



Boy Scouts of the Philippines

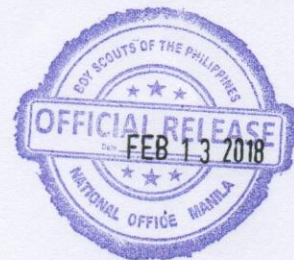
National Office

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FEB 13 2018



NATIONAL OFFICE MEMORANDUM

Number 12 series 2018

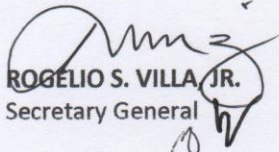
TO : Regional Scout Director, Council Scout Executives and Officers-In-Charge

SUBJECT : CALL FOR INVITATION TO HOST THE 2018 and 2019 NATIONAL EVENTS/ACTIVITIES

1. We are pleased to inform you that the invitation to host the following events/activities for the year 2018 and 2019, is now open for Interested Local Councils, as follows:
 - a. 59th Annual National Scout Executives Conference on November 2018 in Luzon Area
 - b. 63rd Annual National Council Meeting on May 2019 in Luzon Area
 - c. 60th Annual National Scout Executives Conference on December 2019 in Visayas Area
 - d. 17th National Scout Jamboree on 2019 in Luzon Area

Attached is the standard requirements for hosting national events.

2. Local Councils who are interested to host the above-mentioned activities for 2018 and 2019, are advised to submit a Resolution from the Local Council Executive Board in its Intent to Bid the Event/Activity including the Assurance for Local Government Unit Support.
3. The deadline of submission of the bid is not later than 1700H of 31 March 2018. The proposal will be reviewed by the Operations Committee for consideration of the National Executive Board.
4. You are advised to present your proposal through a PowerPoint presentation during the 62nd Annual National Council Meeting in Surigao City on 06-08 May 2018. Presentation should not exceed 15 minutes.
5. For information, guidance and strict compliance.


ROGELIO S. VILLA, JR.
Secretary General

BOY SCOUTS OF THE PHILIPPINES
National Office
Manila

GUIDELINES FOR LOCAL COUNCILS IN HOSTING AN ANNUAL NATIONAL COUNCIL MEETING (ANCM)

The Host Council shall:

- Recommend a conference venue that can accommodate or house not less than 750 delegates with the following amenities:
 - Conference Hall that has a (round table) sitting capacity of not less than 750 people complete with excellent audio-visual equipment and multi-media set with full time operator/technician.
 - A Conference Venue that can provide rooms for Secretariat at least two (2) meeting rooms (minimum 20 person capacity), area for Souvenir Shop and Scout Shop and an area for the exhibits preferably at the lobby/main entrance of the conference hall.
 - A Conference Venue that can provide spacious area to set up the catering services for all participating delegates and guests.
 - Availability of communication facilities (Wifi, telephone/fax connections, etc.) at the Conference Venue, Secretariat Room and other Logistical support.
- See to it that the conference shall have media mileage locally and nationally through well coordinated press and media releases.
- Assure availability of transportation facilities from the airport to the conference venue and back and when tour is requested or planned.
- Assure availability of local officials and guests during the Opening and Closing Ceremonies and other Plenary Sessions if needed or as planned.
- Be responsible in the creation and appointment of organizing/working committees at the council in consultation with the National Office.
- Conduct fund raising activities and manage funds raised locally.
- Render periodic report on the progress of the preparation of the conference to the National Organizing Committee.

The National Office shall:

- Responsible for the Appointment of the Chairman and members of the National Organizing Committee and Conference Staff.
- Confirms the appointment of Local Organizing/Working Committees and all other necessary committees.
- Determines and collects registration fees.
- Manages the finances that shall be collected from the participants registration fees.
- Assists the Local Council Organizing Committee in raising financial requirements.
- Approves the recommended conference venue and prepares the conference program and schedule.
- Provides technical advise and assists in the coordination work.
- Responsible for the management of the whole conference in accordance with the schedule/program approved by the National Executive Board.

BOY SCOUTS OF THE PHILIPPINES
National Office
Manila

**GUIDELINES FOR LOCAL COUNCILS IN HOSTING AN ANNUAL NATIONAL SCOUT EXECUTIVES
CONFERENCE (ANSEC)**

The Host Council shall:

- Recommend a conference venue that can accommodate or house not less than 300 delegates with the following amenities:
 - Conference Hall that has a (round table) sitting capacity of not less than 300 people complete with excellent audio-visual equipment and multi-media set with full time operator/technician.
 - A Conference Venue that can provide rooms for Secretariat at least two (2) meeting rooms (minimum 20 person capacity), area for Souvenir Shop and Scout Shop and an area for the exhibits preferably at the lobby/main entrance of the conference hall.
 - A Conference Venue that can provide spacious area to set up the catering services for all participating delegates and guests.
 - Availability of communication facilities (Wifi, telephone/fax connections, etc.) at the Conference Venue, Secretariat Room and other Logistical support.
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**BOY SCOUTS OF THE PHILIPPINES
NATIONAL OFFICE
MANILA**

19 February 2014

**NATIONAL OFFICE MEMORANDUM
No. 16 Series of 2014**

**TO : Regional Scout Directors, Council Scout Executives
and Officers-In-Charge**

**SUBJECT : GUIDELINES FOR HOSTING AND CONDUCTING
A SCOUT JAMBOREE**

1. In consonance with the mandate of the Boy Scouts of the Philippines to provide a **"Progressive, Safe and Enjoyable Learning Environment to All"** its members, and in compliance with the **"Guideline on Risk Management Policy on Safe Scouting"**, we are pleased to inform everyone of the **"National Guidelines for Hosting and Conducting Scout Jamborees"**.
2. The Guidelines aim to ensure that maximum safety and precautionary measures are well taken care of by the Jamboree Organizing Committee and its working sub-committees, as well as the Jamboree Executive and Technical Staff, in order to preclude potential sources of accidents, loss of lives and damage to property in the conduct of National, Regional and Council Jamborees.
3. The Guidelines outline the roles and responsibilities of the Regional Offices, Local Councils, Jamboree Organizing Committee, the National Office, and the pre-determined criteria for selecting a Jamboree site.
4. These Guidelines recognize the main responsibility of the Program and Adult Resources Development, Risk Management and Operations Committees to support the WOSM's thrust in **"Keeping Scouts Safe From Harm"** by providing specific Policy Guidelines on **Child Protection**, especially in the conduct of Outdoor Activities at all levels.
5. The Regional Offices and Local Councils hosting and/or organizing such event shall see to it that appointment of committee members to plan, organize and implement this guidelines are in place, especially the members of Camping and Activities Committee at the Local Council and at the regional levels.
6. For information, guidance and compliance of all concerned.


WENDEL E. AVISADO
SVP & Acting Secretary General

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**Boy Scouts of the Philippines
National Office, Manila**

**GUIDELINES
For Hosting/Conducting a Scout Jamboree**

Jamboree

One of the most significant Scouting activities in the country is the holding of Jamborees. Camping in the woods and in the open spaces has not only promoted the good health of the young people but also has taught them to take care of themselves and to learn certain skills and crafts with their hands.

The origin of the word jamboree has not been fully established. The founder of Scouting himself, Lord Robert Stephenson Smyth Baden Powell, could never recall where he had first come across the word, but it had stuck in his memory. B-P had a natural flair for choosing the right name for things, and he wanted to avoid such well-known words as Display or Rally. B-P suggested that the word Jamboree be used for large-scale Scout gatherings. He did not invent the word but gave it new meaning, and it has come to mean a great Scout Camp. It was from him that the suggestion of inviting Scouts from foreign countries came and thus the jamboree came to mean also an international gathering of Scouts.

REGIONAL OFFICE

The Regional Office shall:

1. Prepare a Jamboree Master Operation Plan using the Acronym: SCOUTS (please see Annexes "A"-MOP Template & JOC Terms of Reference) and submit to the National Office c/o Field Operations Division for comments/recommendations.
2. With the approval of the Regional Scout Committee, appoint the Chairman of the Jamboree Organizing Committee.
3. Appoint the Camp Chief, Jamboree Staff and the Chairman of the different Jamboree Working Committees
4. Determine and collect registration fees.
5. Manage the finances that shall be collected from the participants' registration fees.
6. Assist the host council in raising the financial requirements.(if to be hosted by a local council)
7. Assist the host council in the preparation of the camp-site and the Jamboree program of activities.
8. Provide technical advice.
9. Manage the Jamboree activities.

10. Prepare and submit to the National Office a Risk Management Plan to include the following: Risk Register, Action Plan and Treatment Schedule. (see Annex "C" –RAMS Form 1, "D"-RAMS Form 2 and "D"-RAMS Form 3)
11. Be responsible for the issuance of souvenir items and other jamboree materials and supplies.
12. Submit an after-activity report with Jamboree evaluation from the participants and Staff including the required audited financial report to the Regional Scout Committee copy furnished National Office, BSP.

FUND RAISING BY THE HOST COUNCIL SHALL BE MANAGED BY THE COUNCIL BUT SHALL BE REQUIRED TO RENDER AUDITED FINANCIAL REPORT TO THE REGIONAL JAMBOREE ORGANIZING COMMITTEE/SCOUT COMMITTEE.

The Jamboree Organizing Committee/Host Region/Council shall:

ASSUMPTION: 10,000 Participants

1. Prepare and develop a campsite good for 1 hectare for every 1,000 Scouts and Adult Leaders with the following facilities:
 - a. Jamboree General Headquarters good for 200 Staff members including their sleeping quarters, toilet and bath facilities
 - b. Grand Arena that can accommodate a general assembly of at least 10,000 Scouts and Adult Leaders (ideally 0.8 sq. meters per camper).
 - c. Activity Areas for at least 8 major activities per day. (size will depend on the nature of the activity)
 - d. Four (4) to Eight (8) Sub-camps – complete with water, toilet and bath facilities (one toilet and bath per 40 Scouts)
 - e. Four (4) to Eight (8) Sub-camps headquarters – also complete with sleeping quarters, water, toilet and bath facilities and electricity good for at least 15 to 20 sub-camp staff.
 - f. Jamboree market (wet & dry)
 - g. Jamboree mess hall that can accommodate at least 400 persons at one seating.
 - h. Communication facilities
 - i. Transportation facilities
 - j. Logistical support facilities
 - k. National Scout Shop
 - l. Media relations center
 - m. Medical/First-aid stations/Clinic Facilities
2. Assure availability of adequate food supplies at CONTROLLED PRICES in the Jamboree market.

3. Recommend qualified Jamboree staff members who shall be recruited from the host and neighboring councils.
4. Render periodic report on the progress of the preparation of the campsite and other facilities to the Jamboree Organizing Committee.
5. Ensure that the campsite is complete and operational at least three (3) weeks before the Jamboree starts. Testing of facilities and dry-run of the program of activities shall be made and conducted at least a month before the Jamboree.

NATIONAL OFFICE

1. Provide technical advice to the Regional Office/Host Council in the design and preparation of the camp-site and the Jamboree program and activities.
2. Conduct an inspection and evaluation of the proposed Jamboree site and program of activities and its corresponding activity sites.
3. Provide recommendation and evaluation of the Jamboree site and activities.
4. Evaluate and make recommendation on the Risk Management Plan prepared by the Jamboree Organizing Committee.

