



INVITATION

MANAGEMENT SEMINAR

KANDERSTEG, SWITZERLAND 1-6 MARCH 2003

BACKGROUND

Over the last five years, the European Scout Region has organised an annual management seminar. These seminars are considered particularly important by members of national teams who lack appropriate training opportunities in their own countries.

As a new development we suggest to have a specific theme or topic for each of the seminars. For the seminar in 2003 the topic will be project management.

In Scouting we have a long tradition for making projects - big or small. Big projects will include national jamborees or the work in a national sub-committee over a couple of years. Smaller projects could include a weekend trip with the Scouts or the publication of a document.

As a part of the seminar programme for 2003 the European Scout Region is now offering this specialised seminar in project management. Project management is the discipline, which will enable you to manage the time, finance, quality and human resources required for the successful implementation of a project. Every project will have these four elements and the task for the project manager is to navigate within this frame and achieve the best possible result.

During the seminar you will go through the different disciplines of project management and we will prepare you to take on the role as project manager for bigger and more complex projects. You will be presented to a range of tools you can take with you home and use.

The basic idea of the seminar is to teach you about project management and project control, which you will be able to use both in and outside Scouting.

DATES

1-6 March 2003. Participants are requested to arrive before 20.00 on Saturday 1 March. Departures will be on Friday 6 March.

VENUE

The seminar will take place in Kandersteg International Scout Centre, Kandersteg, Switzerland.

Accommodation will be in rooms for 4-6 people. Sheets and towels will be provided.

If you would like to arrive earlier or leave later to enjoy the Swiss Alps and maybe challenge the mountains on skis, please make your booking directly with Kandersteg International Scout Centre in advance.

PROFILE OF PARTICIPANTS

You should already have had tasks, which you - upon reflection - can see were projects. You should be able to look back and reflect on the execution of a project and critically evaluate it. It is important for us that you already have some experience you can contribute with.

We will accept a maximum of three participants from each country. We can accept up to 36 participants. Applications, which arrive late will only be considered if there are places available. Participants should understand and speak good English. There is no age limit for this event.

LANGUAGE

The training course will be conducted in English.

Participants should be able to communicate well in English, in order to

gain the most from the plenary sessions and the group work.

WORKING METHODS/PROGRAMME

The course team will take the view that project management has two main elements:

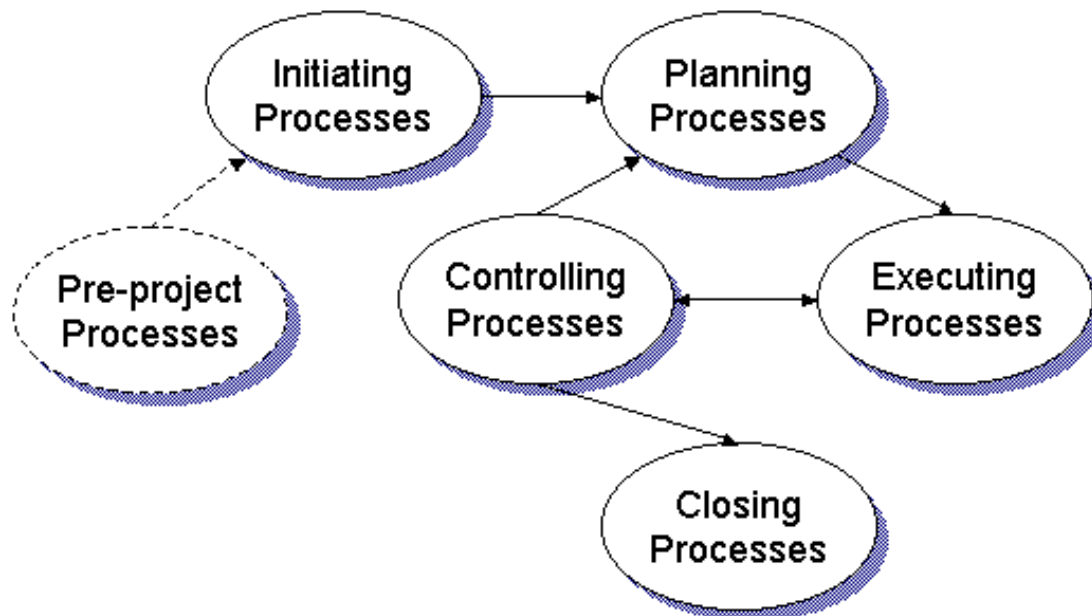
- Project control, with a range of available tools
- Project management, which is about managing the project with the rest of the project team and includes teambuilding, conflict resolution, management etc.

