



# International Participation Procedure (IPP)





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Version 1: March 2022

## **NEPAL SCOUTS**

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# **INTERNATIONAL PARTICIPATION PROCEDURE (IPP)**



## Preamble

This policy provides a broad outline of the international relationship between World, Regional and Local (NSO/MO) Organization and deals with protocol of communication participating different scout event and other program in other countries, carrying scout uniform in proper way in self in the World Scout events as well as events organized by other National Scout Organizations/Member Organizations.

## **1. International Letters of Introduction/Introduction Card (ILI/IC)**

International Letters of Introduction/Introduction card are issued on registered members who travel abroad whether for scouting or private/business motive or objectives willing to have regular touch and communication with scouts during stay in other country.

### **1.1 Procedure of Issuing ILI/IC?**

- Applicants should request for endorsement to respective Local and Province Scout Office.
- Province Headquarters should send an endorsement letter to National Headquarters by mentioning their name (in English), purpose of visit and 35\*45mm photo.
- Lastly, National Headquarters will issue the International Letters of Introduction for WOSM members & Introduction Card for WAGGGS members to the applicants scouter.

## **2. Communication**

All communication with the World Scout Bureau, its Regional Offices and World Scout Committee/World Board, Regional Scout Committee/Regional Committee, National Scout Organization/Member Organization is the major responsibility of the Chief Commissioner/ International Commissioner, and Chief Executive Officer.

All communication should be channelized through the National Headquarters and should endorsed by the International Committee/International Commissioner/Chief Executive Officer that will be responsible to the Chief Commissioner.

## **3. Approved International Events**

The following are International events as described by WOSM/WAGGGS

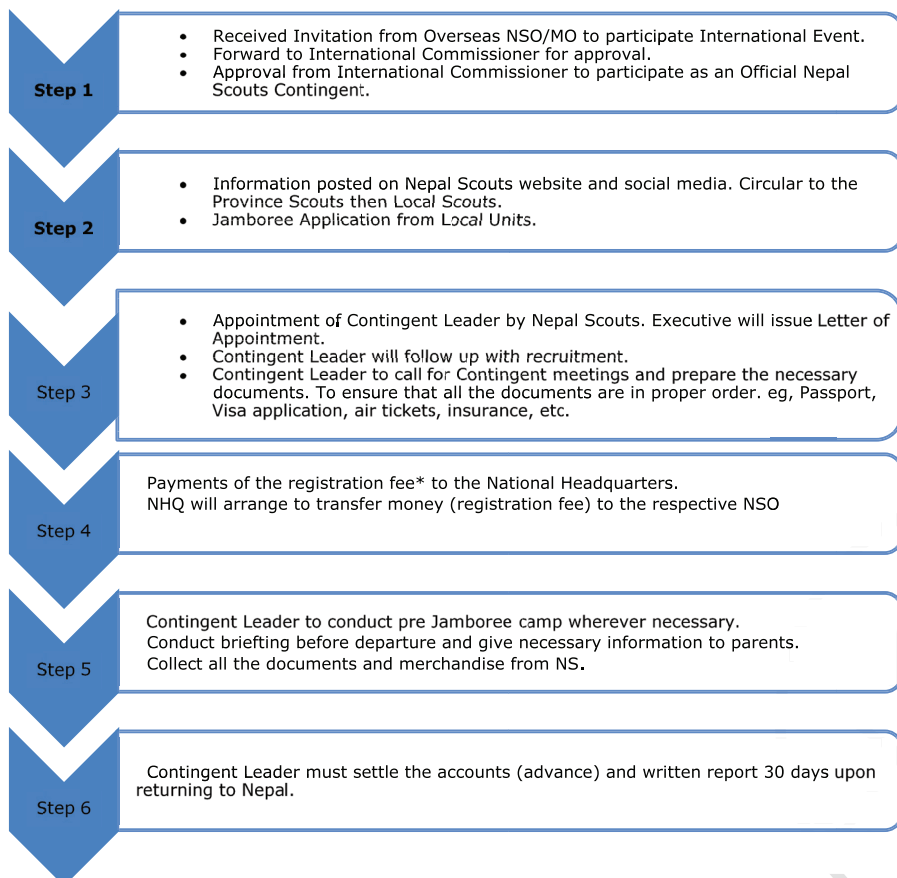
### **World Events**

- i. World Scout Conference/World Conference
- ii. World Scout Youth Forum
- iii. World Scout Jamboree
- iv. JOTA/JOTI
- v. World Scout Moot

## Regional/National Events

- i. Regional Scout Conference/Regional Conference
- ii. Regional Scout Youth Forum
- iii. Regional Scout Jamboree
- iv. National Scout Jamboree/International Jamboree/Gathering

## 4. Flow chart for International Events





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## **5. Nepal Scouts visiting foreign countries**

### **5.1 A scouting event with an official Nepal Contingent**

#### **5.1.1. Eligible and Application**

- Only registered (online) members of Nepal Scouts are allowed to participate in the International Scout events inside or outside the borders of Nepal.
- All applications to attend these events must be endorsed by the International Commissioner/Chief Commissioner/Chief Executive Officer.
- All the application must be forwarded to the National Headquarters via Local, Province Headquarters for endorsement before forwarding them to the appropriate National Scout Organization or event organizers.
- All direct communication with the organizers must be passed through the National Headquarters.
- Any individual correspondent to overseas and recommendation will not be accepted.

#### **5.1.2. Uniform**

Scouts and Leaders representing Nepal Scouts at international events should wear the designated uniform and scarf as described in the Nepal Scouts Uniform Manual.