Criteria for Selection of Jamboree Sites

The following items shall be considered in the selection of sites:

- a. Ownership of Site - at least fifty percent of the total acreage required to accommodate comfortably the expected attendance is titled in the name of the Boy Scouts of the Philippines in accordance with standards of National Jamborees. If the proposed site is a privately-owned property, memorandum of agreement with the owners for long-term use of the property is highly recommended for future use, since facilities are constructed in the area.

- b. Physical Facilities -

Grounds - should the lot referred to above be inadequate, adjacent unoccupied lots should be made available for the use of the Jamboree with prior arrangement with the land owners.

Presence of shade trees and ample space for arena shows, flag area, sub-camps and others.

Accessibility to the main source of electric power.

- c. Food Supply - availability of essential food supplies in the local market.
- d. Water Supply - sufficient supply of potable water as well as water to meet toilet needs of participants. Water needs computed on the basis of 120-150 liters a day per camper.
- e. Accessibility to Medical Facilities and Medical Emergencies.
- f. Transportation - Accessibility by land, sea and air transportation from various points, including logistical vehicles for tours and shuttle service for delegates.
- g. Financial Stability - of the host Region/Council to underwrite expenses that normally form part of the hospitality program of hosts without adversely affecting normal operations of the Region/Council.
- h. Points of Interest - attraction for visiting delegates and facilities for sightseeing trips.
- i. Formal Resolutions - (Local Council hosted Jamboree)
 - Host Council Executive Board
 - Provincial Board and or City Council pledging not only moral but material support as well.
- j. Peace and Order - The call "Keep Scouts Safe from Harm".
- k. Ocular Inspection and verification by the Jamboree Organizing Committee to determine and ascertain that the site meets the standards per criteria.
- l. Rainfall and climate - submit confirmation of weather condition during the period of the Camp.

The NATIONAL OFFICE shall inspect the site before the activity and the HOST REGION/COUNCIL must see to it that the venue is ready and facilities are operational three (3) weeks before the conduct of the activity.

Note: The above camping standards will vary depending on the number of target participants.

Reference: What, Who, Where, When, Why, and How of Jamboree, WSB-APR-1990

THE PROGRAM AND ADULT RESOURCES COMMITTEE AND
RISK MANAGEMENT COMMITTEE, BOY SCOUTS OF THE PHILIPPINES

9TH BSP NATIONAL ROVER MOOT

Theme: "Be Prepared: Leadership for Life"

Calaca, Batangas

October 22 – 28, 2012

1. S – SITUATION / SCOUTING ACTIVITY

a. Background Information

THE ROVER MOOT

ROVER MOOT is a gathering of Rover Scouts all over the country. The main objective of this is to further develop the character of our young people and develop their sense of responsibility and awareness of one's value by rendering service in the community through immersion projects and development.

Rover Scouting is the fifth and final stage of youth development program of the Boy Scouts of the Philippines. This program is offered to young men and women ages 16 to 25 years old. It is a joyful journey from adolescence to a healthy, successful and happy adulthood. Rovering provides young adults with enriching experience and learning opportunities to undertake their personal development through the six (6) areas of personal growth – physical, intellectual, social, emotional, character and spiritual potentials; thus, helping the transition from adolescence to adulthood. It is in this section that a young person is guided towards a series of fun-filled, value-based, co-educational activities and meaningful projects as means for experiential learning in an atmosphere of brotherhood in the open air and service. Rovering is service-oriented; hence activities are focused on providing manpower to serve community/barangays through immersion projects. In pursuit of its program thrust, the BSP has scheduled the conduct of the 9th National Rover Moot on October 22 – 28, 2012 with the Theme: "Be Prepared: Leadership for Life" hosted by the Southern Tagalog Region, Batangas Council, BSP.

THE MOOT VENUE

Calaca, Batangas is situated east of the Municipalities of Balayan, Tuy and Nasugbu, west of the Municipalities of Lemery and Laurel and north of Balayan Bay. It lies within the southwest slopes of the Talisay. Calaca is a coastal town, being bounded by Balayan Bay on the south. It is a plain near the shore, gently rolling in the middle and going steep to the northern-most part adjacent to Gulod ng Batulao. Annual average temperature is 27.5°C. May is the warmest month with mean temperature of 29°C. January is the coldest month with a mean temperature of 26°C.

One of the progressive first class municipalities in the Province of Batangas, the Municipality of Calaca is approximately 110 Kilometers South of Metro Manila with an estimated two to three hours drive taking the South Luzon Express Highway from the capital city. The camp venue is approximately 1km from the Municipal Hall of Calaca, while the estimated total campable area is 7 hectares, which is part of approximately 14 hectares of the industrial park.

b. Deterrent Factors / Elements (Area of Operations)

These are restrictive and limiting aspects that will greatly affect the success of the 9th National Rover Moot, which include but not limited to:

- i. Unexpected increase and decrease of target participation from all regions as breakdown in the quota below;
- ii. Preparation and coordination of the General Program of Activities
- iii. Materials and resources needed to fully implement the General Program of Activities
- iv. Physical Arrangement, Site Development and Camp Facilities
- v. Identification and coordination with all the Schools and Community Immersion Sites
- vi. Coordination of all Staff and Manpower assigned to each working committee.