The foundation of our work will be the PM BOK guide, which identifies 5 + 1 domains of activities:

- Pre-project processes; vision & objectives, specification of goals
- Initiating processes; project-team selection, team-vision, team-building, infrastructure

- Planning processes; project-plan, stakeholder-analysis, communication-analysis, risk-analysis, cost budgeting/funding, resource budget, strategies for changes, reporting, management
- Executing processes; quality insurance, managing people
- Controlling processes, tracking hours, costs and work, quality and scope control, risk management, re-planning
- Closing processes; control of objectives and scope, documentation, evaluating

Under each sub-group you will be introduced to a range of activities and tools, which you will have the chance to use during the seminar as well as when you return to your association.



Source: PMI PMBOK Guide 2000

The methods used at the seminar will be presentation of a theory, discussions and group exercises. During the seminar you will be member of a project team. You will in this team be asked to solve problems and discuss the theory presented. Each project team will have a member of the

planning team to coach you through the process.

You must be prepared to a quite intense programme. In return we will assure you that you will get a lot with you home and in addition you will have a established an

international network of Scout project managers.

PARTICIPATION FEE

The management training course is supported by the Fund for European Scouting, which allow the European Scout Region to offer the training course free of charge. Participants will have to pay their own travel and eventual extra nights at Kandersteg International Scout Centre.

TRAVEL ARRANGEMENTS

Once participants have been selected (acceptance letters will be sent by 10 February), they should make their own travel arrangements and obtain a visa for Switzerland, if necessary. Please note that obtaining a visa is entirely the responsibility of the participant and/or his or her national association. If you require an official invitation to obtain a visa, please indicate this clearly on your application form.

From Zürich airport, there are direct trains to Kandersteg. From Geneva airport, there are connections via Bern.

Kandersteg is on the main railway line between northern and southern Europe, so many international trains stop in Kandersteg.

Further information on travel, including travel forms to be completed, will be included in the information package to be sent to participants with the acceptance letter by 10 February.

CLIMATE

Participants should expect cold weather with a temperature of approximately 0°C and occasional snowfalls.

PREPARATION

Participants should have acquired a good understanding of the structures, working methods and decision-making procedures of his/her association.

WHAT TO BRING

- Uniform
- Warm, casual clothing
- Comfortable walking shoes or boots
- Material for morning meditation or thought of the day
- Typical food and drinks from your country for the international evening

APPLICATIONS

The enclosed application form, or photocopies, should be sent or faxed to Milutin Milosevic milutin@euro.scout.org the European Scout Office by 15 January 2003. If the application is sent by e-mail, please send it through your national office or international commissioner (to confirm the support from your national association. Applications received directly from individuals will be discarded)

INSURANCE

The European Scout Region does not cover the participants during the event neither during the travel to or from the venue. Please note that this is the exclusive responsibility of the national association to check and be sure that the participants are covered by an insurance (illness, accidents, repatriation etc...)

PLANNING TEAM

Mads Hjortkjær, KFUM-Spejderne i Danmark

David Mollerup, KFUM-Spejderne i Danmark

Jordan Bajraktarov, Sojuzna izvidnici na Makedonija

Milutin Milosevic, European Scout Office



APPLICATION FORM
MANAGEMENT SEMINAR

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Please complete this form in **capital letters** and return **by 15 January 2003** to
European Scout Office, rue Henri-Christiné 5 , P.O. Box 327 – CH-1211 Geneva 4 , fax +41 22 705 11 09, e-mail:
milutin@euro.scout.org

First Name and Family name :

Date and place of birth :

Gender : Male Female

Passport : Nationality: Number:
Date of issue: Place of issue:

Address :

Telephone : Vocal: Fax:

Email :

Association :

Position in the association:

Please indicate the category that best describes your English and French:

English: Very Good Good Can Manage Poor None

French: Very Good Good Can Manage Poor None

Which other languages do you speak (include. Mother tongue):

Do you have any dietary or other special requirements? Please specify:

Have you ever participated in a European event? Yes No

Do you need an official invitation to obtain a visa? Yes No

Date and Signature of the International Commissioner: