



**11<sup>th</sup> Asia-Pacific  
Scout Youth Forum**  
**TAIWAN • 2025**

**DOCUMENT No. 5**

**General Guidelines on  
Proposing  
Recommendations  
and amendments to  
Draft Recommendations**

## **GENERAL GUIDELINES ON PROPOSING RECOMMENDATIONS AND AMENDMENTS TO DRAFT RECOMMENDATIONS**

### **1. INTRODUCTION**

- 1.1. This General Guidelines on Proposing Recommendations and Amendments to Draft Recommendations (**"Recommendations Guidelines"**) complements the Rules of Procedure and the Guidelines for the Asia-Pacific Regional Scout Youth Forum (**"APRSYF Guidelines"**). The Recommendations Guidelines should be read in conjunction with the Rules of Procedure and the APRSYF Guidelines.
- 1.2. The Recommendations Guidelines are designed to facilitate the conduct of Recommendation Proceeding of the 11th Asia-Pacific Regional Scout Youth Forum (**"11th APRSYF"**).
- 1.3. The rules on proposing recommendations and amendments are set out in Section 10 of the Rules of Procedure. For the avoidance of doubt, in the event of any conflict or inconsistency between the provisions of this Recommendations Guidelines and the Rules of Procedure and the APRSYF Guidelines, the provision in the Rules of Procedure shall prevail.

### **2. CLOSING TIME FOR PROPOSING RECOMMENDATIONS AND AMENDMENTS TO DRAFT RECOMMENDATIONS**

- 2.1. To facilitate a smooth conduct of the Recommendations Proceedings, the closing time for the receipt of recommendations and amendments to the draft recommendations are as follows (**"The Closing Time"**): -
  - (i) For Recommendations: **08 October 2025, 1200 hrs (GMT+8)**
  - (ii) For Amendments: **08 October 2025, 2200 hrs (GMT+8)**
- 2.2. Any recommendations and amendments to draft recommendations received beyond the Closing Time shall not be considered, unless the Recommendations Committee, at its sole discretion, decides otherwise.
- 2.3. The Recommendations Committee shall ensure that all draft recommendations are circulated to all delegates in a timely manner, allowing for adequate discussion and deliberation. Drafts must be made available sufficiently in advance of the Closing Time for the receipt of amendments to enable delegates to propose amendments, if necessary, within the prescribed time frame.

### **3. THE RULES ON PROPOSING RECOMMENDATIONS**

- 3.1. The requirements for a recommendation to be considered as a valid motion (**"Original Motion"**) are set out on Paragraph 10.5 of the Rules of Procedure.
- 3.2. Each Draft Recommendation shall be submitted to the Recommendations Committee via the prescribed submission form as circulated by the Planning Committee. Otherwise, such Proposed Amendment shall be invalid and shall not be considered by the Recommendations Committee.

#### 4. FORMAT OF PROPOSING DRAFT RECOMMENDATIONS

4.1. Draft Recommendations proposed by a delegate should follow the format set out on Paragraph 10.3 of the Rules of Procedure.

4.2. **Title:** The title should immediately inform the reader of the central issue or topic being addressed. It must be brief, focused, and reflective of the content of the resolution. The purpose of the Title is to give a quick reference and ensure the resolution is easily identifiable among others. **Examples:**

(i) "Resolution on Combating Climate Change in Coastal Regions"

(ii) "Improving Access to Quality Education in Rural Areas"

4.3. **Preambulatory Clauses:** These are the opening statements that justify why the resolution is being considered. They often cite past resolutions or policies, relevant statistics or factual data, existing challenges or urgent issues, principles from charters, constitutions, or international laws or goals or commitments (e.g., Sustainable Development Goals). Each clause typically begins with a **present participle verb** (e.g., *Recognizing, Noting with concern, Acknowledging, Recalling*) and ends with a comma. The purpose of the Preambulatory Clauses are to set the context, provide background, and explain why action is necessary. **Examples:**

(i) *Recognizing the increasing frequency of extreme weather events linked to climate change,*

(ii) *Recalling the commitments made under the Paris Agreement,*

(iii) *Concerned by the lack of access to early education in remote communities,*

4.4. **Operative Clauses:** These clauses outline the recommended solutions, actions, or policies. They form the actionable core of the resolution. Each clause begins with an **imperative verb** (e.g., *Encourages, Calls upon, Recommends, Requests, Urges*) and ends with a semicolon, except the final clause, which ends with a period. The purpose of the Operative Clauses are to provide a clear, structured set of recommendations or directives that aim to solve or mitigate the issue identified in the preamble. **Examples:**

(i) *Recommends the establishment of a regional climate resilience fund to support adaptation projects;*

(ii) *Urges member states to invest in early childhood education infrastructure in underserved regions;*

(iii) *Calls for a review of existing environmental policies to ensure compliance with international standards.*

4.5. **Sponsorship & Signatories:** This section identifies the main authors ("**Proposer**") of the resolution and those who support it ("**Seconders**"). The purpose of this section is to indicate the origin and support base of the resolution, which can affect its credibility and likelihood of adoption.

4.6. A sample recommendation is set out on **Appendix A** of this Recommendations Guidelines.

## 5. THE RULES ON PROPOSING AMENDMENT TO RECOMMENDATIONS

- 5.1. The requirements for an amendment to a draft recommendation to be considered as a valid motion ("**Proposed Amendment**") are set out on Paragraph 10.6 of the Rules of Procedure.
- 5.2. Each Proposed Amendment shall only consist of **one (1) parameter of change** to the Original Motion.
- 5.3. The Proposed Amendment shall not alter the original meaning and nature of the Original Motion.
- 5.4. The Recommendation Committee would decide whether the Proposed Amendment defeats the original meaning and nature of the Original Motion. If the Recommendation Committee is of the view that the Proposed Amendment has defeated the original meaning and nature of the Original Motion, the Proposed Amendment shall be ruled null and shall be deemed invalid. The decision of the Recommendation Committee is final and conclusive.
- 5.5. Each Proposed Amendment shall be submitted to the Recommendation Committee in and through the prescribed submission form in the **Appendix B** of this Recommendations Guidelines. Otherwise, such Proposed Amendment shall be deemed invalid and shall not be considered by the Recommendation Committee.
- 5.6. As to the "Preambulatory Clauses" in a draft recommendation:
  - 5.6.1. The Preambulatory Clauses shall only serve to supplement the background of the text and content of a recommendation for easy understanding and reference. Thus, the Preambulatory Clauses are not subject to voting and serve solely as contextual background.
  - 5.6.2. In this connection, unless the content in the Preambulatory Clauses are incorrect or would render the draft recommendation wholly misleading, amendment shall only be proposed towards the "Operative Clauses" of the draft recommendation.
- 5.7. The Proposed Amendment must be of substance. Do not submit Amendments to correct spelling and grammatical errors.

## 6. FORMAT OF PROPOSING AMENDMENT TO THE RECOMMENDATIONS

- 6.1. Without contravention of the Rules as provided in Paragraph 5 above, a **delegate** may propose amendment to the draft in the following manner:
  - 6.1.1. The original text of the draft recommendation (which has already been scrutinized by the Recommendation Committee) should be kept in **BLACK**.
  - 6.1.2. **The amended text of a draft recommendation should be made in RED.**
  - 6.1.3. Where extra word(s) are added to the original draft recommendations, such added words should be **underlined** as follows:

underlining added words

- 6.1.4. Where a delegate wishes to delete unwanted word(s) to the original draft recommendation, such unwanted words should be **struck-through** as follows:

~~Striking through unwanted words~~

- 6.1.5. A sample proposed amendment is set out on **Appendix C** of this Recommendations Guidelines.

**APPENDIX A**  
**SAMPLE - RECOMMENDATION TO THE YOUTH FORUM**

**TITLE:**

APR Youth Leadership Training Course (APR YLTC)

**PREAMBULATORY CLAUSES:**

Acknowledging that one of the strategic priorities adopted by WOSM in 2014 states that the Youth Programme should provide a non-formal learning environment, strengthening the capacity of young people to face the challenges of tomorrow,

**OPERATIVE CLAUSES:**

The Conference requests the Asia-Pacific Region to support the development of youth leadership across the region by developing, hosting and providing financial support for an inter-region Youth Leadership Training Course (YLTC).

