preferred)

MS781 - Field hospital

We need medical personnel (nurses, physicians, ...) from other regions of the world to help provide the most appropriate treatment(s) to the participants.

Qualifications requested:

- copy of related certification or diploma
- copy of practice certificate from hometown authorities
- copy of photo page passport
- medical service experience in large scout events

ECi771 - First aiders

We need also qualified IST members in the Expedition Centres as first aiders.

Qualifications requested:

- copy of current first aid certification
- first aid service experience in large scout events
- language skills (multilingual preferred)

3.8 Information & Communication Department

This department is in charge of the internal communication especially between each site: main site, Expedition Centres Sites, Expedition Routes. It is also in charge of producing the Moot newspaper.

MS831 - Moot newspaper

We need a limited number of IST members to work for the Moot newspaper to release information and documentation in the 3 official languages every day. IST members, with experience in media, professional editor, photographers and writers, are welcomed.

Qualifications requested:

- experience of working/writing for a newspaper
- good written English or French
- photography and video skills
- language skills (multilingual preferred)

MS861 - Radio amateur

We need a limited number of IST members to run the radio amateur station of the Moot.

Qualifications requested:

- copy of radio amateur certification
- experience of such activity in scout events

Appendix – IST schedule

Date	International Team Coordinator	Expedition Centres Coordinator	Main Site Coordinator
July 26	Arrival at Linkou (afternoon)	Arrival at Linkou (afternoon)	Arrival at Linkou (afternoon)
July 27	Arrival at Linkou	Arrival at Linkou	Arrival at Linkou
July 28	IST Briefing - Linkou	IST Briefing - Linkou	IST Briefing - Linkou
July 29	IST Briefing - Linkou	Moving to Expedition Centres	IST Briefing - Linkou
July 30	Welcome of participants Opening Ceremony	IST Briefing - Expedition Centres Opening Ceremony (if possible)	Welcome of participants Opening Ceremony
July 31	Moving to Expedition Centres	Welcome of participants – Expedition Centres	Tour Moving to Dong Hwa University
August 1	Expedition Centres Activities	Expedition Centres Activities	Dong Hwa University orientation / Tour
August 2	Expedition Centres Activities	Expedition Centres Activities	Preparation
August 3	Expedition Centres Activities	Expedition Centres Activities	Preparation
August 4	Moving to Dong Hwa University	Moving to Dong Hwa University	Welcome of participants
August 5	Coordination of the Activities	Coordination of the Activities	Coordination of the Activities
August 6	Coordination of the Activities	Coordination of the Activities	Coordination of the Activities
August 7	Coordination of the Activities	Coordination of the Activities	Coordination of the Activities
August 8	Coordination of the Activities	Coordination of the Activities	Coordination of the Activities
August 9	Closing Ceremony	Closing Ceremony	Closing Ceremony
August 10	Assisting Departure	Assisting Departure	Assisting Departure
August 11	Finalizing	Finalizing	Finalizing

12th World Scout Moot Office
9, Lane 23, Sec. 1, Chien-Kuo N. Rd., Taipei, Taiwan, R.O.C.
Tel: +886-2-2741-6967
Fax: +886-2-2741-6993
Email: moot2004@scout.org.tw
Web: www.moot2004.org