

# 12<sup>th</sup> World Scout Moot



Moot Registration Manual

**Scouts of China**

Jul 30 – Aug 10 2004, Taiwan



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## Introduction

This manual, entitled "**Moot Registration Manual**" contains everything you need to know about manually registering a contingent for the 12<sup>th</sup> World Scout Moot, 2004 Taiwan. General instructions, common to the entire registration process, are followed by a detailed explanation of exactly how to fill in each of the forms. Please read it carefully and follow the instructions.

Attached is a Microsoft® Excel file (Moot Registration Forms - EN.xls) with 4 different sheets. The 4 sheets are as follows:

**Sheet No. 1: Contingent Summary**

(Country / Address of the person in charge of the registration's process / Registration tracking)

**Sheet No. 2: Contingent Staff Registration**

(Personal details of the Contingent Staff including the Head of Contingent - transportation arrangements and medical records)

**Sheet No. 3: Participants Registration**

(Personal details of each participant including Expedition Center' choices, language skills, transportation arrangements and medical records)

**Sheet No. 4: International Service Team members Registration**

(Personal details of each International Service Team (IST) member included addresses, transportation arrangements, personal profiles, job preferences, and medical records)

## Preliminary Information

### Important Note

**We do not accept Individual Registrations!  
Registrations must be made by the National Scout Organizations (NSOs).**

### Personal Data Protection

Data must be collected in conformity with any one of the following precepts:

1. within the scope of necessity for the Moot purposes
2. with the written consent or explicit permission of the members of your NSO to share electronically recorded data with the 12th World Scout Moot Office
3. no potential harm will be done to the rights and interests of the members of your NSO registered to the Moot.

NSOs have to:

- collect the Personal Data from their members who will attend to the 12th World Scout Moot and share them with the 12th World Scout Moot Office.
- have a written consent or explicit permission of their members to share electronically recorded data with the 12th World Scout Moot Office.
- inform their members of the Computerize Process of the 12th World Scout Moot Office concerning their Personal Data.

The 12th World Scout Moot Office guarantee that:

- Personal Data of the registered person will be used only for the purpose of the 12<sup>th</sup> World Scout Moot, 2004 Taiwan.
- Personal Data of the registered person will not be given, shared, or used by any other organization or company, except by their respective NSO.
- Registered person can access to their Personal Data through his or her NSO to view, modify or delete them (in case of cancellation).
- Personal Data will be kept confidential and only authorized staff will be allowed to view or access them before and during the event (e.g. authorized medical staff in case of accident or sickness).
- The database will be maintained by the 12th World Scout Moot Office.
- The database will be protected against any potential threat.
- The database with all the Personal Data of the registered person and it duplicates will be deleted or destroy after the end of the event, no later than 31<sup>th</sup> December 2004.
- Personal data will be deleted from the database within 2 weeks in case of cancellation of the participation to the event of a registered person.

### Internal Rules

Please refer to the "Appendix 3 - Internal Rules" of this document.

NSOs have to inform their members of the Internal Rules of the 12th World Scout Moot.

The 12th World Scout Moot Office considers that every person registered read the Internal Rules, knows them and agrees to respect them during the event.