The YLTC should target youth members and young leaders aged between 18 and 30 years old. Each NSO shall nominate at least two youth representatives to attend the YLTC. Resources shall be provided to each participant to allow each NSO to successfully run its internal leadership programme;

Additionally, the Conference requests the APR to encourage and support its NSOs to facilitate their own national leadership development programmes for their youth members aged 18 to 30 years old.

**SPONSORSHIP & SIGNATORIES**

Proposed By:  
Fiji Scout Association (John Naisau)

Seconded By:  
Gerakan Pramuka Indonesia (Susi Yuliati)

**APPENDIX B**  
**AMENDMENT TO DRAFT 11APRSYF RECOMMENDATION SUBMISSION FORM**

Please submit your Amendments to the Draft Recommendations of the 11th Asia-Pacific Regional Scout Youth Forum by sending to the Recommendation Committee at [11aprsyf.recommendations@gmail.com](mailto:11aprsyf.recommendations@gmail.com)

Please submit a separate submission form for each recommendation if you intend to propose amendments to more than one recommendation. Submissions can be made via both Word and PDF format.

This submission form should reach the Recommendation Committee no later than **10:00 p.m. GMT+8, 08 October 2025.**

When creating the Amendment, please refer to the General Guidelines on Proposing Recommendations and Amendments to Draft Recommendations, the Rules of Procedure and the Youth Forum Guidelines as a reference.

<b>Proposer National Scout Organization:</b>	
<b>Full Name of Delegate:</b>	
<b>Mobile Phone (country code - number):</b>	
<b>Email Address:</b>	
<b>Signature (electronic is accepted):</b>	
<b>Date (dd/mm/yyyy):</b>	

<b>Seconder National Scout Organization:</b>	
<b>Full Name of Delegate:</b>	
<b>Mobile Phone (country code - number):</b>	
<b>Email Address:</b>	
<b>Signature (electronic is accepted):</b>	
<b>Date (dd/mm/yyyy):</b>	

**Brief explanation or justification for the Amendment:**

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**Number and title of Recommendation being amended:**

*(e.g. Recommendation 10 - Review APR Scout Youth Fund Guidelines)*

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**Amendment to the Draft Youth Forum Proposal:**

<b>Original text of the Draft Recommendation</b>	<b>Amendment to the Draft Recommendation</b> <i>(Amended text to be shown in RED; strikethrough the unwanted word(s); underline the added word(s))</i>

**APPENDIX C**  
**SAMPLE - AMENDMENT TO DRAFT 11APRSYF RECOMMENDATION SUBMISSION FORM**

Please submit your Amendments to the Draft Recommendations of the 11th Asia-Pacific Regional Scout Youth Forum by sending to the Recommendation Committee at [11aprsyf.recommendations@gmail.com](mailto:11aprsyf.recommendations@gmail.com).

Please submit a separate submission form for each recommendation if you intend to propose amendments to more than one recommendation. Submissions can be made via both Word and PDF format.

This submission form should reach the Recommendation Committee no later than **10:00 p.m. GMT+8, 08 October 2025**

When creating the Amendment, please refer to the General Guidelines on Proposing Recommendations and Amendments to Draft Recommendations, the Rules of Procedure and the Youth Forum Guidelines as a reference.

