



# Boy Scouts of the Philippines

## National Office

181 Natividad Almeda-Lopez Street, Ermita, 1000 Manila

PO Box 1378, Manila CPO, Philippines

Website: [www.scouts.org.ph](http://www.scouts.org.ph)

E-mail: [bsp@scouts.org.ph](mailto:bsp@scouts.org.ph)

(632) 528-05-55 / (632) 527-51-09 / (632) 527-83-17 to 20 / Fax: (632) 528-05-77

22 November 2022

### NATIONAL OFFICE MEMORANDUM

Number 78 s. 2022

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

**SUBJECT : CALL FOR INVITATION TO HOST THE 2023 NATIONAL  
EVENTS/ACTIVITIES**

1. We are pleased to inform you that the invitation to host the following events/activities for the year 2023 is now open for interested Local Councils, as follows:

- a. 66<sup>th</sup> Annual National Council Meeting on May 10-12, 2023 in Visayas Area
- b. 62<sup>nd</sup> Annual National Scout Executives Conference on November 22-24, 2023 in Mindanao Area
- c. 18<sup>th</sup> National Jamboree on December 11-17, 2023 in Visayas Area

Attached are the Guidelines of Hosting Annual National Council Meeting, Annual National Scout Executives Conference and for Hosting/Conducting a Scout Jamboree.

2. Local Councils who are interested to host the above-mentioned activities for 2023 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 15 January 2023. The proposal will be reviewed by the Operations Committee for consideration of the National Executive Board.
4. For more information, please get in touch with Mr. Sofronio D. Hontanosas, Director for Field Operations Division at [ron.hontanosas@gmail.com](mailto:ron.hontanosas@gmail.com) or at 02-85275112 Local 512.
6. For information, guidance and compliance of concerned.

**DIODADO M. SAN ANTONIO**  
OIC - 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 800 delegates with the following amenities:
  - Conference Hall that has a (round table) sitting capacity of not less than 800 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.
- 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.

# **GUIDELINES FOR LOCAL COUNCIL/REGION IN HOSTING A NATIONAL JAMBOREE/ROVER MOOT/VENTURE CAMP**

## **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 youth but also has taught the boys 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.

## **Responsibility of the Host Council**

The Host Council shall:

1. Prepare and develop a campsite good for 1 hectare for every 1,000 Scouts and Adult Leaders with the following facilities:
  - Jamboree headquarters good for 200 Staff members including their sleeping quarters, toilet and bath facilities
  - Grand Arena that can accommodate a general assembly of at least 10,000 Scouts and Adult Leaders (1.5 hectares).
  - Activity Areas for at least 8 major activities per day. (size will depend on the nature of the activity)
  - Eight (8) Sub-camps – complete with water, toilet and bath facilities (one toilet and bath per 40 Scouts)
  - 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.
  - Jamboree market (wet & dry)
  - Jamboree mess hall that can accommodate at least 400 persons at one seating.
  - Communication facilities
  - Transportation facilities
  - Logistical support facilities
  - National Scout Shop
  - Media relations center
  - Medical/First-aid stations/Clinic Facilities
2. Assure availability of adequate food supplies at CONTROLLED PRICES in the jamboree market.
3. Recommend to the National Office qualified jamboree staff members who shall be recruited from the host and neighboring councils.
4. Organize local counterpart committees.

5. Conduct fund raising locally. While Fund Raising shall be managed by the host Council, however, the Council are required to render audited financial report to the National Organizing Committee.
6. Manage funds raised locally.
7. Render periodical report on the progress of the preparation of the campsite and other facilities to the National Organizing Committee.
8. Submit to the National Organizing Committee audited periodical financial report.
9. Submit complete financial report not later than 15 days after the end of the Jamboree to the National Organizing Committee.

### **Responsibility of the National Office**

National Office shall:

1. Responsible for the Appointment of the Chairman of the Organizing Committee.
2. Appoint the Camp-Chief and the Jamboree staff.
3. Appointment of other jamboree committees and staff coming from the Council/Region/National Office.
4. Determine and collect registration fees.
5. Manage finances that shall be collected from the participants' registration fees.
6. Assist host council in raising financial requirements.
7. Assist the host council in the preparation of the camp-site and the jamboree program.
8. Provide technical advice.
9. Responsible for Managing the Jamboree Activities.
10. Responsible for the issuance of souvenir items and other jamboree materials and supplies.

