



SCOUTS[®]
Creating a Better World

Youth Programme

Guidelines for Asia-Pacific Regional Scout Youth Forum

Part I: Asia-Pacific Regional Scout Youth Forum

I. Introduction

Asia-Pacific Regional (APR) Scout Youth Forums provide opportunities for young people in Scouting to express their views and make recommendations on issues of interest to them; and to develop the skills necessary to strengthen their capacity to take part in decision-making processes.

APR Scout Youth Forums also provide an opportunity for the World Organization of the Scout Movement – at Regional, National and local levels – to listen to the views of young members on issues that concern them.

APR Scout Youth Forums constitute one approach, among many, towards the implementation of the Policy on Involvement of Young Members in Decision-Making, adopted by the 33rd World Scout Conference in 1993.

II. Purpose

Thus, APR Scout Youth Forums can prepare proposals that may be voted on by the APR Scout Conference, provided the APR Scout Committee or a recognized NSO formally presents the proposals to the Conference.

Furthermore, APR Scout Youth Forum provides the opportunity for delegates and observers to develop the necessary practical skills to enable them to take part more effectively in the decision-making activities and undertake leadership roles both within and outside the Movement for their own personal development.

III. Objectives of the Forum

In conjunction with the APR Scout Conference, the APR Scout Youth Forum is organized, with the support of the APR Programme Sub-Committee, to:

- 1) Provide a learning environment through discussions on interesting topics and sharing of experiences;
- 2) Enhance participants' their decision-making skills for Scouting and society in general;
- 3) Develop friendship among the participants; and create networks that can be continued beyond the forum; and
- 4) Give relevant input, proposals, and recommendations. These recommendations will be presented at the Regional Scout Conference.

IV. The Regional Scout Youth Forum and the Regional Scout Conference

Regional Scout Youth Forums must take place regularly, in conjunction with Regional Scout Conferences, as an ancillary event. It is recommended that Forum participants (delegates and observers) also be designated as either delegates or observers to the Regional Scout Conference.

V. Participants

1) Role of Participants

a) Before:

- (i) To make contact with the National Scout Office/Headquarters about the Youth Forum;
- (ii) To gather information from the country (through national/local forums in the NSO and through any form or research and resource) about the topics in discussion; and
- (iii) To inform the Youth Forum Planning Committee through the NSO about the potential Youth Forum topics.

b) During:

- (i) To take a stance on what they strongly feel about the topics in discussion;
- (ii) To participate through speaking, listening and recognizing the opinion of others; and
- (iii) To encourage quieter members to participate.

c) After:

- (i) To disseminate information gathered from the APR Scout Youth Forum back to the youth members in the NSO;
- (ii) To promote the idea of the Youth Forum and encourage Youth Involvement in Decision-Making at local level; and
- (iii) To continue communicating to the youth forum participants at regular basis.

2) Description and Eligibility

- a) Regional Scout Youth Forum participants must be between 18-26 years of age, during the period of the forum.
- b) There are two kinds of participants in Regional Scout Youth Forums:
 - (i) **delegates** (participants with right to speak and to vote), must be between 18-26 years of age, during the period of the forum.
 - (ii) **observers** (participants with right to speak but not to vote), must be between 18-26 years of age, during the period of the forum.
- c) Each NSO may appoint two delegates and eight observers to a Regional Scout Youth Forum, i.e., a maximum of ten participants per NSO.
- d) The host organization may nominate additional participants to the Youth Forum but not more than 25% of the total Youth Forum participants. This percentage should include young people from four to five kindred or partner organizations, one per organization, especially invited to attend the youth forum, as observers. This is to maintain the regional flavor of the Youth Forum.
- e) In addition, NSOs that is in the process of being recognized by WOSM may send two participants who shall also be designated as observers, provided that in no case shall more than four such participants come from any one country.

3) Selection

- a) NSOs are responsible to ensure the selection and recommendation of participants in a Regional Scout Youth Forum.
- b) Participants must be selected three months in advance. They should be selected in a democratic way, and should involve young members.