## General Instructions

1. First please save the Microsoft® Excel file (**Moot Registration Forms - EN.xls**) as another file name such as "**MootRegistration-NameOfYourCountry-Date.xls**" in your hard disk, 3.5" diskette or other media before starting to key in your data. You can always download the original file from our website ([www.moot2004.org](http://www.moot2004.org)) if you need it.
2. Please use **BLOCK CAPITALS** when filling in the forms.
3. In order to avoid any problem with the accents or special characters in some data, please use the UNICODE™ Standard font **Trebuchet MS** from the Smart package of Microsoft® core fonts. If you do not have this font, you can download it:  
[http://sourceforge.net/project/showfiles.php?group\\_id=34153&release\\_id=105](http://sourceforge.net/project/showfiles.php?group_id=34153&release_id=105)
4. **Please do not change the spreadsheets, the order of the columns, or merge cells.** It's very important for us to find the columns of the table as it is in the original file, in order to correctly import the data into our database. Thank you for your understanding.
5. All forms must be returned by email or mail to the 12<sup>th</sup> World Scout Moot Office (WSM Office). This process is known as a "**Registration Data Transfer**".
6. In case of the "**Registration Data Transfer**" is sent by email, the Moot Office will check that registration is coming from NSO or not.  
If the file is sent by post, the person in charge of the contingent's registration process must label, sign and stamp each 3.5" diskette(s) or CD-ROM(s). Importantly, please also clearly indicate the readable responsible person's full name and date of posting. The accompanying letter from the contingent is also requested to send together with diskettes(s) or CD-ROM(s).
7. More than one "**Registration Data Transfer**" can be made to the WSM Office. This means that you can send an initial set of forms with basic information about the contingent and its members followed later on by others with more details. However you will find in the 3 last sheets a column named "**Status**". We ask you to be very cautious when you will work on the forms and use "**A**" (Add) for the new registrations, "**M**" (Modify) for any modifications for the person already registered, and "**C**" (Cancel) for cancellations (person registered but who will not attend the 12<sup>th</sup> World Scout Moot anymore). The Moot Office will use "**R**" (Registered) for the person already registered. In case of modifications, **use RED font color to notify us the changes.**
8. Each "**Registration Data Transfer**" must include an **updated copy** of the Summary on Sheet No. 1, listing all data transfers made by the contingent to date.

**The Registration deadline is March 31, 2004.**

If you have any question, or if you need any further information about registration, do not hesitate to contact the **12<sup>th</sup> World Scout Moot Office**

Address: **9, Lane 23, Sec. 1, Chien-Kuo N. Rd., Taipei, Taiwan, R.O.C.**

Tel: **+886-2-2741-6967**

Fax: **+886-2-2741-6993**

Email: **moot2004@scout.org.tw**

Web: **www.moot2004.org**

You can also find 4 files in attachment:

Template – 1 – Contingent Staff Application Form - EN.xls

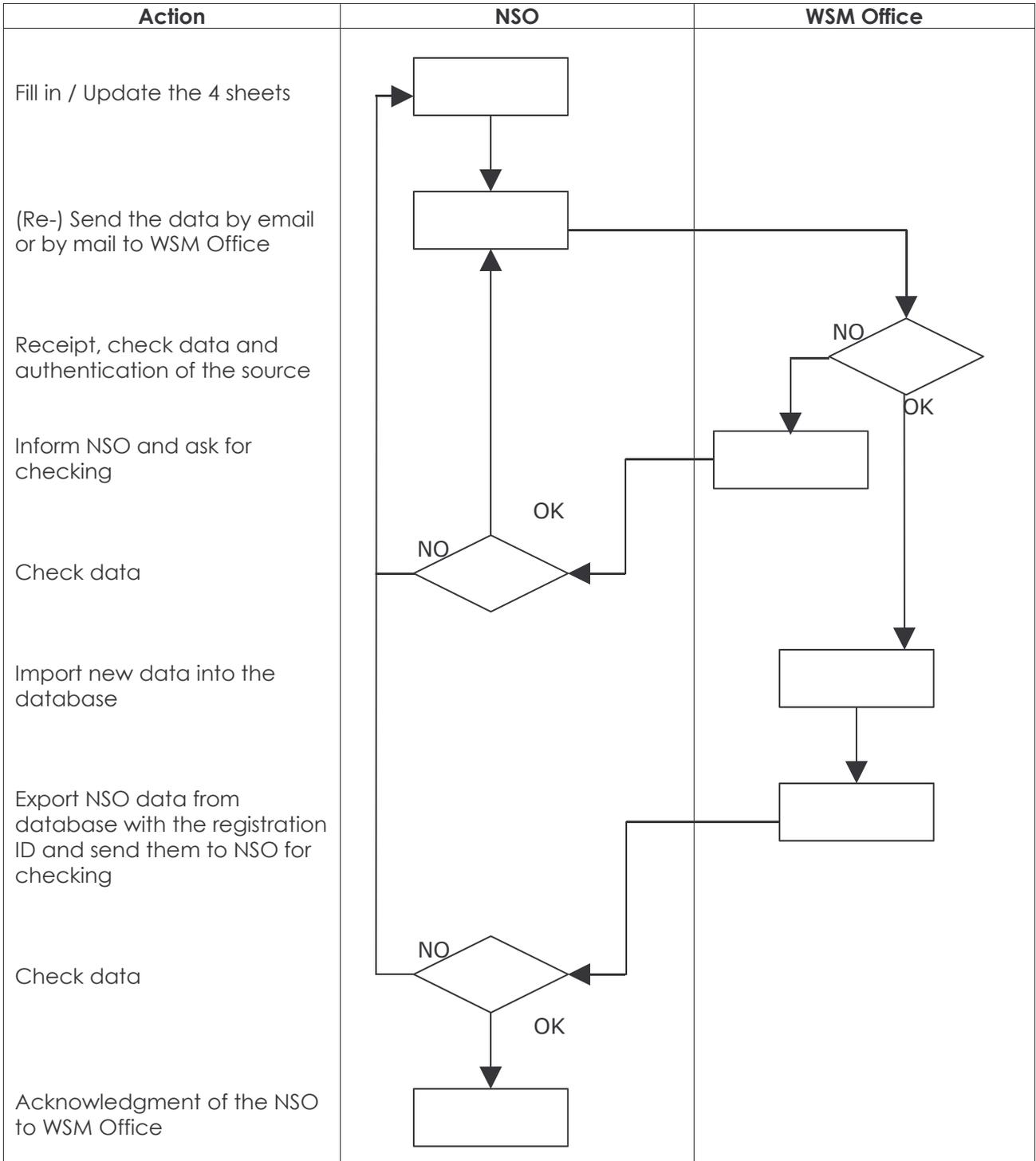
Template – 2 – Participants Application Form - EN.xls

Template – 3 – IST Members Application Form - EN.xls

Template – 4 – Medical Form - EN.xls

These files are just a tool to help you to collect the data from the members of your organization who will come to the Moot. You can modify them and customize them as you want. **Please do not send us these template forms for the registration of your contingent. We will not accept them.**

## Flow Chart



## Sheet No. 1: Contingent Summary

This sheet is for recording information that is common to all members of your contingent. First of all, enter your country's name in the cell alongside the word "**Country**", and also the name of your National Scout Organization in the cell "**NSO**".

Next, enter which of the Moot's three official languages of the Moot (Mandarin, English or French) your contingent would prefer to communicate in with WSM Office.

The next step is to give information about your **HEAD OF CONTINGENT**. First, write his or her **First Name(s)** and the **Family Name(s)** in **BLOCK CAPITALS**. **Family Name** corresponds to the one that appears in his or her passport as the main surname and legal identification. **Given Name** (or Middle name) may be left blank. You must also give his or her address or place of residence, a **Correspondence Address** (personal address or address of the NSO), the **Country** of residence, a **Telephone** number preceded by country and area/city codes (International Telephone Country Codes list: <http://www.itu.int/ITU-T/inr/codes.html>), **Fax** number and **E-mail** address.

Please note that filling this table **does not automatically register** your Head of Contingent. He or she must also be included on the **Sheet No 2: Contingent Staff Registration**.

If the person in charge of the Registration Process is not the Head of Contingent, please fill in the 3<sup>rd</sup> table of the sheet.

Next is the Registration **Summary**. Here you must make a detailed list, by categories, of all your "**Registration Data Transfers**" including the current one. Please fill in the table each time you send an updated version of your registration forms to the WSM Office. Please use the column **Notes** for any comment.

