



GUIDELINES FOR ORGANISING NATIONAL SCOUT YOUTH FORUMS



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This document is primarily for National Scout Organizations (NSOs) and National Scout Associations (NSAs).

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I - Introduction

The World Scout Youth Involvement Policy highlights the basic principle that “Scouting is a Movement of young people, supported by adults”, and that this basic principle “should be reflected both in the Youth Programme of a National Scout Association and in the management structures of the organization.”

In that sense, a National Scout Youth Forum is an educational tool to support the development of Youth Involvement in WOSM. It is a platform that empowers and inspires young people through a participatory approach, helping them develop decision-making skills thus shaping future leaders and active citizens of the world. Moreover, National Scout Organizations (NSOs) should establish within the forum a formal process where young people are elected¹ by other young people who are representative of the membership. This process will lead to developing skills, sharing ideas, discussing and organising other events, as well as making recommendations and responding to ideas to progress the development of the NSO, and contributing to the decision-making processes of the NSO.

The establishment of the National Scout Youth Forum (and any other forms or bodies that lead to the same function, e.g., Youth Council or Youth Board) should not be a goal by itself, but a temporary measure to ensure young people are involved in decision-making until the point where the objective of engaging young people in NSO structures and processes becomes genuine and meets all the targets set for such measurement.

The purpose of these **Guidelines for Organising National Scout Youth Forums** is to support NSOs in the establishment of the National Scout Youth Forum as an institutional platform to increase the involvement of young people in the decision-making process. According to the Youth Involvement Strategy 2011-2020 and the data collected from 106 National Scout Associations (NSAs), in the last triennium 2017–2020, 76% of the reported NSAs have provided opportunities at national level for young people to set up their own discussions on topics of interest. This represents just 38% of the 210 NSAs who are members of WOSM. This figure reinforces the urgency to implement and promote measures that can increase the engagement of young people at all levels of the Scout Movement.

All terms provided in this document are proposals that can be adapted or changed by the NSO.

These guidelines are a vital resource for NSOs to not only understand and internalise the value of Youth Involvement at the national level, but also to institutionalise the National Scout Youth Forum as an essential space for the empowerment of young people at all levels.



¹ Refer to the NSO Youth Advisors on page 13.

II – Key aspects of a National Scout Youth Forum

1. What is a National Scout Youth Forum?

A **National Scout Youth Forum** is a platform for young people in Scouting to express their views, make recommendations on issues of interest to them, and develop the skills necessary to strengthen their capacity to take part in decision-making processes. Youth Forums also provide an opportunity for the NSO to listen and act on to the views of youth members on issues that concern them.

Over the past 50 years, the World Scout Conference has addressed various aspects of inclusion of young members in decision-making. In 1969, the Conference encouraged NSOs and Regions to arrange youth conferences and forums. National Scout Youth Forums constitute one of many approaches towards implementing the *Policy on Involvement of Young People in Decision-Making*, adopted by the 33rd World Scout Conference in 1993. In implementing these policies and resolutions, NSOs should establish their own specific national policies and practices to ensure the participation of young people in decision-making.

2. The purpose of a National Scout Youth Forum

National Scout Youth Forums are designed to:

- Prepare proposals that may be voted on by the National Scout Conferences (i.e., AGM - Annual General Meeting).
- Prepare proposals to be presented to National Boards or National Teams.
- Foster the participation of youth in all levels of the NSO, including but not limited to supporting proposals to local and district AGMs or Boards, and participating as volunteers in local, district, or national teams, think tanks, focus groups, etc.
- Develop the necessary practical skills to enable delegates and observers to take part more effectively in the decision-making activities and undertake leadership roles both inside and outside the Movement for their own personal development, as well as providing support to the wider community.

3. Objectives of a National Scout Youth Forum

National Scout Youth Forums are supported by the National Programme Sub-Committee or its equivalent to:

- Provide a learning environment for the participants through discussing topics of interest, sharing experiences, and developing learning skills to enable them to take part in decision-making in the Movement.
- Enhance participants' decision-making skills for Scouting and the community in general.
- Develop friendships among the participants and create networks that can be continued beyond the Forum.
- Provide input, proposals, and recommendations to be presented to the National Board or appropriate body.

4. Characteristics of a National Scout Youth Forum

A National Scout Youth Forum can be described as follows:

- It is a gathering of young people with different Scout backgrounds, coming from different community groups and representing various regions/counties/districts and the composition of young people in that country.
- The participants are chosen democratically by other young people and mandated by the Scout Council of whichever region/county/district they represent.
- The event is organised and conducted by the young people themselves, ideally through a Steering Committee² made up of elected young people among the participants of a previous cycle.
- The event runs on a regular basis (once a year, every three years...).
- Adult leaders participate with no vote, either as guests for specific forums or workshops, and/or as observers appointed by the National Board after consultation with the Forum's Steering Committee.
- It allows or creates the link for a constructive intergenerational dialogue within the NSO.

III - Programme of a National Scout Youth Forum

1. Theme and symbolic framework

It is useful to adopt a theme for the National Scout Youth Forum, as it helps to give focus to the discussions and coherence to the deliberations and enables participants to understand what the Forum is trying to accomplish.

The theme also creates purpose and excitement and motivates participants to prepare for the event. Topics of the Forum discussions should be closely related to the theme. Choose one that naturally resonates with the audience, as it will serve as a lens through which the speaker or presenter can adequately prepare, understand the direction of the Forum, and share their thoughts.

Incorporating a symbolic framework through a Forum logo, tagline, and song, for example, is also recommended because it enables the participants to easily connect with the theme and enhances their sense of belonging and unity in the spirit of the event. A well-developed symbolic framework and theme uses an element of the Scout Method and empowers meaningful reflection and interpretation of the Scout Mission and Purpose among young people.

2. Subjects for discussion

Young people organising the event should select and communicate topics of discussion to the participants before the Forum as this:

- Helps set the appropriate tone. Participants get to know that there are specific issues to be discussed and outcomes to be achieved.
- Allows participants to prepare accordingly by doing relevant research on the topic(s) in advance. They can collect responses from the people they represent, thus enabling them to properly represent the views of others and prepare relevant information and questions to contribute constructively to the meeting.
- Provides the Forum with direction and makes it more productive.
- Helps participants stay focused. Participants have a written reminder of what needs to be accomplished during the meeting, allowing them to drive each discussion towards a conclusion.

² Refer to the Steering Committee on page 9

One approach is to ask participants to list five of the most important issues they face as individuals and five of the most important issues that Scouts face in their region/county/district. Select topics for discussion from the participants' responses. The topics can also be educational topics that contribute new ideas to the Movement on how to enrich educational programmes for young people

An additional approach that can be added is to obtain a list of relevant topics that are being discussed in the NSO from the National Board and consider one or two of them as additional points for reflection and discussion. This also enables the participants to have a much more intense sense of ability to influence the NSO's Scout agenda as a whole.

3. Agenda of a National Scout Youth Forum

The agenda for a National Scout Youth Forum needs to be flexible but should include the following:

At the beginning...

- Welcome to the Forum
- Introduction of the Forum participants
- Explanation of the Safe From Harm processes
- Activity or game to help participants get to know each other
- Outline of the Forum theme and symbolic framework
- Outline of the Forum agenda and major subjects for discussion
- Confirmation of working methods
- Additions to the agenda and agreement on it
- Formation of work groups/teams
- Selection of team leaders by each work group/team

Down to business...

- Presentations or other inputs on the main subjects for discussion
- Small, group discussions on the subjects and sharing of ideas
- Activities designed to provide participants with knowledge, skills, and attitudes needed to take a contributory place in advocacy and decision-making bodies within the NSO
- Election of the Youth Advisors
- Formulation of recommendations and vote

At the end...

- Agreement on the final recommendations to be submitted to a decision-making body of the NSO
- Final document containing follow-up matters and feedback for the local/district groups, including areas for further work
- Closing and farewell

This is an example of an agenda to help you organise the flow of the event. Remember that this is a proposal that can be adapted to your needs.



Time	Day 1	Day 2	Day 3
Early AM	Arrival and registration	Icebreakers	Capacity building or training related to the National Scout Youth Forum theme
COFFEE BREAK			
Late AM	Arrival and registration	Capacity building or training related to the National Scout Youth Forum theme	Voting session on the outcomes of the Forum
LUNCH			
Early PM	Welcome session	Election of NSO Youth Advisors	Voting session on the outcomes of the Forum
COFFEE BREAK			
Late PM	Presentation of the Youth Advisor ³ candidates	Drafting of recommendations	Open forum
DINNER			
Evening	Networking/team-building activities	Cultural night/educational outing	Closing ceremony

4. Working methods

Use a good variety of working methods during the National Scout Youth Forum to keep participants active and creative and to enhance the space for free, creative, critical thinking. It is important to remember that the Forum is an educational tool, so the Scout Method should be implemented in all its activities.

Sessions may vary:

- Plenary sessions gather all participants together. These include the Opening (welcome, introduction to the participants, opening activity or game, outline of the Forum theme and symbolic framework, agreeing the agenda, electing the chairperson and other office bearers, etc.), major inputs or presentations to introduce the main subjects to be discussed, voting on the recommendations, election of the project team members to organise the next event, and the final session recommendation/outcomes of the Forum.
- Smaller groups facilitate discussion, the sharing of ideas, and the development of recommendations. There is a better chance for everyone to express their point of view. Small groups don't have to be made up of the same people throughout the Forum; several different groupings may be used, based on varying criteria depending on the purpose of the group's work.
- Presentations by experts invited by the project team add to the substance of the Forum.
- Panel discussions add life to debates.
- Audio-visual presentations are a different way to present information.
- Drama, singing, and games keep participants active and engaged.
- Interviews elicit information in an entertaining way.

³ Refer to the NSO Youth Advisors on page 13

There are occasions, for example, during a pandemic, when National Scout Youth Forums need to be executed virtually. In this case, the use of different online tools, approaches, and activities is highly recommended to ensure participants are fully engaged online and throughout the event.

When running a virtual National Scout Youth Forum:

4.1. Choose your platform wisely

As with a traditional face-to-face event, the key to having a great virtual National Scout Youth Forum is hosting it in the right place. This means choosing the right technology. Choose a virtual event platform that can accommodate the type of content you want to provide and the number of participants you're expecting. Make sure that the virtual event platform works with existing technology in your organisation, so that your NSO doesn't need to reinvent the wheel.

Look for tools that are modular, allowing you to implement the features that are suited for your event and your audience, without being forced to add unnecessary features.

We recommend the use of Zoom, Google Meet, or Microsoft Teams as good platforms to develop your National Scout Youth Forum.

4.2. Involve participants and let them have fun

Scavenger hunts, quizzes, and fun competitions belong at a virtual National Scout Youth Forum just as much as at a traditional one. They're also a great way to make sure participants get to know each other and see the range of virtual content they'll have access to during your event. Interactive video features like quizzing, hot spots, and choose-your-own-adventure video paths, can be part of how you make your event fun.

4.3. Provide both synchronous and asynchronous content during the virtual event

When thinking about how to run your virtual event, be sure to provide both synchronous and asynchronous content. Synchronous content is when all participants are interacting live at the same time – such as in a video chat. Asynchronous content refers to content that isn't happening at the same time – such as a message board where people leave posts and come back later to check for responses.

Sometimes, participants may want to attend the National Scout Youth Forum virtually to interact with others as the event is happening. Other times, they may want to participate in a discussion over a more extended, less concentrated time. Providing synchronous and asynchronous content allows all attendees to get the experiences they need and to integrate the virtual with their other commitments.

4.4. Make records of event content available to attendees afterwards

All the National Scout Youth Forum content carries value for your NSO, for your participants, and for people who are not able to attend the Forum. From using video of panel discussions as collateral to promote the following National Scout Youth Forum to providing recordings of virtual keynotes to your participants, Forum content doesn't disappear when it's all over. Remember to advise participants that content is being recorded and to hit save!

4.5. Facilitate virtual networking

One of the big draws of the National Scout Youth Forum is not only the programme, but the participants. Networking is where some of the biggest opportunities for personal and career development happen. But finding ways to reproduce networking at virtual events can be challenging.

Challenging, however, that does not mean impossible. It's important to make it easy for your National Scout Youth Forum participants to reach out to one another. For instance, you can help by providing participants with chat rooms centred on certain themes and allowing participants to book ten-minute virtual meetings with speakers to make networking convenient and accessible during virtual events.

Ideally, you'll design your virtual National Scout Youth Forum so that you can pick and choose which collaboration and interactivity tools work best for each segment.

4.6. Provide opportunities for collaboration

Like an in-person event, the virtual National Scout Youth Forum should provide opportunities for collaboration. Providing breakout rooms at virtual meetings for both facilitated and impromptu collaboration is now possible with the right technology, for example, Zoom. And if your participants need to take a break from virtual brainstorming, that's no problem. Their notes, virtual white boards, and other work can remain available, ready for their return. Providing a safe online environment is a key element here (including the Safe From Harm process and providing listening ears).

5. Participants

5.1. Delegates and observers

At National Scout Youth Forums, participants may be either delegates (participants with the right to speak and to vote) or observers (participants with the right to speak but not to vote). The number of participants in a National Scout Youth Forum may vary from NSO to NSO based on their local contexts. For example, the number of participants from any region/county/district may be limited to two delegates and up to three observers, i.e., a maximum of five participants per region/county/district. These limits are proposed because of the relatively large number of participants who might be expected to attend a National Scout Youth Forum on behalf of their region/county/district.

As the National Scout Youth Forum usually involves young people from the last age section of the NSO, participants are aged between 18 and 26. The ages of participants may vary, however, depending on the age range and age sections in every NSO. Some NSOs use the Forum concept for younger age sections; they may adjust the Forum's programme, but always with the purpose of increasing youth engagement at all levels.

5.2. Other participants

Your NSO may decide to consider whether participation should be limited to members of your NSO, or whether non-members – for example, members of a Girl Guide or other youth organisation – may take part, considering its own size and other circumstances.

In deciding on who may participate, and in what capacity, keep in mind that a Forum normally makes recommendations to a decision-making table. You may decide, therefore, that only members of your NSO should be involved in formulating these recommendations, and that non-members should participate only as observers or visitors.

5.3. Selection

Important considerations for selecting participants who have the capacity to contribute to the Forum's discussions:

- a) Regions/counties/districts are responsible for ensuring the selection and recommendation of participants in the National Scout Youth Forum.
- b) Participants must be selected three months in advance. They should be selected in a democratic way that involves the young people. This enables the organisers to send agendas and other papers well in advance.
- c) National Scout Youth Forum participants represent their region/county/district. Participants should ideally be elected at a regional/county/district Forum or equivalent institutional structure like a regional/county/district Rover Council. This Forum or Council could be used to discuss matters that concern the district level and also to prepare the discussion for the national event.
- d) Where regions/counties/districts have young people on their Executive Boards, they are eligible participants of the Forum, too.
- e) If there is no institutional structure in place or resources available to send appropriate representatives, the selection process should take into consideration the participants' experiences and capacity to contribute to the Forum discussions.
- f) Work to achieve an even representation of types of geographical, ethnic, and social backgrounds; gender balance; and even representation of the types of geographical, ethnic, and social backgrounds found in your region/county/district.

5.4. Preparation

Preparing participants for the event ensures their readiness to contribute:

- a) Regions/counties/districts are responsible for providing support to Forum participants as they prepare for the event.
- b) After selection, participants need to receive adequate information (e.g., theme and symbolic framework, objectives, agenda, topics for discussion) to prepare themselves in depth for participating in the deliberations of the Forum and thereby representing their areas well.



6. Important aspects to cover after the National Scout Youth Forum

It doesn't end with the closing ceremony:

- a) Regions/counties/districts are responsible for ensuring that participants are enabled to render a post-event report of the National Scout Youth Forum to responsible bodies within the NSO.
- b) The post-event report should include the recommendations of the National Scout Youth Forum, among others.
- c) The report should also contain conclusions and action points that are useful as feedback action for the local groups, matters for further discussion, etc.
- d) Proposals need to be followed up at the National Scout Assembly.

IV – Organisation

This chapter is an important reference for the NSO leadership, not only on how to start and provide institutional support to the National Scout Youth Forum itself, but also on how to adopt the concept of a Forum as a youth involvement platform that allows young people to promote their perspectives and ideas in the highest decision-making bodies of the NSO. Institutional support for these types of platforms is dealt in the Youth Involvement Strategy.⁴ These types of measures in the NSO ensure young people continue to take part in the decision-making process on all levels.

The structure presented can be adapted to the specificity of the NSOs, depending on the available resources and existing structures.

1. Planning Committee

1.1. Composition

The planning committee is normally comprised of at least:

- A Chairperson elected from the previous National Scout Youth Forum. If the Chairperson is not present, any member of the elected Youth team/representatives can represent the Chairperson.
- Two members of the Steering Committee of the preceding Forum.
- One member of the National Programme Committee.
- One executive from the NSO in charge of the programme who exercises a support role.

The function of the Planning Committee is as follows:

- Develop the theme and symbolic framework, objectives, and agenda of the National Scout Youth Forum and recommend them to the National Board for validation.
- Inform regions/counties/districts of the theme and symbolic framework of the Forum three months before the event, to allow them to work on these themes with as many young people as possible involved.
- Develop the objectives and agenda of the Forum.
- Organise the opening and closing ceremonies (especially coordinating the programme and the guest of honour, educational tour, inter-event programme, if applicable, and any social programme).
- Choose a suitable keynote speaker during the Forum, in consultation with the Forum Steering Committee.
- Choose the working methods of the Forum, favouring discussions and group work by participants.
- Support the Steering Committee, if needed, in conducting the Forum.
- Ensure that the circular for the National Scout Youth Forum is sent to regions/counties/districts at least six months before the Forum.

⁴ Refer to the [World Scout Youth Involvement Policy](#).

2. Steering Committee

2.1. Composition

The Steering Committee comprises:

- The Chairperson, elected from the previous Youth Forum.
- The National Youth Committee members (National Youth Advisors).
- A general rapporteur elected from among the Youth Forum delegates.

The functions of the Steering Committee are as follows:

- Take into account the needs of the participants.
- Assist the Forum in achieving its objectives.
- Implement the Forum programme (agenda), approved by the Youth Forum Planning Committee.
- Adapt the agenda, if required, according to the needs of the Forum.
- Make final decisions on the operations of the Forum.
- Represent the Forum at the National Board meeting that follows the Forum.
- Monitor and facilitate the preparations of recommendations.
- Ensure follow-up of the results of the Forum, liaise with Forum participants about the implementation of the Forum recommendations by their regions/counties/districts and maintain communication among participants.

3. Recommendations Committee

3.1. Composition

The Recommendations Committee should be endorsed by the Forum delegates at the beginning of the Forum. It comprises:

- Four Forum delegates proposed by the planning committee based on their competence to carry out their function. Among them, the members should be competent in English or the official language applicable within the country where the NSO exists.
- One member of the Youth Advisors, decided by them.
- A Chairperson and a General Rapporteur are elected by simple majority from among its members.

3.2 Functions

The Recommendations Committee has the following the tasks:

- Provide support to delegates in drafting recommendations to ensure outcomes comply with the National Youth Forum Guidelines.
- Encourage discussion and debate of the recommendations throughout the Forum.
- Inform participants on the function and form of draft recommendations to be forwarded to the National Board.
- Work with the National Youth Planning Committee to ensure that all draft recommendations are made available to Forum participants.
- Draft recommendations and modify draft recommendations submitted by delegates, to ensure that they are ready for adoption by the Forum.
- Prepare the final National Youth Forum report.

4. Forum Chairperson functions

The functions of Chairperson are as follows:

- Chair the National Scout Youth Forum.
- Act as principal point of contact between the Steering Committee and the Planning Committee during the Forum.
- Maintain contact with the participants of the Forum after the event.
- Represent the forum as an ex-officio member of the National Programme Sub-Committee, an advisory body to the National Board, providing a channel for the views of the Forum to be fed into the ongoing and decision-making processes of the National Board.
- Publish a report on the result of the Forum in each region/county/district of the NSO, which must be handed to the Planning Committee for the next Forum at least 9 months in advance; this will help them in their preparatory work.
- Read the recommendations at the National Board/AGM.

