



# 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 May 2023

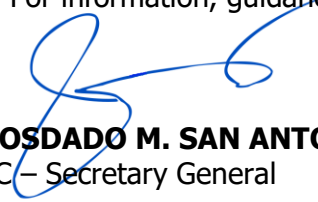
## NATIONAL OFFICE MEMORANDUM

NO. 44, Series 2023

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

**SUBJECT :** INTERNATIONAL COURSE FOR LEADER TRAINERS 2023

1. The Boy Scouts of the Philippines, National Office, Manila is pleased to announce the invitation for **International Course for Leader Trainers 2023**, from (2) two National Scout Organizations namely:
  - a. **Persekutuan Pengakap Malaysia (The Scout Association of Malaysia)**  
**Inclusive Dates:** 26 August – 1<sup>st</sup> September 2023  
**Course Venue:** International Youth Center, Kuala Lumpur, Malaysia  
**Registration Fee:** \$300 USD  
**Closing Date for Nomination:** 05 July 2023 (Wednesday)
  - b. **Scout Association of Hong Kong**  
**Inclusive Dates:** 30 September to 4<sup>th</sup> October 2023,  
**Course Venue:** Hong Kong Girl Guides Association, Jockey Club Beas River Lodge, Kwu Tung, Sheung Shui, New Territories, Hong Kong  
**Registration Fee:** \$375 USD  
**Closing Date for Nomination:** 01 July 2023 (Sunday)
2. The Course for Leader Trainers is open to all appointed Assistant Leader Trainers (ALTs) of the BSP National Training Team with at least significant experience in assisting and serving Basic Training Courses and Advanced (Wood Badge) courses of the Section where he/she has been trained and must have completed the WOSM Safe from Harm Online Courses SFH1 and SFH2.
3. Course Registration Fees are inclusive of accommodation on twin-sharing basis, local (in-land) transportation, meals and catering, course kit, supplies and materials, and souvenirs. Those who have any special food requirements may please indicate in the reply slip.
4. Kindly see attached Circular and Reply Slip for your easy references.
5. Should you have further queries, you may refer them directly to Mr. Yasser F. Sarona, Program and Adult Resources Development Executive at (02) 8527-8317 to 19 loc. 524
6. For information, guidance and widest dissemination.

  
**DIOSDADO M. SAN ANTONIO**  
OIC – Secretary General

# PERSEKUTUAN PENGAKAP MALAYSIA

Pasukan Latihan Negara (National Training Team)



## PARTICIPANTS REGISTRATION FORM

COURSE FOR LEADER TRAINER (ENGLISH) 2023

26<sup>th</sup> August – 1<sup>st</sup> September 2023

(Please fill in the form with clear BLOCK LETTERS, Closing- 5<sup>th</sup> July 2023)

Full Name:					Insert Photo with Full Uniform	
NSO:						
Address:						
Contact No:			Passport No:			
Email :			Date of Birth:			
Education:			WB CALT Cert No & Year:			
Position in Scouting:			T Shirt Size	2XL / XL / L / M / S		
Years of Service in National / State / Provincial / District Training Team in NSO:						
Flight No:	Date Arrival:		Time of Arrival:		Flight No:	
	Date Departure:		Time of Departure:		Flight No:	
Dietary needs:			Medical requirements If any:			
Endorsement by International Commissioner / Chief Commissioner of NSO * Signature & Stamp Required					Date of endorsement by NSO:	
For Admin Use: National Training Sec.					USD 300/- Fees collection:	
					YES	NO



## 1. COURSE FOR LEADER TRAINER (INTERNATIONAL) 2023 (ENGLISH)

**Date:** 26<sup>th</sup> August to 1<sup>st</sup> September 2023

**Venue:** IYC KUALA LUMPUR. International Youth Centre (IYC), Jalan Yaacob Latif, Bandar Tun Razak, 56000 Cheras Kuala Lumpur.

Participants are expected to arrive on 25<sup>th</sup> August and may leave after 3 pm of 1<sup>st</sup> September May, (Food and Lodging will not be provided after course ends).