## Sheet No. 2: Contingent Staff Registration

The table of this sheet is for registering the Contingent Staff **including the Head of Contingent** as explained previously. Please use the status **"A"** to register a new person. The steps outline below must be followed for each member of the Contingent Staff:

1. **Do not fill in the first column "Registration ID"** (Registration IDentification number). This ID number will be given by the WSM Office once the person is registered.
2. Use **"A"** in the column **"Status"** for a new registration, **"M"** for any modifications, **"C"** for cancellation. The status **"R"** for already registered will be added by the WSM Office.
3. Write the Contingent Staff member's name in the column **"First Name"**. Remember to use **BLOCK CAPITALS**.
4. The **"Given Name"** column is for any middle name, if use mother's name. It may be left blank.
5. In the column **"Family Name"**, give the surname that appears in the person's passport as his or her main surname or legal identity.
6. Position of this person in the Contingent.
7. Indicate the person's **"Date of Birth"** in the respective columns using the **DD/MM/YY** format.
8. For **"Nationality"**, write down the nationality that corresponds to the passport that the person will be using to enter Taiwan.
9. In the column **"Passport Number"**, enter the number of the passport used by this person to enter Taiwan.
10. The column headed **"Visa Number"** is for the number of the visa used by this person to enter Taiwan.
11. In the column **"Gender"**, write **"M"** for male or **"F"** for female.
12. In the column headed **"Disability"** enter the corresponding code number from the following table:  
**Code #**
  01. **No Disability**
  02. **Visually Handicapped**
  03. **Physically Handicapped in a Wheelchair**
  04. **Mentally Handicapped**
  05. **Others**
13. In the column headed **"Religion"**; enter the corresponding code number from the following table:  
**Code #**
  01. **Anglican**
  02. **Buddhist**
  03. **Catholic**

04. L.D.S. Church
05. Hindu
06. Jewish
07. Muslim
08. Orthodox
09. Protestant
10. Shintoist
11. Sikh
12. Other
13. No Religion

14. In the column "**Choice of Diet**", enter the corresponding code number from the following table:

**Code #**

01. No special diet – International Food
02. Halal
03. Kosher
04. Vegetarian
05. Already identified in Medical Record

15. Email address for any correspondence concerning the Moot.
16. The section headed "**ARRIVAL**" is for specifying when this person will arrive and by which flight. Please specify arrival day and arrival time at **CKS International Airport in Taipei**. Don't forget to mention the flight references with letters and numbers, for example **KL877**.  
We also need to know if you need transportation to Linkou campsite. Fill in the cell "**Need Transport**" by YES or NO. If yes, tell us where you would like to be pick up in the cell "**From**" (for example: CKS Taipei International Airport).
17. Indicate the "**DEPARTURE**" in the same way as the "**ARRIVAL**".
18. Medical Data - Although it is by no means compulsory to fill in these information, **we strongly advise you to do so** since such information can prove invaluable to both the contingent and the Moot health services in the event of an accident or emergency. **Please kindly note that these records will be kept confidential and only authorized Medical staff will be allowed to view or access them.**
- For "**Blood Group**", write his or her blood group such as A, B, AB, O, and etc. and for the "**RH Factor**" field, specify either "**POSITIVE**" or "**NEGATIVE**".
  - In the **VACCINATIONS** section, mark any diseases against which the person has been immunized with an "**X**" and if possible the date of vaccination.
  - In the section **DISEASES & DISORDERS**, mark any diseases the person has suffered with an "**X**". If he or she will be requiring treatment during the event, describe the treatment in the section **Treatment**.
  - In the **DISABILITES** section, you can give more information concerning the disabilities of the person.
  - In the section on **SURGICAL OPERATIONS**, indicate any surgery the person has undergone with an "**X**". If you mark the space "**Other**", please give further information in the allocated space.
  - For the **ALLERGIES** section, if the person is allergic to any form of medication please specifying **which one(s)** in the medication space. The same applies to "**Foodstuffs**" and "**Other**".

