

Chapter 16 International Department

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16.1 International Relationships

The International team is the most important link between the Scouts Association of Malta not only to the European Region and WOSM, but also to their members. It is thus beneficial for both parties to collaborate within each other, share ideas/good practices/resources and above all keep the communication live. 16.1.1 International Contribution

As much as it is important that the local Association gets support from the international level, it is expected that local members are urged to contribute, not only in fora/discussions/training and the similar, but also push new ideas, policies and practices for implementation. In view of this the involvement of local contributors for the region should be highly promoted.

16.1.2 International Exposure

Every effort should be done to expose activities carried out by local groups and those on National level. The International team should do their utmost to promote/circulate such practices for the benefit of other countries. Similarly, good practices from abroad should be exposed to local scout groups since these generate new ideas for the implementation of the scout programme.

16.1.3 Access to resources/Policies and Guidelines

From time to time the region and WOSM issue new policies and guidelines. It is of utmost importance that the executive reviews these policies/guidelines and ensure that the local ones are in line with them. Similarly, the International Team should expose all available resources from all the regional and WOSM platforms to the executive and the groups for policy reviews, training programmes and the implementation of the scout programme.

16.2 International Activities:

The International team shall keep itself informed about any activities from the European Scout Region and WOSM. The team will promote them across the groups and members to make sure our country is well represented in these activities.

16.2.1 Jamborees

In the case of World Jamborees, Roverway, Eurojam, Moot and any similar activities, a head of contingent (HOC) will be nominated and approved by the International Commissioner in conjunction with the Chief Commissioner. If the nominee is a member of a local scout group, a letter of

recommendation will be needed from the respective Group Scout leader. The selected person should be:

- A full member of The Scouts Association of Malta for at least 5 years and in possession of the Wood Badge Training Course.
- Have participated at least in one International gathering.
- Able to communicate effectively with the local International department, the participants and the organising body.
- Fully responsible for the actions taken by him/her and the team during his term of office.
- The HOC, shall form a planning team further referred to as the National Contingent team to coordinate the trip of the local contingent. The team shall have one representative from the International team and at least 5 registered members of the Scouts Association of Malta. The committee will be approved by the International commissioner and will be responsible for the following:
 - Work out the approximate fee (10% +/-) for each participant to cover all expenses involved. Contingent expenses should also be considered. The expenses should be kept at the lowest possible and thus it is suggested that multiple quotes will be obtained from different suppliers. All contingent expenses should be divided equally between participating members.
 - Issue a call for interested participants via the association's platforms. Clear information should be given as regards eligibility, fees, ages, duration of trip and other conditions requested by the organisers. As much as possible the number of leaders should be according to the number of participants attending from the respective groups. The participant-leader ratio asked by the organisers should be always adhered to.
 - Issue an application form to interested participants. The applications can be collected either online or soft copies.
 - Issue a data protection form in compliance with the Association's guidelines.
 - Decide on a percentage deposit in order to secure the booking. This percentage should at least, cover the first payment which would need to be affected to the organising body upon registration.
 - Provide/request an insurance policy to cover travel, accommodation, and the event. Preference of policy should be given to the Association's insurer.
 - Keep the participants regularly updated about the latest information about the event.
 - Support the participants with relevant documentation which they might need.
 - Be transparent in the procurement of services/brand wear needed for the contingent.
 - Upon registration of participating members, submit a list of participants to the International department.
- The National Contingent Team should have the following roles distributed amongst the members
 - Administrator/Secretary: Dealing with the correspondence with the local members, the International team and the organisers and record keeping of documents. Compiling the minutes of meetings. An official email address will be set by the Association to be used for all correspondence. Only this email can be used.
 - Finance: Dealing with the funds of the contingent; an account on behalf of the Contingent team will be opened by the Financial Commissioner. Any remaining surplus shall be deposited into the International team account.
 - PR & procurement: Dealing with the promotion of the event, design of local logo and procuring of branded material. All branding/logos should be approved by the Scouts Association of Malta and should be in line with the branding guidelines of the Association.
- It is expected that post event (within one month) the HOC shall submit a report on the event which will include the following:
 - A copy of the minutes of the meetings carried out pre event

- A report on the event (including pictures of participants undertaking events)
- A financial report stating all income and expenditure supported by invoices and relevant quotes.
- At least one copy of any of the brand wear / merchandise produced for the event is kept as a memento for the association.
- A framed picture of the team and the participants
- Any gifts given to the HOC on national level should be handed to the association for safe keeping.

