

WORLD ASSOCIATION OF GIRL GUIDES AND GIRL SCOUTS
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WORLD CONFERENCE

Policy:

The World Conference is the means by which 'The Authority of the World Association shall be exercised through delegates appointed by Members of the World Association, meeting in Conference.'

(WAGGGS Constitution and Bye-Laws, Article VI, Section 3).

Members of WAGGGS are not countries or governments, but nationally organized groups of Girl Guides/Girl Scouts who are prepared to uphold the Criteria of Membership, (WAGGGS Constitution and Bye-Laws, Article V, Section 1), and abide by the Constitution and Bye-Laws of the World Association which they themselves have agreed.

In the true spirit of Girl Guiding/Girl Scouting, all Member Organizations must have faith in each other. Once every three years, the Members of the World Association meet in Conference. Its authority is exercised through the delegates appointed by the Member Organizations.

It is the delegates meeting in Conference who consider bids received from Member Organizations to hostess the World Conference and decide by secret Ballot which bid should be accepted. (See Appendix 1) Whilst it is hoped that all Member Organizations will find it possible to send delegates to meetings of the World Conference, nevertheless it is the right of all to decide whether or not they will attend.

It is expected that no National Member Organization will attend a meeting of the World Conference and act in a way that could be detrimental to another National Member Organization.

(Extract from a Statement made by the World Committee to the 23rd World Conference, Iran, 1978)

Procedure:

1. Location:

The World Conference meets once every triennium, and the location moves in rotation around the different WAGGGS' Regions. This is in accordance with the Resolution adopted by the 18th World Conference, Denmark, 1963, which states:

"That the continuing order of rotation for World Conferences be as follows, conditions permitting:

Europe, Africa or Middle East;
Asia or the Pacific;
Europe, Africa or Middle East;
The Western Hemisphere."

Member Organizations' Bids to Hostess the next Conference are considered and voted upon at each Conference, therefore giving the successful Member Organization, three years in which to prepare. During these three years, the Hostess Country works very closely with the World Board and the World Bureau in the planning of the Conference.

2. Allocation of Responsibilities in the planning of Conference:

Once the location of the Conference has been decided, responsibilities are allocated to the World Board – operating through the Conference Planning Committee - the World Bureau, and the Hostess Country. It is imperative that the planning proceeds with close co-operation and co-ordination, as decisions made in one area of responsibility affect other areas. Information regarding the Conference is sent to Member Organizations from the World Bureau, and needs to be sent well in advance of the Conference date. Planning, therefore, must commence in the first year of the Triennium.

During Year 1:

The World Association should:	The Hostess Country should:
Confirm the Conference dates and venue.	Form a Planning Committee and sub groups.
Begin to circulate Conference Documentation to Member Organizations, including: Travel and Accommodation Fund request; Call for Agenda Items Conference Logo Call to Conference General Information about the Venue	Design and agree the Logo in consultation with the World Association
Through the World Board, and Conference Planning Committee agree: <ul style="list-style-type: none"> ▪ The Procedural Team ▪ Tellers ▪ The price of the accommodation with the Hostess Organization ▪ The Conference Budget, and the Registration Fee ▪ Which organizations and individuals will be invited to Conference. ▪ The format for Reflections, and who will take the responsibility. ▪ The Theme for Conference. ▪ The preliminary content of the Agenda. 	Host a visit from the Conference Planning Committee. During the visit, arrange a meeting of the Hostess Country Planning Group, and visit possible venues for excursions. Ensure that the World Bureau and World Board have a plan of the site, and discuss possible use of rooms for Conference programmes.
Circulate the Tender document for Simultaneous Interpretation and Electronic Voting to companies for quotes.	Confirm Venue booking. Obtain local transport costs for the World Bureau.
Through the Conference Planning Group, begin to consider the content of the Programme.	Initiate discussions with airlines regarding possible discounts and sponsorship.

Visit the venue.	Send the text of the Welcome letter to the World Bureau.
Agree the design of the Letterhead.	Book the venue for the Opening Ceremony and identify Opening speaker.
Through the Conference Planning Committee, commence discussion with Constitutions Committee regarding Conference Handbook	Begin to consider document/wallet bags, and contents, together with possible sponsorship.
Begin assignment of responsibilities to World Board, Honorary Associates, and staff.	Consider discussion on Home Hospitality, pre and post Conference.
	Establish press and public relations links.
	Decide on Conference sales items.

During Year 2:

The World Association should:	The Hostess Country should:
Confirm the awarding of the contract for Simultaneous Interpretation and Voting tenders	Distribute Home hospitality arrangements, in consultation with the World Bureau – pre and post-Conference.
Arrange a meeting with Procedural Team co-ordinator, and Procedural Team	Keep the World Bureau informed about visa requirements
Ensure that all documentation is mailed in time for any responses received to be passed on to Hostess Country.	Keep the venue informed about catering requirements
Discuss with the Hostess country office appropriate companies who may supply equipment.	Keep venue informed about function rooms, and likely bookings for accommodation.
Decide the location of the displays, and contact and confirm those who will be mounting displays.	Establish contacts with Customs authorities regarding the collection and storage of freight.
Begin to liaise with Simultaneous Interpretation and Electronic Voting contractors regarding any requirements they may have	Arrange programme for the Opening and Closing Ceremonies.
Arrange a freight company.	Consider content of the Regional/National evening.
Arrange for a Report writer.	Decide and arrange excursions
Agree Keynote speaker	Prepare the Programme/Souvenir Booklet, and All Faith Prayer booklet.
Circulate Attendance Forms, and keep Hostess Country informed of bookings.	Make arrangements for telephone, fax and PC links for Bureau staff.
Liaise with Hostess Country regarding the Agenda and Programme, and venue requirements.	Arrange Regional/National evening
Agree dates with Hostess Country regarding first and last staff arrivals.	Begin to confirm names of helpers.
Check assignment of responsibilities to World Board members, Honorary Associates, and staff.	Arrange any official functions
	Begin work on the organization of Fund Raising Events.

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During Year 3:

The World Association should:	The Hostess Country should:
Check Country cards and place names. Order replacements if necessary.	Obtain details for the Bureau on insurance, transport to site, visas, banking hours, staff meals, gifts from delegations, conference timetable, Hostess Country display, and final location/venue of meetings, events and offices.
Inform the Hostess country as to likely booking numbers.	Arrange a rota for transport to and from airport
Liaise with Hostess country regarding numbers of delegates requiring travel from airport	Arrange for the collection and storage of freight.
	Maintain regular contact with the venue management
Arrange for the freight crates, their collection and transport.	Confirm readiness of Opening and Closing ceremonies, and the All Faith Prayer – if appropriate.
Ensure all documentation is posted in accordance with the times laid down in the WAGGGS Constitution, and the Conference Handbook	Begin rehearsals for Regional/National evening
Order Holders, and produce nametags.	Arrange rota for staff on site for Hostess Country office.
Continue to keep Member Organizations informed via the specific newsletter, and general information sheets.	Arrange excursions
Work on the organization of Fund Raising Events.	Print the Programme/Souvenir Booklet, and All Faith Prayer booklet.
Final order to be placed for office equipment.	Assist Bureau in making final decision on office equipment suppliers.
Final assignment of responsibilities to World Board members, Honorary Associates, and staff.	Arrange for directional signs to be printed and displayed.
Identify a Bank near, or on site, and open an account.	Ensure that office facilities and services are available for delegates.
	Establish a Help Desk for delegates

Apart from those aspects for which the Hostess Country has a designated responsibility, the World Board, together with the Conference Planning Committee, will be responsible for the arrangement of the Conference Programme.