Training Team Members and Course Staff are expected to arrive on the afternoon of **25<sup>th</sup> August 2023 and depart on 2<sup>nd</sup> September 2023.**

**Participants:** Qualified, eligible 3<sup>rd</sup> Wood Badge (3Beads) holders and or Assistant Leader Trainer endorsed and recommended by NSOs. Participants are required to submit a copy of

- ☐ Certificate for the Course for Assistant Leader Trainer
- ☐ Certificate of Assistant Leader Trainers
- ☐ WOSM Safe from Harm Certificate SFH1, SFH2, and other Relevant SFH courses

**VISA:** As with other countries, an International Passport or valid travel documents recognized by the Malaysian Government and internationally, is required for any foreign nationals entering Malaysia. The passport must have enough pages for the embarkation stamp upon arrival and be valid for at least 6 months at the date of entry.

A visa is not necessary for travellers coming from certain countries. For those who require visa, three types of visas can be obtained, whichever is applicable: single entry, multiple entry, or transit visa. Visas must be applied for in advance but the final decision for allowance of entry is at the discretion of the Immigration Officer at the entry point.

No visa is required for a stay of less than one month for nationals of all ASEAN countries except Myanmar. For a stay exceeding one month a visa will be required, except for nationals Brunei and Singapore.

More information regarding visa for Malaysia can be found on the official Immigration Malaysia website.

***Participants and Trainers are to arrange their own VISA at***  
<https://www.malaysiavisa.com.my/>

**Airport Reception:** Overseas participants will be guided by Malaysian Scouts at Kuala Lumpur International Airport, Malaysia and be transported to the accommodation venue. For easy recognition, it is advice that participants to be in their respective Scout Uniform or at least wearing the NSO's Scout scarf.

In case delay or emergency, please call/contact:

- Miss Norma Noordin, International Commissioner, +6012-232 7755 or
- Dr. Ekbert Yong, National Training Commissioner, +6019 315 4564 or
- Mr. Haffiz, National Training Secretary, +6019 369 0584 or
- Mr. Radien Bohari, HQ Commissioner . +6016 313 0298

**Course for Leader Trainer (CLT) Participants Fees:**

USD 300.00 per participant: Fees which covers inland transportation, course kit and materials, Seven nights' accommodation in dormitory sharing from 26<sup>th</sup> August – 1<sup>nd</sup> September 2023 ; meals starts from the 26<sup>th</sup> August Breakfast to 1<sup>st</sup> September.

**Language in the course:** The language / media of instruction of the course will be held in English.

**Time Zone:** Malaysia is eight hours ahead of Greenwich Mean Time (GMT+8)

**Currency:** Malaysian currency is called “Malaysian Ringgit” (MYR). USD 1.00 is equal to about MYR 4.47 as of 12<sup>th</sup> May 2023. Most transaction of sale will be in Malaysian Ringgit (MYR). Therefore, it is advice for all overseas participants and overseas staff to have your currency exchanged at the foreign exchange counter (banks like CIMB, Maybank) in Kuala Lumpur International Airport or have them exchanged from their respective country.

**Electricity:**

You **can use** all your equipment in **Malaysia** if the standard voltage in your own country is between **220V-240V**.



In **Malaysia** the power **plugs** and sockets are of **type G**. The standard voltage is **240 V** and the standard frequency is 50 Hz.

**Sim Card:**

You will be able to purchase a sim card at the KLIA arrival hall. The local mobile telco are as follows, **DIGI, CELCOM, MAXIS Mobile, U MOBILE**. If you by any chance you are unable to get a sim on arrival, there are SIM cards soled at the Seven 11 convenient shops in Kuala Lumpur.

**What to Bring:** Scout uniform (Gilwell and NSO scarf / neckerchief, woodbeads and Gilwell Woggle), clothing, traditional costume for international night, personal medication, raincoat / umbrella, jacket, slippers, personal toiletries, money, souvenirs, and etc.

**Contact Persons:**



Mr Syd Castillo  
Adult Resources and Admin.  
World Scout Bureau/Asia-Pacific Region  
ODC Building, 219 Salcedo Street, Legaspi Village, Makati City Philippines  
Tel No: +63 917 8278128  
Email: [syd@scout.org](mailto:syd@scout.org)

Mr Aiznin Sairi Bin Sulaiman  
Chief Operating Officer National Headquarters  
Persekutuan Pengakap Malaysia.  
Rumah BP, Jalan Hang Jebat, 50150, Kuala Lumpur,  
Telephone: +603 2078 0836/ +603 2070 6978  
Email: [pengakap@scout.my](mailto:pengakap@scout.my)