**Remember:** if you want modify or update the personal data of one of contingent member please use the status "**M**". Then modify or update the personal data of this person. Please **use RED font colour to show us which changes have been made.**

**In case of cancellation** of one of your contingent members, please use the status "**C**" and we will delete this person from our database.

## Sheet No. 3: Participants Registration

This third sheet is to register the members of your contingent who will attend the 12<sup>th</sup> World Scout Moot as participants.

Remember that only Rovers Scouts and Young Leaders aged 18 – 26, who were born between **July 30, 1978 and August 10, 1986**, can be registered as participants for the 12<sup>th</sup> World Scout Moot 2004.

As you did before, please use one row per participant. You can add rows as many as you need, depending on the number of participants of your country.

The information requested for the Contingent Staff registration is similar to that which is needed for participants. So complete the table in the same way as you did for the Sheet No. 2.

However 2 columns have been added: "**EC No**" and "**IT No**", and 2 sections: "**Language Skills**" and "**Expedition Centre Preferences**", have been added.

### EC No

"**EC No**" is the Expedition Centre number where participants will go. Allocation will be made by the WSM Office based on the choices of participants. **Please do not fill in or modify this cell.**

### IT No

"**IT No**" will correspond to the International Team number in which participants are placed. Allocation will be made by the WSM Office. **Please do not fill in or modify this cell too.**

### Language Skills

As you know the participants will be divided in International Teams of 10 people, and they will share this event with 9 fellow-members. In order to form the International Teams, we need to know the language skills of each participant.

Please indicate the level for each language as follow:

- A: mother tongue/professional, licensed
- B: fluent
- C: fair
- D: basic
- X: doesn't speak this language

The 3 official languages of the 12<sup>th</sup> World Scout Moot are Mandarin, English and French. There are 4 others columns for other languages. For example, if a participant speaks Spanish fluently, use 2 of these 4 columns "**Other Language 1**" and fill it in like this: "**SPANISH**" and fill in also the "**Level Language 1**" column corresponding: "**B**".

### Expedition Centre Preferences

To form the International Teams, we must also know to which one of the 6 Expedition Centres the participant would like to go to from 31<sup>st</sup> July to 3<sup>rd</sup> August 2004. These Expedition Centres are:

1. Taipei – East Meets the West – 1E
2. Hsinchu – Technological Inspiration – 2E
3. Taichung – Traditional Challenge – 3E
4. Changhua – Untainted Nature - 4E
5. Chiayi – Asian Challenge – 5E
6. Kaohsiung – The Great Ocean – 6E

Please refer to Bulletin #1 and our website ([www.moot2004.org](http://www.moot2004.org)) for more information concerning the Expedition Centres.

Use the codes **"1E"**, **"2E"**, **"3E"**, **"4E"**, **"5E"** and **"6E"** to fill in the Expedition Centres Preferences of the Participants. Every effort will be made to offer participants their first choice, but if it's not possible, participants must be prepared to accept an assignment to one of the other 2 choices. Assignments will also depend on language skills, nationality, gender, age, etc...

## Sheet No. 4: IST members Registration

Remember that Leaders of aged over 26 can be registered as IST members for the 12<sup>th</sup> World Scout Moot 2004. Preference and priority will be given to Leaders aged between 27 – 35 years old.

IST candidates must also fulfill the following requirements:

1. Be accepted and authorized by their NSO.
2. Be able to report to the Moot Office and serve on site from July 27 to August 12, 2004 unless otherwise specified in the job descriptions.
3. Be able to communicate fluently in at least one of the 3 official languages (Mandarin, English or French). And he/she should have a basic knowledge of at least one of the other language.
4. Be willing and committed to work to the best of his/her ability on the assigned tasks as a team.

250 positions are reserved for leaders from other NSOs in addition to the leaders from Host Country.

Therefore you will find the same information requested as on the 2 previous sheets, plus other sections: "**Address section**", "**Profile & Experience section**", "**Language Skills section**", and "**Job Preferences section**".

The final IST selection criteria will include a description of qualifications, skills and experience required for each position. The IST should have members with various language skills, from different backgrounds. Therefore, special consideration will be given to the nationality and language skills of IST applicants.

It is important that a careful review of the position descriptions and their requirements are made in order to ensure that the position he/she chooses to apply for corresponds with his/her skills and experiences.

Every effort will be made to offer applicants their first choice for a position, but if it's not possible, applicants must be prepared to accept an assignment in to one of the other 2 choices of positions indicated on the final application form. The additional choices will facilitate the assignment of positions to IST applicants.

In circumstances where a position is specific on its requirement of a professional skill or qualification, and it is a position for which you choose to be considered as an applicant, include all required documents as proof of your qualification for the position, e.g. lifeguard or first aid certificates.

### **Job Position column**

In this column you will find the Job Position of your IST members. Allocation will be made by the WSM Office. **Please do not fill in or modify this cell.**

### **Height & Weight**

Give the height in **cm** and the weight in **kg** of the IST candidate.

### **Address section**

This information will help us to contact the IST candidate directly in case of any requests.

### **Profile & Experience section**

Do not hesitate to provide us with as much relevant information as you can, but just relevant information!

For example, for the columns "**Participation to International Scout Events**" and "**Participation to National Scout Events**", please do not give more than 3 events in each.

**Language Skills section**

Please proceed as for sheet No 3.

**Job Preferences section**

Please refer to the appendix 2 and the IST catalogue of positions for the job position description and code number.

## Appendix 1 - List of Personal Data needed per category

Personal Data	CS	P	ST	Personal Data	CS	P	ST
First Name	X	X	X	Medical Data Basic data	X	X	X
Given Name	X	X	X	Medical Data Vaccinations	X	X	X
Family Name	X	X	X	Medical Data Diseases & Disorders	X	X	X
Position (in the contingent team)	X			Medical Data Treatments required	X	X	X
Date of Birth (DD/MM/YY)	X	X	X	Medical Data Surgical Operations	X	X	X
Nationality	X	X	X	Medical Data Allergies	X	X	X
Passport Number	X	X	X	Address & Telephone number(s)			X
Visa Number	X	X	X	Profile & Experience Education			X
Gender	X	X	X	Profile & Experience Field			X
Disability	X	X	X	Profile & Experience Job Qualifications			X
Religion	X	X	X	Profile & Experience Current Occupation			X
Diet	X	X	X	Profile & Experience Experience			X
Email Address	X	X	X	Profile & Experience Position in Scouting			X
Arrival (Day, Hour, Flight Nb, Transportation needed)	X	X	X	Profile & Experience Participation to International Scout Events			X
Departure (Day, Hour, Flight Nb, Transportation needed)	X	X	X	Profile & Experience Participation to National Scout Events			X
Language Skills		X	X	Profile & Experience Other Skills			X
Height & Weight			X	Profile & Experience Diploma(s)			X
Expedition Centre Preferences		X		Job Preferences			X

**CS:** Contingent Staff, **P:** Participants, **ST:** IST members.

## Appendix 2 – Coding of the IST positions

This is the list of positions reserved for the 250 IST members from other NSOs in addition to the leaders of the host country.

The IST catalogue of positions provides more information about the IST and each of position. So please refer to it.

### Prior notes on positions coding

8 Departments:

- 1- Programme
- 2- Human Resources
- 3- International Relationship
- 4- Logistics
- 5- Public Relationship
- 6- Administration
- 7- Risk Management
- 8- Information & Communication

### MS: Main Site

MSC: Main Site Coordinator

### ECi: Expedition Centre i

ECS: Expedition Centre Coordinator

### ITi: International Team Coordinator in the EC number i

ITC: International Team Coordinator

i: Expedition Centre number, 1 to 6

### Positions Coding per department

#### Programme

- MS111 - Natural discovery
- MS121 - Cultural
- MS131 - Within the community
- MS141 - Special topic
- MS151 - Evening activities
- MS161 - Free time activities
- MS171 - Religious activities
- MS181 - Global Development Village
- MS191 - Rafting

ECi151 - Evening activities

ITi001 - International Team Coordinator \*

#### Human Resources

- MS211 - IST job planning
- MS221 - IST activities

#### International Relationship

This department will be staffed by local IST.

#### Logistics

- MS451 - Scout shop & services

**Public Relationship**

MS511 - International Press Centre (IPC)

MS521 - Visitors

MS531 - Protocol

**Administration**

MS611 - Registration

MS621 - General affairs

ECi621 - General affairs

**Risk Management**

MS721 - Interpreters

MS741 - Documentation

MS751 - SEcurity POsitions (SEPO)

MS761 - Special Emergency Groups (SEG)

MS771 - First aiders

MS781 - Field hospital

ECi771 - First aiders

**Information & Communication**

MS831 - Moot newspaper

MS861 - Radio amateur

\* We need half of the IST members to be International Team Coordinator. This large number of IST members will coordinate and assist the International Teams of participants. They will work in twos with a local IST members and will be in charge of one coach of 4 International Teams.

They will follow the participants during all the event (in the Expedition Centres and in Hualien) and most of the activities.

## Appendix 3 – Internal Rules

### 1. Introduction

The World Scout Moot (WSM) is a place of gathering, friendship and sharing for Rovers and young leaders, in the context of the values embedded in the Scout Principles, Promise and Law.

During 12 days, thousands of very different people will live together and will have the opportunity to discover each other's way of acting, thinking and living. It is very important that all the participants in the WSM and members of the various staff bodies behave in the appropriate way as this will enhance our inter-cultural and inter-personal exchanges and contribute to the success of this event.

Participants, leaders or staff members are invited to keep to the rules listed below. Those who fail to observe these rules in any situation will be subject to disciplinary measures. Any cost arising from such measures will be the responsibility of the person/s or involved.

The WSM Committee will evaluate any problems or cases where these rules have been disregarded and will involve the Heads of Contingent in the actions to be taken.

No complaints or request for compensation will be accepted for ceasing to participate in activities because of disciplinary measures.

The WSM Committee will also consider and evaluate any omissions or exceptional cases that are not addressed by these current rules.

### 2. Clothing

Scout uniform must be worn for official occasions, such as:

- Opening Ceremony
- Inter-Religious Ceremony
- Closing Ceremony

It is up to each Contingent Leader or Coordinator to decide other occasions when the uniform should be worn. Apart from that, any other proper and suitable clothing should be worn with the WSM scarf. Out of respect for different cultures, participants must be appropriately covered in all circumstances.

### 3. Interpersonal Relations

It is forbidden to indulge in attitudes, actions or activities, which go against the physical, psychological or moral integrity of a person, or which may damage his or her emotional stability. Participants are expected to show mutual respect and not display attitudes of intimacy in public.

### 4. Punctuality

It is essential for the proper organization of the different activities that everybody arrives at the correct time stated in the established timetables, in order to ensure that everybody is capable of carrying out their activities.

Necessary exceptions from the above mentioned timetables will be made and communicated in due time before their implementation.

### 5. Commerce and gambling.

Only such commerce expressly authorized and promoted by the event organizers will be allowed during the event. Gambling is not allowed at any time.

## 6. Swapping

Swapping of badges or other collector items for commercial gain is forbidden. In case of disregard to this rule all items will be confiscated. Swapping accepted and encouraged, providing the deal is fair, undertaken in the Scouting spirit and neither side gains commercially.

## 7. Substance abuse

### *Alcohol*

For health, educational and safety reasons the WSM is a non-alcohol event. Therefore it is not permitted to carry, consume or sell alcoholic drinks (drinks containing more than 1% alcohol by volume) during the event. The Risk Management services may search participant's property - preventively or for given reasons - and confiscate alcoholic drinks, which will not be returned.