#### **5.1.3. Appointment of Contingent Leader and staff**

International Commissioner/Executive will issue the Letter of Appointment to Contingent Leader.

Headquarters staff will be assigned to attend and manage the contingent.

#### **5.1.4. Formation of Group**

One patrol must consist of 8/9 scouts and 1 scout Leader. Individual Rover/Ranger/Scout Leaders can participate as an International Service Team (IST).

### **5.1.5. Merchandise**

Nepal Scouts will provide:

1. Badge, Pin, Tshirt, Cap and Jackets (optional)
2. Promotional materials
3. Nepal Scouts National Flag and Scout Flag
4. Nepal Scouts National Scarf
5. Souvenirs and gifts will be provided.

## **5.2 A scouting event with no official Nepal Contingent**

Same clause 5.1. of 5 will be applicable for the 5.2. as well.

## **6. Procedure of International participation**

**Please see Annex 1:** *Procedure for participating International Overseas scout activities.*

## **7. Foreign countries (NSO/MO) visit to Nepal Scouts**

- Nepal Scouts NHQ will provide endorsement letter – signed by the Chief Commissioner, International Commissioner or Chief Executive.
- The application/Email should reach the National Headquarters prior to one week before to leave.
- Be self-sustainable.
- Individual/personal visit is also acceptable. However, in this case Nepal Scouts will not be responsible to accommodate if any accident caused.

## **8. In case of offence**

- Liquor and substances are strictly prohibited during the program duration.
- Adult Leaders must follow the Child Protection Policy (CPP) of Nepal Scouts / Safe from Harm of World Scouting.
- Participants should strictly follow the Appendix A



## **9. Sponsorship Availability**

Sponsorship for the international participation can be available based on the below areas:

### **9.1. Form National Headquarters**

As per the announcement from the National Executive Committee.

### **9.2. Form NSA/NSO/MO**

As per the announcement from the NSA/NSO/MO circular.

## **10. Sponsorship selection Procedure & Criteria** **Selection procedure must be transparent from local level to National.**

### **i. Procedure:**

- a) Written/Interview
- b) Skype/Zoom/Team/ (online) Interview

### **ii. Flow chart of correspondent**

1. Circular from National Headquarters – International Department to the Local/Province Headquarters (Local Level).
2. Selection will be done based on the procedure (\*i.)
3. Forward the candidate to National Headquarter for second round of selection in nation-wise.
4. National Headquarters will be follow the same selection procedure (\*i.).
5. Announcement from the National Headquarters.

### **iii. Criteria**

- a. Only registered members of Nepal Scouts are applicable to participate in the International scout event.
- b. All the applications must be endorsed by respective authority the Local/Province and International Commissioners.
- c. All the application must be forwarded to the National Headquarter via Local/Province Headquarters



## 11. To whom To Contact

### **International Commissioner/Executive Nepal Scouts | Educational Method | International Relation Section**

National Headquarters | Lekhnath Marg

Lainchaur, Kathmandu

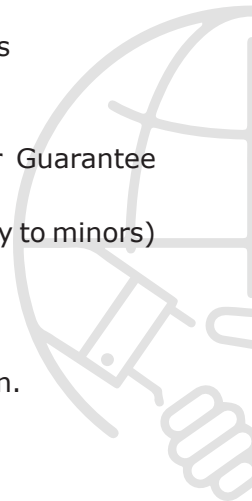
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## **Annex 1**

### **Procedure for participating International Overseas scout activities/events by Individuals (Scouts or Leaders)**

1. Read and understand the circular/content and requirements of the event as posted in the website/facebook (social media) of Nepal Scouts or Circular Letter in respective districts. For more clarification, please contact to the International Department of Nepal Scouts, National Headquarters.
2. All the details and requirements mentioned in the form/s must be duly filled and complied with.
  - Appendix A: Form 1 for Cub/Brownie, Boy/Girl Scouts, Rover/Rangers
  - Appendix B: Form 2 for Unit Leaders/Scout Leaders
  - Passport-size photographs (in Scout Uniform)
  - Appendix C: Guarantee Letter Individual
  - Appendix D: Guarantee Letter Contingent Leader Guarantee Contract (applicable only to Contingent Leader)
  - Appendix E: Guarantee Letter School (applicable only to minors)
  - Commitment Letter
  - Appendix F: Commitment Letter
  - Appendix G: ACTION PLANFailure to do so may result in delay or disqualification.



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3. Participation/Registration fee (according to requirements as mentioned in Circular). NPR 2500/- will be charged as an administration cost which includes Bank TT commission charge, merchandises, Nepal Day celebration, etc.
  4. Submit all the required forms to the NHQ together with the following documents 1 month prior departure:
    - Travel/Baggage and Medical Insurance Certificate
    - Confirmed Flight Itinerary (Arrival & Departure)\*
    - Accommodation during/Pre/Post event
    - Programme Schedule
    - A copy of the passport details/Citizenship
  5. The leader in charge of the event will be responsible to verify the above mentioned documents and report to the Nepal Scouts International Department.
  6. Group Leader or Individual will be responsible for the Visa procedure. NHQ will provide Recommendation Letter and necessary documents required by respective Foreign Mission/Embassy/Consulate based in Nepal.
  7. Flight carrier will be under the jurisdiction of Nepal Scouts.
  8. Nepal Day Celebration: Minimum Rs. 15000 to Maximum Rs. 30000 will be provided to Contingent Leader or support staff to celebrate the Nepal Day Celebration. Group size of the contingent should be 8 Scouts and 1 Leader.



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