Miss Norma Binti Noordin  
International Commissioner  
Mobile No.: +6012-232 7755  
Email: [normanoordin9@gmail.com](mailto:normanoordin9@gmail.com)

Dr. Ekbert Yong  
National Training Commissioner  
Mobile No: +6019 315 4564  
Email: [eyong72@hotmail.com](mailto:eyong72@hotmail.com)

Mr. Haffiz B. Hamdan  
National Training Secretary  
Mobile No: +6019 369 0584  
Email: [haffiz.hamdan@gmail.com](mailto:haffiz.hamdan@gmail.com)

## 2. About Malaysia

Malaysia is a beautiful and diverse country with many highlights. There are many different regions, each with their own features and characteristics which makes this country a good attraction for tourist. Malaysia is not a third world country as it has developed itself enormously in the past 50 years and this is clearly noticeable when visiting it. In Kuala Lumpur, the capital city, you will be able to see many buildings, Monorails, Light Railway Transit system (LRT) and MRTs linking a few major cities like Petaling Jaya, Subang Jaya, Shah Alam to the main Capital City KL and many luxurious shopping malls.

### Weather

Malaysia is a tropical holiday destination, where temperatures fluctuate between 25 and 35 degrees during the year. It is usually very hot and humid, especially in the major cities. Often due to haze warm air is trapped inside the cities, which results in very warm temperatures.

### Population

The population of Malaysia stands at over 32.45 million in 2020 and is made up of three main ethnic race, Malay, Chinese, Indian and different natives groups.



# SCOUT ASSOCIATION OF HONG KONG

## COURSE CIRCULAR

### Course for Leader Trainers

(30 September – 4 October, 2023)

Scout Association of Hong Kong shall conduct the captioned course in September / October 2023. The course will include local and overseas participants and be supported by experienced Leader Trainers from the Asia-Pacific Region. Mr. Joseph LAU, Chief Commissioner / Leader Trainer, will be the course leader. Details are given as follows:

1. Date and Time: 30 September (Saturday) to 4 October (Wednesday), 2023  
*Participants are expected to arrive at the course venue on 29 September (Friday) in the afternoon / evening and may leave the course after 16:00 on 4 October (Wednesday).*
2. Venue: The Hong Kong Girl Guides Association  
Jockey Club Beas River Lodge  
Kwu Tung, Sheung Shui, New Territories, Hong Kong
3. Accommodation: Jockey Club Beas River Lodge  
*Double Room accommodation will be arranged. For Single Room accommodation, an additional fee of USD125 will be incurred.*
4. Eligibility:
  1. Hold a valid warrant of Assistant Leader Trainer;
  2. Fluent in English; and
  3. Nominated by the National Training Commissioner of the respective NSO.
5. Course Fee: USD375 per person, including accommodation, local transportation, catering, course materials, etc. The applicant shall submit a bank draft made payable to SCOUT ASSOCIATION OF HONG KONG after the application is accepted.
6. Quota: 24 (including local and overseas participants)
7. Application: Please complete and return the Personal Registration Form to the respective NSO for endorsement by the National Training Commissioner.
8. Closing Date for Nomination: 1 July, 2023 (Saturday)  
  
NSOs shall nominate the candidates by sending the nominations by email to the International Branch of the Scout Association of Hong Kong on or before the closing date.  
(Email: [ilse@scout.org.hk](mailto:ilse@scout.org.hk))

9. Remarks:
1. Successful applicants will be informed by email on or before 14 July, 2023 (Friday).
  2. Successful applicants should complete the “WOSM SfH2: Safe from Harm advanced learning for WOSM Volunteer & Staff” online course and present the certificate before attending this course.  
(<https://members.scout.org/elearning-sfh2-advanced>)
  3. A Zoom online briefing session will be held on 9 September, 2023 (Saturday) at 16:00 – 17:30 HKT (GMT+8) as a preparation meeting for successful applicants.
  4. The following events will be included in the course:
    - Opening Ceremony
    - Welcome Dinner
    - Educational Tour
    - Cultural Evening
    - Closing Ceremony and Farewell Lunch
10. Others:
1. For enquiries, please contact Dr. Bernard WONG, Assistant Training Commissioner, of the course secretariat by email: [5thCLT@scouting.org.hk](mailto:5thCLT@scouting.org.hk)
  2. Please refer to the information sheet ‘General Information for Overseas Participants’ for further details