<b>Proposer National Scout Organisation:</b>	Boy Scouts of the Philippines
<b>Full Name of Delegate:</b>	Dianne Eden I. Villasis
<b>Mobile Phone (country code - number):</b>	+123 456 78910
<b>Email Address:</b>	dianne@ryr.com
<b>Signature (electronic is accepted):</b>	<b><i>Dianne Eden I. Villasis</i></b>
<b>Date (dd/mm/yyyy):</b>	15/07/2025

<b>Seconder National Scout Organization:</b>	The Scout Association of Maldives
<b>Full Name of Delegate:</b>	Mohamed Iujaaz Yazeed
<b>Mobile Phone (country code - number):</b>	+987 654 3210
<b>Email Address:</b>	iujaaz@ryr.com
<b>Signature (electronic is accepted):</b>	<b><i>Mohamed Iujaaz Yazeed</i></b>
<b>Date (dd/mm/yyyy):</b>	15/07/2025

**Brief explanation or justification for the Amendment:**

Change of the title of the Young Adult Members Group (YAMG) to Regional Youth Representatives (RYR) during the APR Scout Committee meeting in 2019 and as the Youth Engagement Sub-Committee recommends applications to the APR Youth Fund, these amendments are to ensure this recommendation doesn't conflict with current governing documents in the region.

**Number and title of Recommendation being amended:**

(e.g. Recommendation 10 - Review APR Scout Youth Fund Guidelines)

Recommendation 12 - Review APR Scout Youth Fund Guidelines

**Amendment to the Draft Youth Forum Proposal:**

Original text of the Draft Recommendation	Amendment to the Draft Recommendation (Amended text to be shown in RED; strikethrough the unwanted word(s); underline the added word(s))
<p><b>Preambulatory Clauses:</b></p> <p>Acknowledging Resolution 3.6 from the 25th Asia-Pacific Regional Scout Conference held in 2015 which stated: "The Asia Pacific Regional Finance Sub-Committee to review the funding for the Young Adult Member Group, to provide adequate funding for them to fulfill their role and responsibilities."</p> <p>And acknowledging that the current guideline of the Asia-Pacific Regional Youth Fund was approved by the Asia-Pacific Regional Scout Committee in 2006 and the guideline has not been reviewed or revised since its inception;</p> <p>And acknowledging the impact on equitable opportunities and diverse applicants from the current financial requirements to be a member of the Young Adult Member Group;</p> <p>The outgoing YAMG members have spoken about the financial impact required to attend events expected as part of being a YAMG member. This significantly affects the young people who are able to be nominated for the YAMG and their ability to participate fully as a YAMG member.</p> <p><b>Operative Clauses:</b></p> <p>The Youth Forum recommends the Asia-Pacific Regional Finance Subcommittee review the APR Scout Youth Fund Guideline to assist the Young Adult Members in their travel costs, representing the YAMG in subcommittee meetings and other events, by providing flexible and sufficient financial assistance, by the end of 2019.</p>	<p><b>Preambulatory Clauses:</b></p> <p>Acknowledging Resolution 3.6 from the 25th AsiaPacific Regional Scout Conference held in 2015 which stated: "The Asia Pacific Regional Finance Sub-Committee to review the funding for the Young Adult Member Group, to provide adequate funding for them to fulfill their role and responsibilities."</p> <p>And acknowledging that the current guideline of the Asia-Pacific Regional Youth Fund was approved by the Asia-Pacific Regional Scout Committee in 2006 and the guideline has not been reviewed or revised since its inception;</p> <p><u>And Also</u> acknowledging the impact on equitable opportunities and diverse applicants from the current financial requirements to be a <u>member of the Young Adult Member Group Regional Youth Representative (RYR)</u>;</p> <p>The outgoing <u>YAMG members RYR</u> have spoken about the financial impact required to attend events expected as part of being a <u>YAMG member RYR</u>. This significantly affects the young people who are able to be nominated for the <u>YAMG RYR</u> and their ability to participate fully as a <u>YAMG member RYR</u>.</p> <p><b>Operative Clauses:</b></p> <p>The Youth Forum recommends the Asia-Pacific Regional <u>Finance Youth Engagement</u> Subcommittee review the APR Scout Youth Fund Guideline to assist the <u>Young Adult Members Regional Youth Representatives</u> in their travel costs <u>and necessary expenses</u>, representing the <u>YAMG RYR</u> in subcommittee meetings and other <u>Regional</u> events, by providing flexible and sufficient financial assistance <u>and subsidies</u>, by the end of <u>2019 2024</u>.</p>