5. Vice-Chairperson functions

The functions of the Vice-Chairperson are as follows:

- Formulate recommendations arising from Forum discussions for approval by the Forum, and subsequent presentation to the National Board and inclusion in the final Forum report.
- Take responsibility for the drafting of the Forum's recommendations, based on the discussions that take place among elected representatives of the Forum delegates.
- Chair the Recommendations Committee.
- Chair the National Scout Youth Forum in the absence of the Chairperson.

6. General Rapporteur functions

The functions of the General Rapporteur are as follows:

- Maintain the record of the Forum's deliberations assisted by the secretary of the Steering Committee.
- To prepare a summary report of the Forum for presentation to the National Board that follows the Forum.
- To prepare a final report, including recommendations, as quickly as possible but not later than two months after the Forum.

7. Adults Leader support

Adult support is necessary for the smooth conduct of the National Scout Youth Forum. This may include the presence of resource experts to make presentations or give other input, or advisors and facilitators.

The primary role of adults in support roles should be to assist the progress of the groups/teams within the Forum and carry out some administrative work. Carefully choose your adults as they need to have the ability to listen and to communicate with young people. It is important to highlight that this is part of the Scout Method and to emphasise its relationship with intergenerational dialogue.

There is always a risk at a National Scout Youth Forum that adults will direct young people's thought processes towards a particular result. This danger can be reduced by having adults with different backgrounds and experience within the Support Team.

Choose adults playing support roles for their ability to carry out their function effectively. Ideally there will be some time for the adult supporters to get to know the young people with whom they will be working before the event begins officially.

They may, for example, be drawn from the following groups:

- Scouting background with the age group concerned (ideally with varying lengths of experience).
- Non-Scouting background but having specialised knowledge and/or experience with the age group concerned.
- Other young adults a few years older than the Forum participants.
- Experienced Scouting people in areas relating to keeping all Safe From Harm.

Invite selected leaders of your NSO to show their support for the Youth Forum through a limited attendance at the event as visitors. Depending on their position, they may need to be introduced to participants and invited to speak, but their presence should not be allowed to disrupt the smooth conduct of the Youth Forum.

8. Elections Committee

The Steering Committee endorses members of the Election Committee, and the Youth Forum participants confirm by acclamation. The Election Committee comprises the following:

- Three tellers who can either be delegates or observers, who do not come from the same region/county/district as any of the Youth Advisor candidates.
- One National Scout Executive.

The Election Committee has the following tasks:

- Administer all election processes during the Youth Forum.
- Ensure a copy of the final results (in order of votes received) of the Youth Advisor election is handed over to the National Executive in a sealed envelope.
- Preserve the confidentiality of all election results.

9. Recommendations, report, and follow-up

At National Scout Youth Forums, in accordance with the Rules of Procedure, the majority of the delegates must accept the Forum Recommendations.

The Chairperson of the National Scout Youth Forum provides a summary of the Forum discussions and reads the recommendations to the National Board. At the end of this presentation, the Youth Forum Chairperson gives a copy of all the recommendations to the National Board; a copy is also given to each region/county/district present at the meeting.

The written report of the National Youth Forum contains all the recommendations adopted by the delegates. It also contains a summary of the most important discussions and events of the Forum. The General Rapporteur is responsible for the editing of the report.

Until the next National Scout Youth Forum, the elected Chair of the Youth Advisors should keep in touch with the lead of the National Programme Team, the rest of the Youth Advisors, and the participants and assist them in their efforts to implement the Forum's recommendations.

Before the following National Scout Youth Forum, the Chair of the Youth Advisors prepares a report of what has happened since the last Youth Forum. This report is submitted to the Planning Committee of the next Youth Scout Youth Forum.

V. Management structures

1. Responsibilities of the National Board

The National Board is responsible for the validation of the theme and agenda of the National Scout Youth Forum, as recommended by the Planning Committee.

The National Board must devote the necessary resources, similar to those accorded to the National Board meeting, to ensure the success of the National Scout Youth Forum. The Planning Committee, through the National Board, must provide appropriate support to the Steering Committee in following up the conclusions of the Youth Forum.

The National Board is responsible for studying the recommendations of the National Youth Forum. The Board shall consider these recommendations and may include them as actions steps of the Triennial Plan.

2. Responsibilities of the NSO in coordination with the Planning Committee

The NSO has the following responsibilities concerning the National Scout Youth Forum:

- a) Appoint the person responsible for the Support Team where the National Scout Youth Forum will be hosted. The initial contact should be made from national level. The person responsible for the Support Team should be preferably under 35. They will manage and coordinate matters pertaining to the logistics operation of the Youth Forum, on behalf of the Planning Committee.
- b) Arrange a suitable Youth Forum venue and other required facilities at the venue.
- c) Take charge of logistical and physical arrangements, i.e., food, accommodation, inland transportation, Youth Forum Kit, stationery, equipment, etc.
- d) Fix the Forum fee, as approved by the National Board and raise the necessary funds to meet the Forum's expenses.
- e) Draft a "General Information for Participants" for distribution to all participants.
- f) Provide necessary general administration, select and appoint local Youth Forum Staff, and nominate local resource personnel, as needed.
- g) Endorse attendants as other participants to the Youth Forum but no more than 25% of the total Youth Forum participants. This percentage represents other young people invited as observers from partner organisations.
- h) Ensure Forum documents are distributed to the participants at the end of the Forum on a flash drive and/or through cloud storage or any other appropriate means that ensures environmental protection.
- i) Ensure sponsorship for participants from less developed regions/counties/districts and/or resource personnel.
- j) Provide travel reimbursement for the Youth Forum Planning Committee, which convenes at least six months before the Youth Forum.
- k) Ensure the general safety and wellbeing of all involved when at the Forum venue.
- l) Appoint a coordinator to work directly with the Planning Committee in preparation and organisation of the event.

VI. NSO Youth Advisors

1. Introduction

The inclusion of Youth Advisors in the Operational Framework demonstrates Scouting's belief in the capability of young people with experience in operating with national level structures.

During the National Scout Youth Forum, young people are invited to elect their peers from among the participants to compose the Youth Advisors.

Youth Advisors serve for three years, or the term is adapted to correspond to the term of the National Leaders.

2. Description and eligibility

- a) The national circular on the call for nominations of the Youth Advisors shall be circulated at least six months before the Youth Forum. Only one candidate can be nominated by an eligible regional/county/district Scout organisation.
- b) Candidates for the Youth Advisors should be delegates to the National Scout Youth Forum. Candidates must have not reached their 26th birthday at the start of their appointment (when they are officially announced as Youth Advisors).
- c) Candidates must be present during the entire time of the Forum.
- d) Candidates must understand that they will manage their time to carry out their responsibilities including attending meetings, even at their own expense.
- e) The nomination for Youth Advisor by a local organisation is submitted to the National Office at least three months prior to the Forum. In that same period, the NSO will announce the candidates to local organisations to allow Forum participants to assess their competencies and make constructive decisions about who to vote for.
- f) The slots to be filled depend on the NSO guidelines. The proposal is to have between 5 to 7 Youth Advisors.
- g) To maintain balance among the Youth Advisors, gender and geographical aspects should be considered. The Youth Forum may take some suitable measures to ensure this balance.
- h) Previous Youth Advisors are not eligible to run again.
- i) If a Youth Advisor vacancy occurs before the next Youth Forum, the candidate appointed as successor will be the one with the next highest number of votes received from the Youth Forum. They will serve their term until the next election.

A vacancy can occur if:

- a) A Youth Advisor voluntarily resigns from the position for compelling reasons, such as family, study, or work commitments.
- b) A Youth Advisor has not performed their duties for more than three months or was not available for this period. In this case, the member and the corresponding region/county/district are contacted to request a clarification of their absence. If there is no response within 30 days, or the Chair of the sub-committee they are assigned to considers the response unsatisfactory, the rest of the Youth Advisors may decide to have them removed from the position.



3. Voting

3.1. General voting rules for recommendations

- a) Only official delegates to the Youth Forum may vote. Each delegation is represented by a maximum of two delegates.
- b) Decisions are taken on a simple majority of votes cast. Abstentions are not considered.
- c) For general voting, each delegate may cast one vote.
- d) Voting may be by a show of hands; if there is visibly no clear majority, the Chair may call for voting by a roll call of delegates or by secret ballot.
- e) The results of the votes are binding on the Forum delegates.

3.2. Youth Advisors election procedure

- a) The two delegates of each region/county/district to the National Scout Youth Forum are eligible to vote for Youth Advisors.
- b) On the first day of the Youth Forum, there is a session allowing all Youth Advisor candidates to introduce themselves and present their ideas to the participants. Each candidate should speak for no more than three minutes.
- c) The election is conducted on the penultimate day of the Youth Forum.
- d) Each delegation may cast a maximum of two votes per candidate for their preferred candidates. This means that each delegation has a maximum of 10, 12, or 14 votes that may be distributed among their preferred candidates if there are 5, 6, or 7 slots available for election.
- e) Ballots are provided by the NSO and are distributed at the beginning of the election.
- f) The tellers publicly show the empty ballot box before the voting begins.
- g) The three appointed tellers count the votes immediately after the voting has been completed in a designated private area. No other person except the Election Committee is present while the counting is done. When the counting is over, upon the call of the presiding officer, one of the tellers announces the names of the elected candidates in alphabetical order, based on the region/county/district they are from, without mentioning the number of votes they received.
- h) After all the announcements, the three tellers destroy the ballots immediately. Neither the tellers nor the Director, or Youth Programme or National Board member present at the vote counting shall reveal to anyone at any time whatsoever, the number of votes received against any candidate.
- i) The tellers keep a list (in order of votes received) of all the Youth Advisor candidates in a sealed envelope and pass it to the NSO representative.
- j) The results of the votes are binding on the Forum delegates.

3.3. Election of the Youth Advisors Chairperson

- a) Immediately after the election results are announced, the elected Youth Advisors elect their Chairperson in a private room, together with one NSO executive.
- b) Each elected advisor is eligible to elect and to be elected as the Chairperson. If only one Youth Advisor stands for election as Chairperson, they are automatically elected. If there is more than one candidate for Chairperson, a simple secret ballot is conducted and the Advisor with the most votes is elected.
- c) If there is a tie, a second round of secret voting is conducted, after peer discussion of not more than 15 minutes.
- d) If, and only if, there is a definite deadlock after the second round of voting, the candidate with the highest vote during the Youth Advisors election in the plenary is deemed the Chairperson of the Youth Advisors for the next triennium.
- e) The Chairperson represents the youth of the NSO at all appropriate forums. They are also a member of the Planning Committee and Chairperson of the next National Scout Youth Forum, under a specific implementing guideline.

3.4 Responsibilities of the Youth Advisors

The Youth Advisors have the following responsibilities:

- a) Fully participate in either the National Youth Committee and/or one of the sub-committees/work streams they are assigned to, by e-mail, mail, and fax, as well as attend a minimum of one meeting during the triennium. Travel costs will be at the individual's expense or that of the NSO and/or any external sponsors.
- b) Indicate their interest and availability to participate in the discussions and work towards any issue on which the National Board would like the input of the young people in any of the sub-committees/work streams (ideally each sub-committee should include a young person).
- c) Participate in planning the upcoming National Scout Youth Forum and actively support the Steering Committee in the conduct of the Youth Forum.
- d) Report back and keep a dialogue with the participants from the National Scout Youth Forum and continue to discuss issues with young people around the country during their term of office (up to three years).

VII. Conclusion

As mentioned in the Introduction, according to the Youth Involvement Strategy 2011-2020 and the data collected in the last triennium 2017-2020, there is a need for NSAs to provide opportunities at national level for young people to set up their own discussions on topics of interest.

Until the objective of engaging young people in NSO structures and processes becomes genuine and meets all the targets set for such measurement, the establishment of a National Scout Youth Forum is one way to ensure young people are involved in decision-making within the Movement.

If you want to create new or additional youth involvement measures, use these guidelines to establish your NSA's National Scout Youth Forum. Remember that all terms provided in this document are proposals that can be adapted or changed to suit your circumstances. Establishing a formal process where young people are elected by their peers to represent their views nationally benefits everyone: the Scout, the NSO, the Movement.

The National Scout Youth Forum is a platform that empowers and inspires young people through a participatory approach, helping them develop decision-making skills thus shaping future leaders and active citizens of the world. This is what Scouting is about.





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