### *Tobacco*

For health, educational and safety reasons the WSM is a no-smoking event. Therefore nobody is permitted to smoke during the event's activities. Smoking is only allowed during rest periods and in areas specifically set aside and marked for this purpose ("smoking areas").

### *Drugs*

Possession, consumption or supply of any kind of illegal drugs (other than for medical reasons) is strictly forbidden by the Taiwanese law and can be up to capital punishment. Anyone found in possession of, consuming or supplying such substances will be expelled from the WSM immediately.

### *"National Specialities"*

The event's organisers highly recommend to refrain from the consumption of "*national specialities*" (e.g. *bitter nuts, snorting tobacco, maté, coco leafs or water pipe*), which might cause irritation or confusion to other cultures.

## 8. Weapons

It is not permitted to bring onto the WSM site, or to possess, any kind of weapons such as firearms or knives with blades longer than 15cm (approximately 6 inches). Weapons will be confiscated. They may be returned, upon request of the Head of Contingent, at the end of the event. When not in use all knives must be safely stored.

## 9. Swimming

Swimming is only permitted according to the programme and in the marked areas and under the supervision of life guards.

## 10. Damage and Losses

Participants will be personally responsible for damages to property resulting from improper actions and their consequences. Serious assault or theft will result in an immediate expulsion from the WSM without exception.

## 11. Fire

It is not allowed to ignite open flames (campfire, candles, etc) apart from those planned in the programme at appropriate sites. Only electric or gas lights may be used for lighting in camp. Fire works are not permitted under any circumstances on site unless exceptional approval has been given by the Risk Management, Fire Services.

## 12. Identification

All participants, staff and on-site visitors will receive a WSM-ID card. Those who received a scarf upon arrival are requested to wear it clearly visible at all times. The WSM-ID card and the scarf are personal, and must not be exchanged. The only exception to this rule is for higher safety reasons, e.g. while swimming.

### **13. On-Site Presence**

The permanent presence of the participants on the site/s of the activities is obligatory throughout the event. In case of emergency, the WSM Staff must be able to locate all participants.

Only the camp chief may authorize those persons, who do not have a permission to leave the events site due to their credentials, when there is sufficient reason to do so.

The only exception to this rule is for (medical) emergencies, which will be officially declared by Risk Management (Health Care staff).

### **14. Traffic control – Dong Hwa University**

Generally there are no motor driven vehicles allowed on-site during the day (from 06:00 until midnight) except security vehicles, fire engines and ambulances.

A small number of clearly marked and registered vehicles may get a permission to enter the site during the day, if there is a real logistical need.

During the night (from midnight until 06:00) a minimized number of clearly marked and registered vehicles, needed for logistical reasons, will have access to the WSM site.

All of the above mentioned vehicles will have to obey the "World Scout Event Driving Rules and Regulations"

### **15. Arrival of participant**

Access to the WSM site is not given to participants before the officially communicated opening day and time and after the officially communicated closing day and time.

### **16. Toilets**

Toilet areas should be treated with respect for privacy and for the good functioning of the toilets.

### **17. Rubbishes**

With so many people in the same place, everybody's help is needed to keep the area clean and protect the environment. The easiest way is to put rubbishes in the bins or the recycling containers available for this purpose. But be careful and use the correct bin: Rubbishes need to separate in accordance with the local regulations.

### **18. Mobile Phones**

Participants must keep their mobile phones disconnected during the activities to not disturb them.

### **19. Environment**

Participants and staff members will have the opportunity to visit and stay in some protected areas (e.g. National Park). They must keep in mind the following rules:

- Use the marked trails and paths to walk
- Use shampoos and soaps environmental-friendly
- Turn off the taps after using them
- Not cut the trees and bushes

### **20. Off-Site activities**

During Off Site activities, participants, leaders or staff members are also invited to follow the rules of the visited places.

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