16.3 International and Regional Conferences, Seminars, Workshops, Webinars, Training and the similar.

The International team shall do its utmost to keep in touch with the Region and WOSM especially when being contacted to participate in activities organised by them. The National involvement in conferences, seminars, workshops, webinars and the similar is of utmost important. The representative/s chosen for these events should not only fully prepare themselves for the event, but also act as good ambassadors of our country. The participant/s should be willing to involve themselves in the fora and come back with ideas/strategies and the like be implemented locally.

16.3.1 Selection of Representatives for International Meetings

It is the duty of the International team to bring to the attention of the executive regarding the upcoming International and regional events. Priority of participation in such events should be given to the International team, executive members and NSYC members. Participants will be selected according to the agenda of the meeting.

It is mandatory that The Scouts Association of Malta have a representative in the regional and the world scout conference. The selected participant should have an updated knowledge of the policies and be aware of local protocols. The Scouts Association of Malta will cover all expenses related to these conferences to the chosen participant/s.

When the International team and the Executive feels that the participation can be extended to members outside the executive, the International team can nominate such persons to the executive, and they will approve or otherwise the selection.

The selected participant/s is expected to:

- Register for the event in time
- Learn and get informed about the matters to be discussed in Fora.
- Make travel and accommodation arrangements
- If the trip will be partly/fully funded, provide all necessary documentation and receipts that are requested
- Voice the vision of the Scouts Association of Malta in the matters being discussed.
- Act responsibly during the whole duration of the event
- File a report about the event to the International team / Chief Commissioner / Executive within 2 weeks from arrival
- Propose/implement/undertake ideas/good practices/skills acquired from the event within the Scouts Association of Malta.

16.4 Travelling Abroad or Hosting Individuals/group/s

Traveling abroad is defined as any travel outside the Islands of Malta on a recognised and approved Scouting activity or traveling in the name of Scouting. This applies to youth and adult members, associate members and non-members.

- The international team must be informed of any travel by filling up the International visit form (downloadable from the association's portal) which includes
 - Details of the hosting/visiting group/s
 - Type of visit
 - Number of Participants from both ends
 - Flights and accommodation details and
 - A copy of the tentative program
- Ensure hosting/visiting member/group/s has valid Insurance policy
- Commit to provide relevant assistance to the visiting individual/group/s throughout the visit when needed.
- In case of an accident, report immediately to the International Commissioner.
- If the individual, group or the cluster of groups are being hosted or visiting another country the local IC and the foreign group's IC will need to verify the membership of the respective individual/group/s.
- It is recommended that while travelling abroad member/s wear the National scarf, but additional to this, they can also wear that of the local group.
- It is of utmost importance that the scout promise and law will always be observed. Although being aboard all local rules and regulations of the POR apply.
- Foreign scouts should also adhere to the local rules and regulations while staying in Malta. It is the duty of the local group to ensure this.
- In case of an accident, either locally or abroad, the person in charge should report this immediately to the International Commissioner.

16.4.1 Visits to Malta

Hosting groups or individuals is defined as any group / individual from outside the Islands of Malta visits Malta in the name of Scouting from their country.

Invitations to Members of the Scout and Guide Movements from abroad to visit or camp in Malta should not be confirmed until approval has been obtained from the International Commissioner. When reference is made to Scouts and 'Members of the Scout and Guide Movements' this is taken to mean members of an Association or Federation recognised by either the World Organisation of the Scout Movement (WOSM) or the World Association of Girl Guides and Girl Scouts (WAGGSS)

The association insurance policy does not cover adequately foreign Scouts and Guides visiting Malta and therefore visiting members should have their own insurance policy.

It is advised that group-based hospitality (i.e. accommodating Scouts and/or Guides from abroad in group accommodation not private homes) is the means of providing hospitality experiences.