- c) The participants of the APR Scout Youth Forum should represent the NSO well and therefore, participants should ideally be elected from a National Youth Forum or equivalent institutional structure like a National Rover Council. Some NSOs have young people in their National Executive Board. They, too, are ideal participants of the Youth Forum.
 - d) If there is no institutional structure in place or resources available to send appropriate representatives, the selection process should take into consideration the participants' capacity to contribute to the Forum discussions.
- 4) Representation
- a) In the selecting their participants, NSOs should attempt to achieve an even representation of the types of geographical, ethnic and social backgrounds found in their country.
 - b) Where the NSO includes both male and female as young members, it is recommended that one delegate be male and the other female.
- 5) Preparation
- a) NSOs are responsible for providing support to Youth Forum participants in their preparation for the event.
 - b) The Reply Slip shall be submitted by NSOs, **at least three months** prior to the APR Scout Youth Forum
 - c) Adequate information (e.g.: theme, objectives, agenda, topics for discussion) should be given to registered participants **at least three months in advance** to allow participants to prepare themselves in depth, in order to participate well in the deliberations of the Youth Forum and thereby representing their NSO well.
- 6) After the Forum
- a) NSOs are responsible for ensuring that Youth Forum participants are enabled to render a post-event report of the APR Scout Youth Forum to responsible bodies within the association.
 - b) The post-event report should include the recommendations of the Youth Forum, among others.

VI. Administrative Structure

- 1) Planning Committee
- a) Composition. The Planning Committee must be composed of at least:
 - (i) Chairman of the APR Programme Sub-Committee, who shall chair this committee;
 - (ii) Forum Director (from the host association);
 - (iii) All members of the Regional Youth Representatives (RYR) elected from the previous Youth Forum; and
 - (iv) Executive of the World Scout Bureau/APR Office, in-charge of Youth Programme.
 - b) Functions. The Planning Committee has the following tasks:
 - (i) to develop and recommend to the APR Scout Committee for approval of the themes, objectives and agenda of the APR Scout Youth Forum;
 - (ii) to inform NSOs of the themes of the Youth Forum **three months before the event** in order to allow them to work on these themes with as many young people as possible involved;
 - (iii) to choose the working methods of the Youth Forum, favoring discussions and group work by participants;

- (iv) to ensure that the **Circular** for APR Scout Youth Forum is sent to NSOs **at least one year before the Youth Forum**; and
- (v) to support the Steering Committee, if needed, in their conduct of the Youth Forum.

2) Steering Committee

- a) Composition. The Steering Committee comprises of:
 - (i) The RYR elected from the previous Youth Forum; the Chairman of the RYR shall be the Chairman of the Steering Committee. In case the Chairman of the RYR is absent, any RYR can be the Chairman of the Steering Committee, decided among the RYR;
 - (ii) One participant from the host NSO, who shall not be a candidate for the RYR;
- b) The Steering Committee has the following tasks during the Forum:
 - (i) to make final decision on the operations of the Youth Forum;
 - (ii) to monitor and facilitate the preparation of Recommendations;
 - (iii) to take into account the participant's needs;
 - (iv) to liaise with the Host NSO;
 - (v) to adopt the agenda on-site if required, according to the needs of the Forum; and
 - (vi) to facilitate the preparation of the final Youth Forum Report.

3) Recommendations Committee

- a) Composition. The Recommendations Committee comprises of:
 - (i) One delegate from either – Brunei, Cambodia, Indonesia, Malaysia, Myanmar, Philippines, Singapore, Thailand, Timor Leste, Vietnam.
 - (ii) one delegate from either – Australia, Fiji, Kiribati, New Zealand, Papua New Guinea;
 - (iii) one delegate from either – Republic of China, Hong Kong, Japan, Korea, Macau, Mongolia; and
 - (iv) one delegate from either – Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan, Sri Lanka;

in which the Forum delegates will choose their representatives on the first day of the Youth Forum, after the formation of the Steering Committee, on the basis of their competency to carry out their function. Among them, the members should be competent in English. Member of the Steering Committee shall not be on the Recommendations Committee and shall not be a candidate of the RYR.; and

 - (v) One of the RYRs decided among them.
- b) This committee should be endorsed by the Forum delegates at the beginning of the Forum.
- c) The Recommendations Committee will elect by simple majority a Chairperson and a General Rapporteur from amongst its members.
- d) Functions. The Recommendations Committee has the following tasks:
 - (i) To provide support to delegates in drafting resolution to ensure recommendations comply with the Youth Forum Guideline;
 - (ii) To encourage discussion and debate of the recommendations throughout the Youth

Forum;

- (iii) to inform participants on the function and form of Draft Resolutions to be forwarded to the Regional Scout Conference;
- (iv) To work with the RYR to ensure that all Draft Recommendations are made available to Forum participants; and
- (v) to draft the recommendations and modify Draft Recommendations submitted by delegates, to ensure that it is ready for adoption of the Youth Forum; and
- (vi) To prepare the final Youth Forum report.