1. Organisation of Conference:

a. Standing Agenda items:

The Agenda or Programme will consist of various items, some of which are permanently included in the Conference. These are:

- Orientation Session
- Preparatory Session; Introduction; Roll Call
- Appointment of Tellers and Procedural Team
- Acceptance of Rules of Procedure
- Approval of Report of previous World Conference

- Opening Ceremony – Hostess Country
- Closing Ceremony - Hostess Country
- Consultations
- Orientation of Young Delegates

- Greetings from WOSM
- Greetings from ISGF
- Reflections

- Opening of Conference (Promise, Introductions, Messages, Apologies)
- Report from World Board Chairman
- Report from Director, World Bureau
- Adoption of Triennial Report and Accounts
- Voting Sessions on Proposed Motions and Proposed Amendments

- Applications and elections for Membership - (to include any Changes of Entity and ratification of Membership approved during the Triennium)
- Workshops
- World Thinking Day
- Olave Award
- WAGGGS medals
- Meeting of International Commissioners

- World Centres Presentation
- Financial Policies and Plans
- Fund Development
- Regional Gatherings
- OB-PS Presentation

- Invitation to Hostess next World Conference, and Elections
- Closing Session
- Conference Decisions

- Keynote Address(es?)
- Election of World Board
- Extraordinary World Board Meeting

Member Organizations and the World Board may submit additional items for the Agenda, within the given time-frame.

Other Programme Items that may be included:

- OBPS Presentation Ceremony
- Meeting with new Associate Members

- UN Reps Meetings
- Honorary Associates Meeting
- Regional Parties
- World Market

- Silent Auction
- All Faith Prayer/Religious Observances
- Our Chalet Association Meeting
- Meeting of World Centre Managers and the Chairman of the World Centres Committee

b. Number of Delegates and Observers:

Each Full or Associate Member Organization of the World Association is entitled to send two Delegates, appointed from within its membership. In addition, Member Organisations may send Observers according to the scale agreed from time to time by the World Conference. This is clearly outlined in the Conference Handbook. (Appendix 2)

c. Appointment of Chairman and Vice Chairman:

'The Chairman and the Vice-Chairman of the World Conference shall be nominated by the World Board in consultation with the National Organization in whose country the World Conference is being held, and appointed by the World Board.'
(WAGGGS Constitution, Bye-Law V, Section 1)

In addition, the World Board may appoint Session Chairs, who will be responsible for the organization of individual Conference Sessions.

d. Procedural Team:

The World Board appoints the Procedural Team and the Procedural Team Co-ordinator. The Procedural Team, including the Co-ordinator, consists of approximately four members, including a World Board member, a French-speaking member, and a Spanish-speaking member. All members must be fluent in English. The Team should reflect the diversity of the Membership of the World Association.

The Procedural Team Co-ordinator attends meetings of the Constitutions Committee in order to discuss the Conference Handbook, (Appendix 2), and may be invited to attend World Board meetings for specific items. The responsibilities of the Procedural Team, and the Procedural Team Co-ordinator are detailed in the Conference Handbook. (Appendix 2)

e. Tellers:

The World Board appoints the Chief Teller, and a maximum of two assistant Tellers. The Chief Teller works closely with the suppliers of the Electronic Voting system, and is responsible for instructing Conference delegates in its use. If manual voting is used, the tellers are responsible for the counting of the votes.

f. Conference Speakers:

Keynote, or Conference Speakers may be invited by the World Board to speak on topics which are relevant to the work of Member Organizations. A speaker may also be invited to speak on current trends in modern thinking, which may affect approaches to aspects of work within the Association. Where ever possible, speakers are invited from within the Region that is Hosting the Conference.

2. Attendance of Men at Conference:

The World Board recognises that in some Member Organizations, men are closely involved with the work of Girl Guiding and Girl Scouting. Whilst WAGGGS will allow males to participate in Conferences and events, in order to promote women as role models and leaders, only women may be appointed to WAGGGS' offices.

'Men can attend all Conferences as delegates, if elected to do so by the Member Organizations and will be able to speak and vote. Member Organizations have the right to choose their own delegates to WAGGGS events'.

(W.B.3003, April 1998)

3. Travel and Accommodation Fund:

During the Triennium, Travel and Accommodation Fund is established, to provide Member Organizations with financial assistance so that their delegates may attend the Conference. Appeals will be sent throughout the World Association, and following discussion with the Strategies for Growth staff, Regional Staff and Regional Committees, the proceeds are allocated according to needs.