

AFRICA SCOUT REGION

WORKSTREAMS GROUPS 2022-2025

TERMS OF REFERENCE

Purpose

The purpose of this Terms of Reference document is to establish the mode of operation for the Work stream Groups herein after referred to as the Work streams and Task Forces.

Functions of the Work streams

The Work stream Groups is established by the Africa Scout Committee to:

- Coordinate the overall work in the areas under its scope ensuring a holistic approach to it;
- Provide the Africa Scout Committee with advice and relevant data in issues related to that work stream;
- Ensure the connection and a level of coherence with the work previously done at the Regional level and one being carried out at the World level;
- Implement the part of the triennium plan (as approved by the Africa Scout Committee) which falls under the scope of that Work stream

Term

- Membership of the Work stream is limited to a term of 3 years falling within Africa Scout Conferences
- It will endeavour to accomplish its tasks within the triennium

Membership

- Each Work stream is composed of up to 7 members drawn from the Africa Scout Committee and Youth Advisors and members selected from a Pool of Volunteers or invited per special profiles;
- The membership of the Work stream should not only reflect the diversity of the various NSOs in the Africa Scout Region but also seek for balance in terms of gender, age, background and a range of experience and expertise in the fields covered in the Work stream;
- The selected or invited members of the Work stream should come from the National Scout Organisations and be appointed with their agreement. The appointment will be for 1 year, renewable.
- One of the members of the Africa Scout Committee will act as an advisor of the Work stream, thus fully participating in meetings, discussions, information exchange, etc.;
- One or two staff members of the World Scout Bureau, appointed by the Regional Director, will provide executive support to the Work stream and will play a key role in the implementation of the group decisions, in which he/she will be fully involved;
- The Work stream may decide to establish an online network of volunteers (using the names existing in the Pool of volunteers) to collect ideas, advise or feedback

Working methods

Planning

- At the beginning of the triennium, the Work stream sets a Work stream plan to be presented to the Africa Scout Committee. The work stream plan lists the various projects and tasks to be implemented in conformity with the Regional Triennium Plan, the resolutions adopted by the Africa Scout Conference and in articulation with the other work groups
- The Work stream plan will try to address also the concerns of the zones and NSOs in terms of that area of work and, if possible, articulate with regional initiatives
- Annual reviews of the Work stream plan will be undertaken

Roles and responsibilities

- The Work stream will be led by a group leader appointed by the Africa Scout Committee
- Each of the members of the Work stream can be given responsibility for following the implementation of an area of work if the Work stream plan: project, event, network etc.
- If considered necessary and beneficial for achieving results, some specific tasks can be given to individuals or task teams external to the work group (limited in scope and time). This solution requires the approval of the group leader. These individuals or task teams will work mainly through internet under the supervision of one of the members of the work group
- For the same reasons mentioned above, the development of parts of work can be allocated to zones (or zonal teams) that might have an interest or expertise on a particular issue. This should be seen as a zone contributing for the entire region. Again, one member of the Work stream will ensure the connection with the zone.
- Since there is at least one ASC member in each workstream and the ASC meets at least twice a year, they can if and when necessary, act as Core Team for the sake of monitoring, reviewing "push" particular parts of the work

Reporting

- The members of the Work stream report to the group leader and share their work with each other
- The Work stream leader regularly reports to the ASC on the implementation of the Work stream plan. A written update on the work of the Work stream will be submitted in advance of each meeting of the Africa Scout Committee
- The staff member(s) allocated to support the work in that Work stream reports to the group leader (for the sake of the Work stream work) and the Regional Director

Decision-Making

- The Work stream will strive for consensus around issues that require decision-making and, in the interest of time and in order to remain focused, may defer items that require further discussion to a later date or defer to the Africa Scout Committee for consideration
- The core team can be called to take decisions on particular urgent matters that may arise
- Any decisions should fit within the policies and priorities of the Africa Scout Committee

Meetings

- The Work stream meets twice in every triennium
- Meetings may also occur during events in which the group members (at least some) are participating (Jamboree, Conferences etc.) or using electronic means

- Members of the Work stream will strive to attend meetings personally and by telephone, skype, email and other channels if necessary to maintain continuity and consistency in discussion and group composition
- Minutes and any action items arising from the meetings will be captured and distributed to members of all teams within 3 weeks

Methods

- The methods used to implement the Work stream plan will be chosen according to the piece of work to be delivered. The use of existing opportunities (seminars, fora, websites.) both at world, regional or zonal level will be favoured.
- Besides its own initiatives, the Work stream will be ready to, in cooperation with zones, provide individual support to NSOs, upon request, within the Global Support approach adopted by the Africa Scout Committee

Resources

- Within its limits, the Regional Budget supports the costs involved in the work of the Work stream
- When possible, partnerships will be established with NSOs or zones in order to use some of their resources for the development of specific parts of the work

Transversal Working

- The Work stream may seek additional input and expertise from members of other groups, Task teams or sub-Committees, for particular agenda items
- The Work stream will strive to establish close relations and links with those working in the same issues at zonal as well as with the academic community
- The Work stream shares its work with colleagues in the zones that develop work in the same area, as well as with the task teams and sub committees of the Africa Scout Committee, as appropriate

The Areas of Focus

- i. Educational Methods
 - a. Youth Programme
 - b. Adults in Scouting and Volunteer Support
- ii. Youth Engagement
- iii. Good Governance and NSOs Support
- iv. Communications & Strategic Partnerships
- v. Resource Mobilisation and
- vi. Growth and Pandemic Recovery

Educational Methods Work stream

This Work stream Covers both Youth Programme and Adults in Scouting Priority areas

Specific Tasks

Educational Methods Strategic Priority Service Area Group

- a. Maintain capacity to respond to support requests from NSOs regarding the following WOSM Services: Youth Programme, Adults in Scouting, Safe from Harm, Diversity and Inclusion, Scouting and Humanitarian Action, Better World Framework and Spiritual Development
- b. Ensure coherence of Educational Methods inputs to the six strategic priority service areas groups.
- c. Maintain and update tools and materials on Educational Methods (e.g. effective youth programme cycle management and adult leader support structures and systems that support the delivery of QAS).

Adults in Scouting

	Name	NSO
1	Eric Mwenda Gitonga	Kenya
2	Sie Mohamed Barro	Burkina Faso
3	Ampumuza Peter	Youth Advisor
4	Armand Djeigo	ASC

Youth Programme

	Name	NSO
1	Aka Andre Blehou	Cote D'Ivoire
2	Nana Felicite	Burkina Faso
3	Vete Willy Emmanuel	Angola
4	Marie Annick	Cote D'Ivoire
5	Albert Nyamwana	ASC

WSB Contact Staff (s): Jonathan Omondi (Youth Programme) Mostaff Matesanwa (Adults in Scouting)

Youth Engagement Work stream

This Work stream covers Youth Engagement Priority area

Specific Tasks

Youth Engagement Strategic Priority Service Area Group

- a. Maintain capacity to respond to support requests from NSOs regarding Youth Engagement.

- b. Ensure coherence of Youth Engagement inputs to the six strategic priority service areas groups.
- c. Maintain and update tools and materials on Youth Engagement (e.g. frameworks and structures that support active youth involvement at all levels).

Team Members

	Name	NSO
1	Andriantsimba Lucas	Madagascar
2	Elizabeth Nyaberi	Kenya
3	Marikopo Isaiah	Youth Advisor
4	Yassin Othman Makaraba	ASC
5	Farouk Diallo	ASC

WSB Contact Staff: Grace Kamau

Governance and NSOs support

This Work stream covers the Governance and NSO support priority area

Specific Tasks

- a. Maintain capacity to respond to support requests from NSOs with regards governance and organisational development.
- b. Ensure coherence of Governance and NSOs Support inputs to the six strategic priority service areas groups.
- c. Coordinate and improve mechanisms of delivery of support. Develop and monitor ways of working of Global Support, Partnership Funds, Country Support Advisors, Specialists/Resource Persons, etc.
- d. Maintain and update tools and materials on Governance and NSOs Support (e.g. transparent, accountable, efficient and clearly defined and integrated strategies, policies, charts, systems, etc.).

Team Members

	Name	NSO
1	Brendon Hausberger	South Africa
2	Marie Sabara	Senegal
3	Imrit Yusuf	Mauritius
4	Rashid Mchatta	Tanzania
5	Maina Kiranga	Chair ASC
6	Joseph Chidi Ihemedu	ASC
7	Mora Fredric	Youth Advisor

WSB Contact Staff: Mary Waweru

Communications and Strategic Partnerships Work stream

This Work stream covers the Communications and External Relations, priority Area

Specific Tasks

- a. Maintain capacity to respond to support requests from NSOs with regards Strengthening Scouting's Profile.
- b. Ensure coherence of Communications and External Relations inputs to the six strategic priority service areas groups.
- c. Maintain WOSM presence and contacts with external partners. Ensure proper documentation, visibility and support for Scouting in Africa.
- d. Actively seek to engage with the private sector to promote Scouting as an effective pathway to delivering on Corporate Social Responsibility commitments.
- e. Maintain and update tools and materials on communications and external relations (e.g. updated Coms & ER Strategies and database of current and potential partners/investors).

Team Members

	Name	NSO
1	Simon Mwangi	Kenya
2	Mercy Banda-Ngoma	Zambia
3	Natasha Kayle	South Africa
4	Jemimah Nartey- Partnerships Liaison	ASC
5	Franck Ramanarivo- Communications Liaison	ASC
6	Ishimwe Fred Arnaud	Youth Advisor

WSB Contact Staff: Nelson Opany

Resource Mobilisation Workstream

This workstream has the primary role to prepare a resource mobilization strategy and to raise funds for the achievement of the programmes and initiatives defined in the Africa Triennium Plan 2022-2025.

Tasks

The workstream is established to:

- Develop a comprehensive long-term resource mobilization strategy for the Region including systemic review and updating of this strategy
- Coordinate training and any other activities that would support National Scout Organisations to attract more funding
- Identify required resources for the Regional Triennium Plan 2022-2025

- Compare what is needed and what is available to determine the gaps
- Identify potential sources of needed resources and regularly update on funding opportunities
- Outline best strategies for approaching stakeholders (donors and partners)
- Establish accountability mechanisms that need to be put in place.
- Develop a costed work plan.
- Support project leaders and financial staff as well as NSOs in fulfilling any funding strategy/requirement in place, including monitoring, evaluating, and reporting the project

Team Members

	Name	NSO
1	René Julien Randriamaherisoa	Madagascar
2	Pedro Sapalalo	Angola
3	Abdoul Razak Aboubacar Dan Ladi	Niger
4	Maina Kiranga	Chairman ASC
5	Jemimah Nartey	Chairperson ASF
6	Fredrick Mutuku	Treasurer ASC

WSB Contact Staff: Calisto Ochieng'

Growth and Pandemic Recovery Work stream

This Work stream covers the Growth, priority Area

Specific Tasks

- a. Maintain capacity to respond to support requests from NSOs with regards Growth.
- b. Ensure coherence of Growth inputs to the six strategic priority service areas groups.
- c. Actively seek to engage with the private sector to promote Scouting as an effective pathway to delivering on Corporate Social Responsibility commitments.
- d. Maintain and update tools and materials on Growth

Team Members

	Name	NSO
1	Herminio Muambo	Mozambique
2	Pascal Speville	Mauritius
3	Sylvie Dossou	Benin
4	Nadjibuo Sagna	Senegal
5	Ledet Yosef Solomon	ASC
6	Abdi Shadyat Idd	Youth Advisor

WSB Contact Staff: Jacques Sandrizi

Safe from Harm Workstream

This team has the primary role to ensure compliance to WOSM Safe from Harm requirements and spearhead Safe from Harm interventions and initiatives in the Region.

Specific Tasks

- Support Safe from Harm Initiatives in the region
- Process and Manage Safe from Harm cases in the region
- Develop capacities of NSOs Safe from Harm teams to develop and implement Safe from Harm policies
- Give recommendations for improvement of Safe from Harm implementation and compliance in the region

Team Members

	Name	NSO
1	Gary Pienaar	South Africa
2	Sylvia Mochama	Kenya
3	Gontrand Prudence	Senegal
4	Safidy Randriamitaantsoa	Madagascar
5	Albert Nyamwana	ASC

WSB Contact Staff: Mostaff Matesanwa
Secondary Staff Support: Jonathan Omondi

Diversity and Inclusion workstream

This Work stream covers the Diversity and Inclusion priority area

Specific Tasks

- a. Support initiatives for improving NSOs' policies, programmes and strategies to ensure that Scouting in Africa is open and accessible, better reflects its different communities, and actively includes all young people.
- b. Continuous support to NSOs towards the achievement of gender parity at all levels of Scouting in the region
- c. Organise diversity and inclusion seminars in the region
- d. Support initiatives to address the needs of young people in humanitarian settings in the region
- e. Maintain and update tools and materials on Diversity and inclusion (e.g. transparent, accountable, efficient and clearly defined and integrated strategies, policies, charts, systems, etc.)

Team Members

	Name	NSO
1	Ruth Gasson	Kenya
2	Kwizera Nana	Burundi
3	Noel Nizeyimana	Rwanda
4	Jalison Menteiro	Cape Verde
5	Erick Muhirwa	DRC
6	Denis Kima	ASC

WSB Contact Staff: Kelvin Mirie

TASK FORCES

Whereas Workstreams are envisioned to operate within the triennium, task forces are set up for special purposes and their period of work may vary from work force to workforce and depending on the nature of tasks to be undertaken. These are the Terms of Reference for the task forces.

Regional Awards and Recognitions Taskforce

The main purpose this task force is to develop/review criteria for Regional awards and recognitions

Functions of the Task Force

The Task Force is established to:

- Develop/review criteria for regional awards and recognitions
- Conduct a comprehensive review of the criteria for Africa Elephant Award
- Recommend the selection criteria for the Africa Elephant AWARD
- Develop criteria for other regional awards

Term

- Membership of the Task Force is limited to a term of 1 year starting 1st July 2023 to 30th June 2024
- It will endeavor to accomplish its tasks within the given time frame.

Membership

- This task force is composed of 5 members volunteers invited as per special profiles;
- One staff member of the World Scout Bureau from the Scouting Development Department, will provide executive support to the task force and will play a key role in the implementation of the group decisions, in which he/she will be fully involved;
- The task force may decide to establish an online network of volunteers to collect ideas, advise or feedback

Working Methods

Reporting

- The members of the Task Force report to the Chairperson and share their work with each other
- The Task Force Chairperson will regularly report to the ASC on the implementation of their plan. A written update on the work of the Task Force will be submitted in advance of each meeting of the Africa Scout Committee
- The staff member allocated to support the work in that Task Force reports to the Chairperson (for the sake of the Task Force work) and the Regional Director

Decision-Making

- The Task Force will strive for consensus around issues that require decision-making and, in the interest of time and to remain focused, may defer items that require further discussion to a later date or refer them to the Africa Scout Committee for consideration
- Any decisions should fit within the policies and priorities of the Africa Scout Committee

Meetings

- The Task Force will determine their own meeting schedules within their mandate.
- Meetings may also occur during events in which the group members (at least some) are participating (Jamboree, Conferences etc.) or using electronic means
- Members of the Task Force will strive to attend all meetings on the channels provided to maintain continuity and consistency in discussion and group composition
- Minutes and any action items arising from the meetings will be captured and distributed to all the concerned members in a timely manner.

Team Members

	Name	NSO
1	Jim Kastelic	Awards and honours committee
2	Prof. Maggie Kigozi	Awards and honours committee
3	Peter Mwema	Kenya
4	Winston Adams	South Africa
5	Armand Djeigo	ASC

WSB Contact Staff: Jonathan Omondi

Subcommittees to the Africa Scout Committee

In line with the achievement of the triennium plan, the Africa Scout Committee sets up the following Subcommittees

1. Honours and Awards Subcommittee
2. MOP Regional Decision-Making Committee

Honours and Awards Sub Committee

This Subcommittee has the primary role to oversee the implementation of the honours and awards function in recognition of the contribution of different individuals and institutions in the growth and development of Scouting in Africa.

The Subcommittee reports to the Africa Scout Committee and is chaired by a member of the Africa Scout Committee.

Functions of the Subcommittee

The Subcommittee is established to:

- Develop and regularly update the criteria for the Africa Elephant Award which is the highest and the only award conferred by the Africa Scout Committee
- Oversee the call for nominations and shortlisting of potential awardees for the Africa Elephant Award
- Maintain a database of previous awardees and their respective profiles and citations
- Maintain a database of all applications for Africa Elephant Award
- Approve recommendations for the Africa Scout Award

Term

- Membership of the Subcommittee is limited to the 2018-2021 triennium
- It will endeavor to accomplish its tasks within the triennium.

Membership

- This Subcommittee is composed of up to 5 members drawn from the Africa Scout Committee and previous awardees
- One staff member of the World Scout Bureau will provide executive support to the Subcommittee and will play a key role in the implementation of the group decisions, in which he/she will be fully involved;
- The Subcommittee may decide to establish an online network of volunteers to collect ideas, advise or feedback

Working Methods

Reporting

- The Subcommittee reports to the Africa Scout Committee (ASC) through its Chairperson.
- The Subcommittee Chairperson will regularly report to the ASC on the implementation of their plan. A written update on the work of the Subcommittee will be submitted in advance of each meeting of the Africa Scout Committee
- The staff member allocated to support the work in that Subcommittee reports to the Chairperson (for the sake of the Subcommittee work) and the Regional Director

Decision-Making

- The Subcommittee will strive for consensus around issues that require decision-making and, in the interest of time and in order to remain focused, may defer items that require further discussion to a later date or refer them to the Africa Scout Committee for consideration
- Any decisions should fit within the policies and priorities of the Africa Scout Committee

Meetings

- The Subcommittee will determine their own meeting schedules within their mandate.
- Members of the Subcommittee will strive to attend all meetings on the channels provided to maintain continuity and consistency in discussion and group composition
- Minutes and any action items arising from the meetings will be captured and distributed to all the concerned members in a timely manner.

Team Members

	Name	NSO
1	Jim Kastelic	Elephant Award Holder 2015
2	Prof. Maggie Kigozi	Elephant Award Holder 2018
3	Anne Whiteford	Elephant Award Holder 2012
4	Viateur Rucyahana	Elephant Award Holder 2018
5	Armand Djeigo	ASC

WSB Contact Staff: Mostaff Matesanwa

MOP Regional Decision-Making Committee (RDC)

This Subcommittee has the primary role to evaluate the different Regional Projects under the Messengers of Peace Programme (MOP) at the different phases of implementation of the projects. The Subcommittee makes independent decisions as per the MOP guidelines for RDCs and corresponding checklists.

Functions of the Subcommittee

The Subcommittee is established to:

- Process MOP Applications
- Evaluate MOP Applications
- Give recommendations for improvement of Project applications
- Process MOP reports
- Evaluate MOP reports
- Give recommendations for improvement of Project applications

Term

- Membership of the Subcommittee is limited to the 2018-2021 triennium
- It will endeavor to accomplish all its tasks falling within the triennium.

Membership

- This Subcommittee is composed of up to 5 members drawn from the Africa Scout Committee, selected volunteers and Regional Director of the Africa Support Centre
- One staff member of the World Scout Bureau will provide executive support to the Subcommittee and will play a key role in the implementation of the group decisions, in which he/she will be fully involved;

Working Methods

Reporting

- The Subcommittee makes its decisions independently
- The Subcommittee Chairperson will regularly report to the ASC on the implementation of their plan. A written update on the work of the Subcommittee will be submitted in advance of each meeting of the Africa Scout Committee
- The staff member allocated to support the work in that Subcommittee reports to the Chairperson (for the sake of the Subcommittee work) and the Regional Director

Decision-Making

- The Subcommittee will strive for consensus around issues that require decision-making and, in the interest of time and in order to remain focused, may defer items that require further discussion to a later date or refer them to the Africa Scout Committee for consideration
- Any decisions should fit within the priorities of the Region and as per the MOP fund guidelines

Meetings

- The Subcommittee will determine their own meeting schedules within their mandate.
- Members of the Subcommittee will strive to attend all meetings on the channels provided to maintain continuity and consistency in discussion and group composition
- Minutes and any action items arising from the meetings will be captured and distributed to all the concerned members in a timely manner.

Team Members

	Name	NSO
1	Victor Atipaga	Member
2	Baskouda Shelley	Member
3	Betty-Mai Sofa	Member

WSB Contact Staff: Jacques Sandrizi