4) Forum Chairman

- a) The Chairman of the RYR shall be the Forum Chairman. In case the Chairman of the RYR is absent, the Steering Committee Chairman, shall be the Forum Chairman.
- b) Forum Chairman's Functions:
 - (i) to chair the APR Scout Youth Forum;
 - (ii) to maintain contact with the Chairman of the APR Programme Sub-Committee;
 - (iii) to draft a report on the result of the Youth Forum, which must be handed to the Planning Committee of the **next Forum one year in advance**; and
 - (iv) to read the recommendations at the APR Scout Conference.

5) General Rapporteur's Functions

- a) To maintain the record of the Youth Forum's deliberations;
- b) To prepare a summary report of the Youth Forum for presentation to the APR Scout Conference; and
- c) To draft a final report of the Youth Forum, including its recommendations, as quickly as possible after the conclusion of the Youth Forum.

6) Tellers

- a) The Steering Committee will endorse the tellers and the Youth Forum participants shall confirm by acclamation. The tellers, shall comprise of the following:
 - (i) Three Tellers. The Tellers shall be from among the observers, who should not come from the same NSO as any of the RYR candidates.
 - (ii) One APR Support Center Executive.
- b) Functions. The tellers have the following tasks:
 - (i) Responsible for administering all election processes during the Youth Forum;
 - (ii) Ensure that a copy of the final results (in order of votes received) of the RYR election is handed over to the Regional Executive in a sealed envelope; and
 - (iii) Preserve the confidentiality of all election results.

VII. Recommendations, Report and Follow-Up

- 1) In accordance with the Rules of Procedure, the majority of the delegates must accept the Forum Recommendations.
- 2) At the beginning of the APR Scout Conference, the Chairman of the APR Scout Youth Forum will provide a summary of the discussions of the Forum and will read the recommendations before

the APR Scout Conference in its entirety. At the end of this presentation, the Youth Forum Chairman will give a copy of all the recommendations to the APR Scout Committee; a copy will also be given to each NSO present at the Conference.

The written report of the Youth Forum shall contain all the recommendations adopted by the delegates. It shall also contain a summary of the most important discussions and events of the Forum. The General Rapporteur is responsible for the editing of the report. Support for translation, layout and publication is provided by the World Scout Bureau/Asia-Pacific Region.

As pointed out in the Constitution and By-Laws of the Asia-Pacific Region, any member NSO, supported or seconded by another member NSO, can pick-up any or all recommendation/s of the Youth Forum and put them forward as proposed resolutions to the conference.

3) Follow-Up

Until the next APR Scout Youth Forum, the newly elected Chairman of the RYR should keep in touch with the Chairman of the APR Programme Sub-Committee, rest of the RYR and the participants and assist them in their efforts to implement the recommendations of the Forum.

One year before the following APR Scout Youth Forum, the Chairman of RYR will prepare a report of what has happened since the last Youth Forum. This report will be submitted to the Planning Committee of the next APR Scout Youth Forum.

VIII. Financial Matters

- 1) In principle, the same policies and procedures concerning financial matters that apply to Regional Scout Conferences apply to Regional Scout Youth Forums; this includes the self-financing nature of all Regional Events and the responsibility of the host NSO to cover any eventual financial deficit.
- 2) Since Regional Scout Youth Forums run in conjunction with Regional Scout Conferences, financial matters, such as budget and financial control for the two events, may be combined;
- 3) The host NSO must establish, jointly with the World Scout Bureau/Asia-Pacific Region, the budget of the APR Scout Youth Forum reflecting all income and expenditures associated with the event. In this regard, budgeted expenditure must include costs to be incurred by the Host Committee, the Planning Committee and the World Scout Bureau/Asia-Pacific Region in all phases of planning and conducting the Forum;
- 4) The host NSO must propose to the APR Scout Committee, for its approval, the fee for the APR Scout Youth Forum on the basis of the provisional budget. Moreover, the host NSO, which assumes the final financial result at the closing of the accounts for the event, must raise the necessary funds to provide that part of the budgeted income that is not covered by the participant's fees. The World Scout Bureau/Asia-Pacific Region will offer whatever assistance it can in identifying sources of funding, including special projects.
- 5) Notwithstanding the foregoing, the fee for the APR Scout Youth Forum should be kept as low as possible to encourage participation by young people from as many countries as possible. In addition, the host NSO is encouraged to consider what possibilities may exist, through the fee structure or other means of demonstrating solidarity, to facilitate the participation of young people from less wealthy countries.