- vii. Cooperation and support from the provincial, municipal and other local government units and attached agencies.
- c. Basic Assumptions:
 - i. (NO Memo No. 31 Series of 2012) Target Participation / Goal Attendance of 3,000 participants composed of Rovers, Roverettes and Leaders from all over Luzon, Visayas and Mindanao. Regional participation break down and quota as follows:

1. Ilocos Region	-	100
2. North Eastern Luzon Region	-	100
3. Central Luzon Region	-	150
4. National Capital Region	-	300
5. Southern Tagalog Region	-	1,500
6. Bicol Region	-	150
7. Western Visayas Region	-	100
8. Eastern Visayas Region	-	100
9. Western Mindanao Region	-	100
10. Eastern Mindanao Region	-	100
11. Special Participation Senior Scouts	-	300
TOTAL	-	3,000
 - ii. The National Rover Moot requires three hundred (300) National Service Team (NST) or 10% of the total projected participants to fully implement all coordinated plans and programs of the Rover Moot Committees, these volunteers shall be divided into program and administrative working groups coming from:
 1. Members of the Regional Scout Committee of the host Region
 2. Members of the Local Council Executive Board of the host Council
 3. Local Government Units of the host Municipality
 4. Provincial Government of the host Province
 5. Community/Barangay Officials
 6. Members at large and registered lay leaders
 7. Rover Scouts and Rover Leaders

2. C – COORDINATION (P.O.S.D.C.O.R.B.) COMMITTEES, LGUs AND AGENCIES

- a. **Planning** – the technical planning shall be the responsibility of the National Office, BSP through its designated/appointed Project Officer in coordination and cooperation with the host Region and Council with the help of the Provincial, Municipal Government as well as the Regional DepEd Office and the Local Schools Division Office. This stage shall cover – Before, During and After Rover Moot Activity. This shall require the appointment of Moot Executive & Technical Staff and the Rover Moot Organizing Committee. This stage requires the final approval of the Master Operations Plan. Likewise, planning stage necessitates the identification of community immersion sites and the needs of the area for possible development projects. This calls for a series of pre-moot organizing committee meetings with the host council/region and the national office. Moot Services (MS) Plans shall be prepared for each working committees identified by the Moot Executive and Technical Staff with the concurrence of the Organizing Committee.
- b. **Organization** – this stage requires formal leadership structure and composition of the Rover Moot Organizing Committee, its Working Committees, Moot Executive & Technical Staff, Moot Secretariat Office, the 9th National Rover Moot Organigram and the designated Sub-Camp for Luzon, Visayas and Mindanao.
- c. **Staffing** – this stage requires selection and recruitment of capable manpower and human resources to plan out the tasks specified in the each Working Committee of the Rover Moot. Staffing shall have the mixture of both professionals and volunteers (program and administration group) at the National, Regional and Council levels. Staffing also necessitates identification of functional competencies, knowledge, expertise and skills of people to be placed at the right working committee and specific assignment. Only qualified personnel shall receive a certificate of appointment of their respective work assignment. Staffing involves all committee members,

program staff and officers of in-camp activities for both main and special activities ceremonies, community immersion sites coordinators and aid from local government units and agencies. All identified functions and positions shall have their specific terms of reference, especially those who will occupy vital position in the 9th National Rover Moot Organigram and its designated Sub-Camps.

- d. **Directing** – this refers to staff authority and delegation of tasks to different working committees. The Camp Director shall be the Chief Operations Officer of the Camp, and is responsible to the Camp Chief, which serves as the Chief Executive Officer and responsible to the Organizing Committee of the Rover Moot.
- e. **Coordinating** – this refers to a series of processes and organized activities from pre-planning, execution and evaluation of the activities. Coordinating functions involve communication most of the time. This shall include but not limited to holding committee meetings, official communication letters to National, Regional, and Council Offices to other attached agencies of the Provincial, Municipal Government together with the DepEd Offices in all levels.
- f. **Operations** – this stage is the actual contact process during the activity. Operations refer to procedures, ways and techniques require completing a specific task. This may refer to series of events which may be related to completion of program of activities and projects at the community immersion sites and or maybe related to logistical operations to support and assist people involved in the actual operations.
- g. **Reporting** – this entails diligent work on documentation, records and report. Taking minutes of the committee meetings, proposed program of activities, person/s in-charge. This requires accuracy in facts and information vital to the over-all Moot operations. Reporting from bottoms-up process includes the committee chairmen reporting to the organizing committee; activity officers; immersion sites coordinators; program directors; project officer; to camp director to the camp chief.
- h. **Budgeting** – All working committees are expected to submit budgetary requirements to the Organizing Committee for appropriate fund allocation. Budget includes monetary statement allocated to use or purchase materials needed for their committee operations. This shall form part of all Committee Plans for submission to the Moot Secretariat.

3. **O – OBJECTIVES**

- a. The 9th National Rover Moot aims to provide educational activities geared towards responsible leadership, community development, environment and natural resources protection and preservation and build lasting friendship among the brotherhood of open-air and service.
- b. (NO Memo No. 31 Series of 2012) At the end of the **9th National Rover Moot**, participants should be able to:
 - i. Internalize the value of autonomy and responsibility;
 - ii. Develop leadership skills and discover the importance of team work;
 - iii. Create awareness on the value of Environmental Education in Scouting to help save Mother Earth;
 - iv. Appreciate the cultural and historical heritage of the Province of Batangas and the Municipality of Calaca; and
 - v. Promote Scouts as “Messengers of Peace” thru Community Immersion and Development Projects.

4. **U – UTILITIES (CAMP ADMINISTRATION AND LOGISTICS)**

a. **CAMP ADMINISTRATION**

- i. The Rover Moot shall be made operational with the set up and organization of various Rover Moot services along the functions and tasks of various committees and principally led and /or made up of its members augmented by additional volunteer manpower and provided with adequate logistic to effectively carry out its assigned missions.