### **Criteria in Selection for Jamboree Sites**

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

- Ownership of Site - at least fifty percent (50%) 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. Or, if the host council does not own a campsite, the host council must see to it that the developments/improvements to be made in the proposed campsite shall be beneficial to the council stakeholders for a considerable period of time.
- Physical Facilities -
  - Grounds - should the lot referred to above be inadequate, adjacent unoccupied lots needed should be made available for the use of the jamboree.
  - Presence of shade trees and ample space for arena shows, flag area, sub-camps and others.
  - Accessibility to the main source of electric power.
- Food Supply - availability of essential food supplies in the local market.
- Water Supply - sufficient supply of potable water as well as water to meet toilet needs of participants.
  - Water needs computed on the basis of 30 gallons per person per day.
- Accessibility to Medical Facilities and Emergencies
- Transportation - Accessibility by land, sea and air transportation from various points, including logistical vehicles for tours and shuttle service for delegates.
- Financial Stability - of the host council to underwrite expenses that normally form part of the hospitality program of hosts without adversely affecting normal operations of the council.
- Points of Interest - attraction for visiting delegates and facilities for sightseeing trips.

- Formal Resolutions -
  - Host Council Executive Board
  - Provincial Board and or City Council pledging not only moral but material support as well.
- Peace and Order
- Ocular Inspection and verification by the Committee to determine and ascertain that the site meets the standards per criteria.
- 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 COUNCIL must see to it that the venue is ready and facilities are operational thirty (30) days before the conduct of the activity.

## **GUIDELINES ON THE PREPARATION OF THE MASTER OPERATIONS PLAN AND ORGANIZATIONAL STRUCTURE FOR THE CONDUCT OF NATIONAL JAMBOREE/ROVER MOOT AND SCOUT VENTURE**

Jamboree is the gathering of Scouts and Scout Leaders all over the country wherein the Scouts and Leaders will be experiencing 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.

The Jamboree Master Operation Plan is instituted to ensure that the gathering of Scouts and Scout Leaders will be successfully implemented using the acronym S.C.O.U.T.I.N.G.

### **1. S – SITUATION / SCOUTING ACTIVITY**

#### **a. Background Information:**

**The Activity** – (provide a condensed descriptions giving a general rundown about the activity)

**The Venue** – (give a brief and detailed narrations about the venue where the jamboree will be held. It includes its history, the review of its facilities, amenities and features, as well as the services it offers)

#### **b. Deterrent Factors / Elements (Area of Operations)**

These are restrictive and limiting aspects that will greatly affect the success of the Jamboree, which include but not limited to:

- Unexpected increase and decrease of target participation from all regions as breakdown in the quota below;
- Preparation and coordination of the General Program of Activities
- Materials and resources needed to fully implement the General Program of Activities
- Physical Arrangement, Site Development and Camp Facilities
- Identification and coordination with all the Schools and Community Immersion Sites
- Coordination of all Staff and Manpower assigned to each working committee.
- Cooperation and support from the provincial, municipal and other local government units and attached agencies.

#### **c. Basic Assumptions:**

- The number of Scouts and Leaders targeted to participate the jamboree.
- The number of organic staff and National Service Team (NST) to properly coordinate and fully implement with the plans and programs of the jamboree. The NST shall be divided into program and administrative working groups coming from:
  - i. Members of the Regional Scout Committee of the host Region
  - ii. Members of the Local Council Executive Board of the host Council
  - iii. Local Government Units of the host Municipality
  - iv. Provincial Government of the host Province
  - v. Community/Barangay Officials
  - vi. Members at Large and registered lay 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 the activity. This shall require the appointment of the Jamboree 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-jamboree organizing committee meetings with the host council/region and the national office. Jamboree Plans shall be prepared for each working committees identified by the Jamboree Organizing Committee and Technical Staff with the concurrence of the Organizing Committee.
- b. **Organization** – this stage requires formal leadership structure and composition of the Jamboree Organizing Committee, its Working Committees, Technical Staff, Secretariat Office and the designated Sub-Camp.
- 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 jamboree. 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 Jamboree 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 Jamboree Organizing Committee.
- 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 overall jamboree 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 jamboree Secretariat.

### 3. **O – OBJECTIVES**

The objectives of this event are:

*(Describe the intended purposes and the desired results of the jamboree)*

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

#### a. **CAMP ADMINISTRATION**

- The jamboree shall be made operational with the set up and organization of various 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.
- The Jamboree Organizing Committee, in its planning stage, shall provide the overall direction and coordination of the work of the various committees, with the various chairmen as members itself and act as an advisory body and/or part of the “working staff” during the actual jamboree to the Camp Chief. The Camp Chief, as recommended by the Jamboree Organizing Committee and appointed by the Executive Board shall personally lead, direct, manage and supervise the jamboree.
- The limited number of professional Staff vis-à-vis the large volunteer staff component to run the jamboree defines the role of the former as coordinator/adviser to provide technical support and guidance to the various committees prior to jamboree and to the services organized during the jamboree.
- This jamboree 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.
- The jamboree fee to be charged shall include food costs to ensure that all participants get the necessary daily nutritional requirements to cope with the vigorous jamboree activities from day to day basis.
- To ensure successful management and control of the jamboree, participation shall be 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 the date specified. H

- The preparation and installation of physical facilities and the various logistical requirements for the jamboree shall be made so as to render them operational and available one (1) month before the jamboree.
- All personnel shall be given thorough briefing on their department before, during and after the jamboree 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 jamboree.
- For the purpose of administration, the camp shall be divided into their respective Sub-Camps with their Sub-Camp Directors who are the incumbent Council Scout Executives. 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**

- 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.
- Logistics facilities, as provided in the National Guidelines for Local Council Hosting a Jamboree, 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 200 Staff members including sleeping quarters, bath and toilet facilities with a ratio of 1:40; Grand Arena that can accommodate a general assembly of at least 6,000 campers; at least 8 Activity Areas for 8 major activities per day; a division of at least 2 Sub-Camps with water, toilet and bath facilities; 2 Sub-Camp Headquarters; Mess Hall that can accommodate at least 300 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 jamboree 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-Jamboree Activity, Phase 2 for Jamboree Period and Phase 3 for Post-Jamboree Activity, as provided in the plans of each Working Committee as follows:

**1. Terms of Reference**

- a. **The Jamboree Organizing Committee** - shall serve as the overall advisory body to the jamboree Staff on all matters pertaining to Program, Administration, and 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 jamboree policies as need arise. It shall be responsible for top-level arrangements and contacts as required by the jamboree. Act as an over-all oversight committee in monitoring and supervising specific plans to ensure the successful conduct of the activity.

- b. **The Jamboree Executives and Technical Staff / Secretariat** – shall be organized at the start of the planning stage and preparation of the Jamboree 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 committees and services.
  - i. 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 Committees/Services;
  - ii. 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 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;
  - iii. The Jamboree Executives and Technical Staff shall stationed/manned the Secretariat to provide executive assistance to the Camp Chief, the Camp Director and the Jamboree Organizing Committee with secretarial, clerical and administrative support to all functional/working committees of the jamboree during meetings and conferences;
  - iv. Maintains official permanent records, reports and documentations of the jamboree 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;
  - v. Receives officials, visitors and guests in the Jamboree Development Office, Operations Center, National 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.
- c. **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 jamboree. This include but not limited to Opening and Closing Ceremonies, In-Camp Main Activities and Special Events, Cultural Presentations, Youth Forum, Rover and alike.
- d. **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.

- e. **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 jamboree 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 jamboree. The committee shall designate the Physical Arrangement Officer that will allocate camp sites to all participants based on their number of participation.
- f. **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 Jamboree Secretariat and the Jamboree Executive & Technical Staff. This committee shall be responsible for the putting up the Press and Media Relations Center during the jamboree and the publication of the official newsletter of the jamboree. Members of this committee are preferably the Regional and Council Commissioners for Public Relations and the sectoral representatives of the Local Council Executive Board representing Media and Local Government.
- g. **Food, Commissary and Catering Service Committee** – this committee shall ensure the clean, safe and timely preparation of balanced meals all throughout the jamboree 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 Jamboree Organizing Committee from the members of the host Region/Council.
- h. **Crisis, Risk Assessment and Management Committee** – this committee shall be responsible for the over-all preparation, planning and design of the Jamboree 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 jamboree. This committee shall come out with the Jamboree 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 Medical / 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.

- i. **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 Jamboree 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.
- j. **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 jamboree. The committee shall ensure proper traffic rules and regulations, routing scheme are implemented inside the camp.
- k. **Budget Committee** – this committee shall be responsible for the over-all consolidation of proposed budget from all working committees of the jamboree. The committee shall coordinate and consolidate with the Jamboree Organizing Committee and the Jamboree Executive and Technical Staff in preparation of the final budget so as to ensure all allocation of funds to working committees are all take into consideration.
- l. **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 jamboree as approved by the Jamboree Organizing Committee. The committee shall be responsible to promote the event to potential donors, sponsors and concessionaires to generate income for the camp operations.

## **2. Concept of Operations**

- a. Tasks for Execution
  - i. Phase 1: Pre-Jamboree Period
  - ii. Phase 2: Jamboree Period
  - iii. Phase 3: Post-Jamboree Period

## **6. S – SPECIAL INSTRUCTIONS**