- ii. The Rover Moot Organizing Committee, which is the planning stage provided overall direction and coordination of the work of the various Rover Moot committees shall, with the various chairmen as members itself and act as an advisory body and/or part of the “working staff” during the actual Rover Moot to the Camp Chief. The Rover Moot Camp Chief, as recommended by the JOC and appointed by the National Executive Board shall personally lead, direct, manage and supervise the Rover Moot.
- iii. The limited number of professional Staff vis-à-vis the large volunteer staff component to run the Rover Moot defines the role of the former as coordinator/adviser to provide technical support and guidance to the various committees prior to the Rover Moot and to the services organized during the Rover Moot.
- iv. This Rover Moot shall be planned, organized and managed in such and manner that its operation shall be on a self-sustaining basis, rather than incurring a financial burden and loss to the Boy Scouts of the Philippines.
- v. The Rover Moot fee to be charged shall include food costs to restore Rover Moot operations to previous national Rover Moot practices and world Rover Moot standards. This is to ensure that all participants get the necessary daily nutritional requirements to cope with the vigorous Rover Moot activities from day to day basis.
- vi. To ensure successful management and control of the Rover Moot, participation shall be estimated to 3,000 with attendance quotas prorated on a membership-percentage basis among the local councils. Attendance commitments from local councils shall be confirmed with the payment of a reservation fee on or before September 24, 2012 and full payment on or before October 22, 2012 as per NO Memo No. 31 Series of 2012.
- vii. The preparation and installation of physical facilities and the various logistical requirements for the Rover Moot shall be made so as to render them operational and available two (2) months before the Rover Moot.
- viii. All personnel shall be given thorough briefing on their department before, during and after the Rover Moot so as to be effective not only to their respective functions/tasks/assignments but also to achieve unity of purpose and to efficiently achieve the desired/planned objective-that will lead to the overall success of the Rover Moot.
- ix. For the purpose of administration, the camp shall be divided into their respective Sub-Camps for Luzon, Visayas and Mindanao with their Sub-Camp Directors who are the incumbent Regional Scout Directors. This shall help coordinate in-camp and off-camp mobilization of campers as well the designation of their scheduled camp program. Each Sub-Camp must have the Program, Administration, and Physical Arrangement Officers to help assist the Sub-Camp Director and the Sub-Camp Chief of their respective areas of responsibilities.

b. CAMP LOGISTICS

- i. This shall ensure the availability of the right quantity and quality of materials and supplies at the right place at the right time. In order to achieve maximum utilization of materials needed, each working committee shall submit a checklist of materials, supplies and equipment needed based on their identified tasks and related functions.
- ii. Logistics facilities, as provided in the National Guidelines for Local Council Hosting a National Rover Moot, shall include the over-all preparation and development of physical camp facilities to include but not limited to: a campsite that can accommodate a ratio of 1,000 square meters per unit of 40 Scouts; General Headquarters good for 150 Staff members including sleeping quarters, bath and toilet facilities; Grand Arena that can accommodate a general assembly of at least 3,000 campers; at least 6 Activity Areas for 6

major activities per day; a division of at least 4 Sub-Camps with water, toilet and bath facilities; 4 Sub-Camp Headquarters; Mess Hall that can accommodate at least 150 personnel in one seating; Wet & Dry Market; Transportation and Communication Facilities; National Scout Shop; Medic Station and Infirmary.

5. T – **TASKS** (TERMS OF REFERENCE AND CONCEPT OF OPERATIONS)

Tasks consist of two elements – the (1) Terms of Reference and the (2) Concept of Operations. Each working committee of the National Rover Moot shall have their specific Terms of Reference that outlines their Composition, Duties and Responsibilities.

The Concept of Operations provides the general structure and overview of how each committee shall contribute in the over-all implementation of the Master Operations Plan and detailed Tasks for Execution, specifically set for Phase 1 for Pre-Moot Activity, Phase 2 for Moot Period and Phase 3 for Post-Moot Activity, as provided in the Moot Services (MS) Plans of each Working Committee as follows:

a. **Terms of Reference**

- i. **The 9th National Rover Moot Organizing Committee** - shall serve as the overall advisory body to the Rover Moot Staff on all matters pertaining to Program, Administration, Management. The Committee shall report/advise the National Executive Board and recommend necessary courses of action and decisions concerning the adoption, rescission, modification and implementation of the Rover Moot policies as need arise. It shall be responsible for top-level arrangements and contacts as required by the Rover Moot. Act as an over-all oversight committee in monitoring and supervising specific Rover Moot Committee Plans to ensure the successful conduct of the activity.
- ii. **Rover Moot Executives and Technical Staff / Moot Secretariat** – shall be organized at the start of the planning stage and preparation of the Rover Moot Master Operations Plans. The team shall compose of Professional/Technical Staff and Executives from the National Office and from the host Region and Local Council assigned as coordinators to different Rover Moot Committees/Services.
 1. It provides advisory services on matters pertaining to administration, management, staffing and human resources, program of activities and its area of operations, logistical solutions, financial and budgetary requirements to all Moot Committees/Services;
 2. It gives specialist advice, technical monitoring and supervision on administrative or operational matters, as the need arise and over certain specialized undertakings/activities of all Moot Committees for and on behalf of the Camp Chief and the Camp Director under specific authority as delegated by the Camp Chief and the Camp Director;
 3. The Moot Executives and Technical Staff shall stationed/manned the Moot Secretariat to provide executive assistance to the Camp Chief, the Camp Director and the Rover Moot Organizing Committee with secretarial, clerical and administrative support to all functional/working committees of the Rover Moot during meetings and conferences;
 4. Maintains official permanent records, reports and documentations of the Rover Moot to include but not limited to: Total Strength of Campers per Region and Council, Camp Registration, Camp and Sub-Camp Staff and Personnel, National Service Team, Program of Activities and the After Action Report;

5. Receives officials, visitors and guests in the Rover Moot Camp Development Office, Operations Center, Rover Moot General Headquarters and perform other duties, tasks and responsibilities from time to time as may be assigned by the Camp Chief, the Camp Director and the Organizing Committee.
-
- iii. **Rover Moot Program Committee** – this committee shall compose of people who are program specialist in the Rover Scouting Section, and shall be responsible for the over-all design and implementation of the general program of activities of the 9th National Rover Moot. This include but not limited to Opening and Closing Ceremonies, In-Camp Main Activities and Special Events, Cultural Presentations, Moot Forum, Rover Indaba and alike.
 - iv. **Logistics, Transportation and Communication Committee** – this committee shall compose of people who are preferably working as professional staff and or executive board of the host region/council that can provide means of transportation and communication facilities. Members of this committee may come from the host provincial and or municipal / local government unit. The committee shall ensure the availability of the right quantity and quality of materials/supplies needed at the right place at the right time.
 - v. **Camp Site Development and Physical Arrangement Committee** – this committee shall compose of people who are preferably working as professional staff or executive of the host region/council that can provide the Vicinity Map of the Moot Venue. Members of this committee may come from the host provincial and or municipal / local government unit. The committee shall ensure the availability of functional and standard camp facilities such as comfort room, camp and sub-camp headquarters, water and electricity, first aid station, activity areas, meeting and assembly areas as stipulated in the guidelines of hosting the National Rover Moot. The committee shall designate the Physical Arrangement Officer that will allocate camp sites to all participants based on their number of participation.
 - vi. **Documentation, Promotions and Publicity Committee** – this committee responsible for the promotions, publicity, documentation and the After Action Report in a prescribe format, with the concurrence of the Moot Secretariat and the Moot Executive & Technical Staff. This committee shall be responsible for the putting up the Press and Media Relations Center during the Rover Moot and the publication of the official newsletter of the Rover Moot. Members of this committee are preferably the Regional and Council Commissioners for Public Relations and the sectoral representative of the Local Council Executive Board representing Media and Local Government.
 - vii. **Food, Commissary and Catering Service Committee** – this committee shall ensure the clean, safe and timely preparation of balanced meals all throughout the Rover Moot for the organic staff, working committees, program staff and coordinators from the National, Regional and the host Council. The committee shall manned/stationed personnel at the Mess Hall to ensure good order during meal time, controls the issuance and distribution of meal tickets for proper accounting purposes. Members of this committee shall be recommended and appointed by the Moot Organizing Committee from the members of the host Region/Council.
 - viii. **Crisis, Risk Assessment and Management Committee** – this committee shall be responsible for the over-all preparation, planning and design of the Moot Crisis Management, Evacuation and Contingency Plan based on the Comprehensive Risk Assessment and Management System, which should be conducted a month before the start of the Rover Moot. This committee shall come out with the Moot Risk Register based on the Risk Identification, Assessment, Analysis, Risk Treatment Options and

Implementation of Control Measures. Members of this committee shall consist of the Local Chief Executive of the Municipality, Local Chief of Police, Bureau of Fire Protection, Chairman of the Health and Safety and the Camping and Activities Committees of the host Council and other key people whose functions and roles involved in the Public Order and Safety. The committee shall be responsible for setting-up strategic Medic / First Aid Stations and Infirmary in-camp and mobile medical facility to transport injured campers from identified immersion sites. The committee shall identified in-camp locations of staging, holding and treatment areas in cases of unprecedented scale of accident, which may occur during the event.

- ix. **Health and Sanitation Committee** – this committee shall be responsible for the over-all maintenance of health and sanitation of all campers both in in-camp and off-site activities since, campers shall be deploy to their respective immersion sites for three (3) days and back to camp site. These also include the solid waste management and treatment procedure, waste segregation scheme, garbage collection and disposal within the vicinity of Moot General Headquarters, Sub-Camp Headquarters, wet and dry market, toilet and bathroom facilities. Members of this committee shall include the Municipal Health Officer of the host locality, Chairman of the Health and Safety Committee of the host Council and other key people whose functions and roles involved in the Public Health and Sanitation.
- x. **Traffic and Security Committee** – this committee shall be responsible for the over-all security and smooth flow of traffic both in in-camp and the near-by off-site activity and immersion sites of the Rover Moot. The committee shall ensure proper traffic rules and regulations, routing scheme are implemented inside the camp.
- xi. **Budget Committee** – this committee shall be responsible for the over-all consolidation of proposed budget from all working committees of the National Rover Moot. The committee shall coordinate and consolidate with the Moot Organizing Committee and the Moot Executive and Technical Staff in preparation of the final Moot Budget so as to ensure all allocation of funds to working committees are all take into consideration.
- xii. **Finance, Revenues, Ways and Means Committee** – this committee shall be responsible for the ways and means, action steps to generate income and revenues to support the full implementation of the General Program of Activities of the National Rover Moot as approved by the Moot Organizing Committee. The committee shall be responsible to promote the event to potential donors, sponsors and concessionaires to generate income for the camp operations.

b. **Concept of Operations**

i. **Tasks for Execution**

- 1. **Phase 1: Pre-Moot Period**
- 2. **Phase 2: Moot Period**
- 3. **Phase 3: Post-Moot Period**

6. **S – SPECIAL INSTRUCTIONS**

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9th National Rover Moot

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ANNEXES:

- A. 9th National Rover Moot Organizational Chart
- B. 9th Rover Moot Venue and Vicinity Map
- C. RM PLAN “MORGCOMM” Moot Organizing Committee
- D. RM PLAN “METS/MS: Moot Executives & Technical Staff / Moot Secretariat
- E. RM PLAN “PROGRAM” Program Committee
- F. RM PLAN “LOG,TRANS,COMM” Logistics, Transportation & Communication Committee
- G. RM PLAN “SITEDEV/PHYARRANGE” Camp Site Development & Physical Arrangement Committee
- H. RM PLAN “DOC, PROMO,PUB” Documentation, Promotions & Publicity Committee
- I. RM PLAN “FOOD & COMM” Food, Catering & Commissary Committee
- J. RM PLAN “CRAMS” Crisis, Risk Assessment & Management System Committee
- K. RM PLAN “HELTHSAN” Health & Sanitation Committee
- L. RM PLAN “TRAFSEC” Traffic & Security Committee
- M. RM PLAN “BUDGET” Budget Committee
- N. RM PLAN “FINANCE” Finance Committee

RISK AND SAFETY MANAGEMENT

RISK ASSESSMENT AND MANAGEMENT SYSTEM (RAMS)

The Process:

IDENTITY RISKS

It is essential that all risks are identified, as risks missed at this stage will be excluded from further analysis and effective management. The key questions are:

- What can happen?
- Compile a comprehensive list of events that could impact the achievement of the aims of the activity
- How and why can it happen?
- Consider and detail possible causes and scenarios
- Tools and techniques to use
- Checklists
- Judgments based on experience and past records
- Brainstorming sessions
- Inspections

Most activities and initiatives of the Boy Scouts of the Philippines will be comparatively straightforward, comprising no more than routine 'core-activities' or business processes. In these circumstances, the process of identifying and analyzing risk is directly comparable with that already well-practiced by all levels of volunteer and staff management.

ANALYZE RISK

Analyzing risk is necessary to establish the probable impact of the risk on organizational objectives. This is achieved by determining the causes of the risk and then calculating the likelihood and the consequences of the risk occurring.

CAUSES

A vital step in controlling risk is realistically and objectively identifying the actual causes of the risk, to enable a more accurate forecast of negative impacts that are to be assessed. It also enables required actions and risk treatments to be directly targeted and applied to those causes in an effective/efficient manner.

LIKELIHOOD

Consider the frequency or probability of the risk occurring.

Likelihood can be assessed from various sources, including:

- Past records and statistical analysis
- Relevant experiences, specialist and expert judgments
- Testing of equipment
- Research literature

Table 1 Likelihood Rating Table, should be used to estimate the likelihood of the event occurring.

LIKELIHOOD		DESCRIPTION
LEVEL	DISRIPTOR	
A	Almost Certain	The event is expected to occur in most circumstances.
B	Likely	The event will probably occur in most circumstances.
C	Possible	The event might (or should) occur at some time.
D	Unlikely	The event could occur at some time.
E	Rare	The event may only occur in exceptional circumstances.

CONSEQUENCES

Consider what will happen if the event occurs.

Consequences should always be determined from the organizational perspective(context).It is imperative that the Boy Scouts of the Philippines as an entity can withstand and recover from any negative impact that may result from its risk exposure.

Table 2, Risk Consequence Table,should be used to estimate the probable consequences of an event by selecting an appropriate consequence level.

When using the Risk Consequence Table consider the impact any risk would have on the aim of the Boy Scouts of the Philippines as defined in this policy-as well as the impact upon the objectives of the particular activity or function.

CONSEQUENCE		DESCRIPTION
LEVEL	DESCRIPTOR	
1	Insignificant	Low level impact with negligible consequences on the BSP aim or activity objectives that can be controlled by routine management procedures(no injuries,negligible financial loss or disruption to non-essential infrastructure/data).
2	Minor	The consequences would threaten the efficiency or effectiveness of achieving some aspects of the BSP aim or activity objectives,requiring management effort to minimize impact(minimal financial loss,injuries requiring first aid only,minor'reputational'impact or disruption to non-essential infrastructure/data).
3	Moderate	A significant/medium potential of affecting the achievement of BSPs aim or activity objectives(moderate financial loss or 'reputational' impact or disruption to non- essential infrastructure/data).
4	Major	A very high potential to impair the achievement of BSPs aim or activity objectives (major financial loss or 'reputational'impact,significant occupational,health,safety and welfare incidents/s,long term loss of some critical infrastructure/data).
5	Catastrophic	An extreme potential to threaten the sustainability of the organization or its aims and activities(huge financial loss or reputational impact, very serious occupational health, safety and welfare incidents/s, permanent loss of critical infrastructure/data).

ESTIMATE LEVEL OF RISK

Combining the estimates of the likelihood and consequences of the event occurring, it is possible to calculate the level of the risk that will result from the event, by assigning a Risk Impact Rating in Table 3

	CONSEQUENCE				
Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	Significant	Significant	High	High	High
Likely	Moderate	Significant	Significant	High	High
Possible	Low	Moderate	Significant	High	High
Unlikely	Low	Low	Moderate	Significant	High
Rare	Low	Low	Moderate	Significant	Significant

Table 3- Risk Impact Rating

EVALUATE RISK

Having analyzed the risk you must decide whether to accept the level of residual risk.

Table 4, Risk Priority Table, should be used to assign a priority and action required for the Risk Impact Rating derived in Table 3

RISK PRIORITY	ACTION
High	A high risk is one that must be dealt with immediately. Executive management normally monitors high risks.
Significant	A significant risk is one that should be dealt with after attending to high level risks. Senior managers normally monitor significant risks.
Moderate	A moderate risk is one that can be dealt with by applying routine procedures and is normally dealt with by local managers at the Institution/Council/Region/National
Low	Risks in this category may be accepted but should be monitored periodically to ensure the rating does not change.

Table 4-Risk Priority Table

The decision to accept a risk without further assessment or risk treatment will need to be made on the basis of the likelihood and consequences of the risk occurring, and the ability of BSP to absorb or recover from the risk exposure should the risk manifest.

Where the level of the risk is not accepted, further actions and risk treatments will be needed to reduce any residual risk levels to as low as possible before the risk is finally accepted and signed off.

RISK TREATMENT

Risk treatment involves selecting a treatment option, assessing the appropriateness and effectiveness of the risk treatment option, preparing risk treatment plans and implementing them. Accountability for taking or for not taking action remains with the person approving the preferred option.

Risk Treatment Options

The risk treatment options are:

- Avoid the risk.
- Reduce the likelihood of occurrence
- Reduce the consequences
- Transfer /Share the risk
- Retain the risk.
- Finance the risk

AVOID THE RISK

Occasionally, a risk will be able to be avoided by not proceeding with the activity likely to generate the risk. This should not be the automatic preferred option(unless the risk is evaluated as High Impact/Almost Certain Likelihood/Catastrophic Consequences with no mitigating options).Risk avoidance can occur inappropriately because of an attitude of risk aversion(failure to accept any risk ,or worse, not recognizing risk at all). Inappropriate risk avoidance can increase the significant of other risks. Risk aversion results in:

- Decisions to avoid or ignore risks regardless of the information available and potential costs incurred in treating those risks;
- Failure to treat risk;
- Leaving critical choices and/or decisions up to other parties;
- Deferring decisions the BSP cannot avoid: or
- Selecting an option because it represents a potential lower risk regardless of the benefits.

REDUCE THE LIKELIHOOD OF OCCURRENCE

Exposure to risk may be limited by reduce or controlling the likelihood of an event occurring.

There are many actions that can reduce or control the likelihood of a risk occurring such as:

- Policies and procedures
- Audit, compliance ,inspections and process controls and programs
- Project management
- Quality assurance, management and standards
- Structured training programs
- Supervision

This list is neither exhaustive nor exclusive--- other options may be apparent.

REDUCE THE CONSEQUENCES

Preparations to reduce, control or mitigate the consequences of a risk event can aid in making a particular risk more acceptable.

The following may reduce or control the consequences of a risk:

- Contingency planning
- Contractual arrangements/conditions
- Fraud control planning
- Good and timely public relations

This list is neither exhaustive nor exclusive---- other options may be apparent.

TRANSFER/SHARE THE RISK

Transferring the risk involves another party bearing or sharing some parts of the risk. Risk transfer mechanics include the use of contracts and insurance arrangements.

RISK REGISTER

The Risk Register is an integral part of the Risk Management Model. The data contained in the Register incorporates the following categories:

- Youth Activities (incl Adventurous)
- Policy and Rules
- Child Protection
- Property/Asset Management
- Human Resources
- Training
- Financial/Insurances
- IT
- Corporate/Strategic (Planning including any relevant Legislation that should form part of the Register)
- Risk Assessments
- Any other area deemed appropriate by BSP (National, Regional or Council)

NOTE:

Preparation of a Risk Register for every Scouting activity is a must and copies of which shall be given to all concerned for proper implementation, monitoring and review.

BSP Responsibility:

To provide a SAFE, ENJOYABLE AND PROGRESSIVE LEARNING environment to all its Members.

RISK TREATMENT SCHEDULE

SCOUTING ACTIVITY	RISK (In order of Priority from the Risk Register)	ANALYSIS OF RISK AFTER TREATMENT					
		Treatment Action Taken	Likelihood A-B-C-D-E	Consequences 1, 2, 3, 4, 5	Risk Level HR-SR-MR-LR	Accept Yes/No	Remarks

(Continue on separate sheet if necessary)

Risk Management Plan (Risk Register, Action Plan and Treatment Schedule)

Prepared by: _____ Position: _____
Date: _____

Approved by: _____ Position: _____
Date: _____

STANDARD RISK REGISTER FOR SCOUTING ACTIVITIES

ACTIVITY: _____ VENUE: _____ DATE/S: _____

RISK	LIKELIHOOD A, B, C, D, E	CONSEQUENCES 1, 2, 3, 4, 5	RISK LEVEL HR, SR, MR, LR	RISK TREATMENT CONTROL OPTIONS/RECOMMENDATIONS
1.				
2.				
3.				
4.				
5.				
(Continue on separate sheet if necessary)				

RISK PRIORITY TABLE		
RISK PRIORITY		ACTIONS
H	High Risk	Detailed research and management planning required at senior levels
S	Significant Risk	Senior management attention needed
M	Moderate Risk	Management responsibility must be specified
L	Low Risk	Manage by routine procedure

Measures of Likelihood:

1. A = Almost Certain (Event is expected occur in most circumstances)
2. B = Likely (Event will probably occur in most circumstances)
3. C = Moderate (Event should occur at some time)
4. D = Unlikely (Event could occur at some time)
5. E = Rare (Event may occur only in exceptional circumstances)

Measures of Consequences:

1. Level 1 = Insignificant (No injuries, low financial loss)
2. Level 2 = Minor (First Aid Treatment, medium financial loss)
3. Level 3 = Moderate (Medical Treatment, high financial loss)
4. Level 4 = Major (Extensive Injuries, loss of production capability, major financial loss)
5. Level 5 = Catastrophic (Death, huge financial loss)

LEGEND:

Risk Treatment Control Options/Recommendations

1. Develop a Risk Management Plan
2. Share the Risk
3. Transfer the Risk
4. Avoid the Risk
5. Finance the Risk
6. Reduce the Likelihood
7. Reduce the Consequences

Prepared by: _____ Position: _____ Approved by: _____ Position: _____
 Date: _____ Date: _____