IX. Responsibilities of the APR Scout Committee

- 1) The APR Scout Committee is responsible for the approval of the theme and agenda of the APR Scout Youth Forum, as recommended by the Planning Committee.
- 2) The APR Scout Committee must devote the necessary resources, similar to those accorded to Scout Conferences, to ensure the success of the APR Scout Youth Forum. This includes secretarial and translation support. The Planning Committee, through the World Scout Bureau/APR Office, must provide appropriate support to the Steering Committee in following up the conclusions of the Youth Forum.
- 3) The APR Scout Committee is responsible for studying the recommendations of the APR Scout

Youth Forum. The APR Scout Committee shall consider these recommendations and may include them as actions steps of the Triennial Plan.

X. Responsibilities of the Host National Scout Organization

- 1) Appoint the Youth Forum Director, who is a young person from the host organization, preferably below 35 years old, who will manage and coordinate matters pertaining to the logistics operation of the Youth Forum, on behalf of the host organizing committee.
- 2) Arrange suitable Youth Forum venue and other required facilities at the venue.
- 3) Take charge of logistical and physical arrangements, i.e., food, accommodation, airport transfer, inland transportation, Youth Forum Kit, stationery and equipment, etc.
- 4) Fix forum fee, as approved by the Asia-Pacific Scout Committee and raise necessary funds to meet the expenses of the forum.
- 5) Exempt the following from paying registration fee:
 - a) the RYRs;
 - b) World Scout Bureau staff; and
 - c) overseas staff or resource person of not more than 6 persons.
- 6) Allocate US\$100.00 or or US2.00 per participant, whichever is higher, to the APR Youth Fund as decided by the APR Scout Committee (ref. APR Scout Committee Meeting October 2020). This amount shall be deducted from the Youth Forum registration fee.
- 7) Provide necessary general administration, selection and appointment of local Youth Forum Staff and nomination of local resource persons, as needed.
- 8) Select local participants to the Youth Forum which should not be more than 25% of the total Youth Forum participants. This percentage should include delegates, observers and other young people invited, as observers, from kindred or partner organizations.
- 9) Shoulder the shipping cost of material between the host country and the APR Support Centre, if necessary.
- 10) Ensure forum documents is distributed to the participants at the end of the forum in a USB flash drive and/or through cloud storage.
- 11) Ensure sponsoring participants from less developed countries and/or resource persons.
- 12) Provide return airfares for the Youth Forum Planning Committee, which convenes one year before the Youth Forum.
- 13) Provide return airfares for APR executive and a support staff conducting the Youth Forum.
- 14) Organize the Opening and Closing Ceremonies (especially coordinating the programme and the guest of honour), educational tour, inter-event programme and any social programme.
- 15) Choose a suitable Keynote Speaker during the Forum, in consultation with the Youth Forum Planning Committee.
- 16) Facilitate the entry visa of overseas participants and staff, when necessary.
- 17) Ensure the general safety and wellness of all involved when in the host country.
- 18) Appoint a coordinator to work directly with the Asia-Pacific Support Centre in the preparation and the organization of the event.

XI. Responsibilities of Asia-Pacific Support Centre:

- 1) Coordinate in the preparation of the Forum and promote the Forum to national Scout organizations to ensure overseas participation.

- 2) Draft a "General Information for Participants," in coordination with the host organization.
- 3) Select and confirm the attendance of overseas participants nominated by national Scout organizations.
- 4) Implement the forum programme (Agenda), approved by the Youth Forum Planning Committee.
- 5) Nominate the overseas resource persons or input speakers for the Forum in collaboration with the host organization.
- 6) Manage and run the forum, while extending technical support to host association as and when necessary.

Part II - The Regional Youth Representatives

I. Introduction

The inclusion of Regional Youth Representatives (RYR) in the Asia Pacific Regional Operational Framework demonstrates the APR Scout Committee's belief in the capability of young people to take responsibilities at regional level and provides young people with experience in operating with regional level structures.

At each Regional Scout Youth Forum, commencing with the 4th APR Scout Youth Forum in Brunei, young people will be invited to elect young persons from among the participants to compose the RYR.

II. Description and Eligibility

- 1) The APR Circular on the Call for Nominations of RYR shall be circulated **at least six months** before the Youth Forum. Only one candidate can be nominated by an eligible national Scout organization with full WOSM membership. A candidate, when elected, shall serve a term of three years, from conference to conference.
- 2) Candidates for the RYR should be registered WOSM members and must be a delegate to the Youth Forum. Candidates must not have reached their 26th birthday at the start of their appointment, when they are official announced as RYR during the conference.
- 3) Candidates must be present during the entire duration of the Youth Forum.
- 4) Candidates must understand that s/he will manage her/his time in order to carry-out his/her responsibilities including to attend meetings, even on her/his own travel costs.
- 5) The nomination of RYR by NSO shall be submitted to the Regional Office **at least three months** in advance. On that same period, the APR Support Center will announce to NSOs the RYR Candidates to allow participants of the forum to assess the competencies of candidates, and make constructive decisions.
- 6) The number of young people to be elected will be based on the number of the sub-committee created for the next triennium and an additional member (the Chairman) to the APR Scout Committee.
- 7) It is important for delegates to take into account the various factors when exercising their right to vote, including but not limited to the balance of gender and geographical aspects, the competence and suitability of the candidates in carrying out their duties and function as RYR.
- 8) A member of RYR is not eligible for re-election.
- 9) If a vacancy of RYR occurs before the next Youth Forum, the candidate to be appointed as a successor will be according to the order of higher votes received from the Youth Forum and s/he will serve her/his term until the next Youth Forum. Prior to any appointment of successor, consent shall be sought from that candidate and from the NSO.

In case there are two immediate next candidates with same votes, or the person who is the candidate with the next highest vote is unavailable, the RYR, may, at their discretion, choose a suitable person to take up the position, taking into account the election result, geographical distribution of RYR, gender balance, and the age.

A vacancy can occur if:

- a) A member or the Chairman voluntarily resigns from the position due to compelling reasons;
or
- b) A member or the Chairman is not performing her/his duties for more than three months or is not available for this period. In this case, the member and the corresponding NSO shall be contacted *through the Asia-Pacific Regional Support Centre* to request a clarification on his/her absence. If there is no response within 30 days, or the response is considered unsatisfactory after the evaluation by the Chairman of the Sub-committee s/he is assigned

to, the rest of RYR may decide to have her/him removed from the position.

- 10) Candidates must disclose all conflicts of interest to the APR Support Centre upon submission of RYR nomination. In case any subsequent conflict of interest rises during their term, that particular RYR should give at least one month's notice to the other RYR and APR Support Centre.

III. RYR Election Procedure

- 1) All delegates of the NSO to the Youth Forum, including Associate Members, are eligible to vote for RYR.
- 2) On the first day of the Youth Forum, there will be a session allowing all the RYR candidates to introduce themselves and present their ideas to all the participants of the Youth Forum, not more than three minutes each candidate.
- 3) The Election shall be conducted in the last day of the Youth Forum. The Election will be conducted in only one round, with all RYR members being elected at once.
- 4) Each delegate will be given one ballot paper. In case there is only one delegate from a particular NSO, the delegate from that NSO will still be provided with two ballots;
- 5) Ballots will be provided by APR Support Center and will be distributed at the beginning of the election
- 6) The Tellers will publicly show the empty ballot box before voting begins
- 7) Delegates should vote on the ballots given only for the exact numbers of RYR required to be elected for the next triennium, i.e., if the next triennium required six RYR, the Delegates should vote exactly for six candidates in the election.

If any delegate has voted for less than or more than the numbers of candidates required, the ballot will be considered null and void. Therefore, no votes on this ballot will be counted.

- 8) After the voting, the Tellers appointed will count the votes immediately at a designated private area. No other person, except the tellers shall be present while the counting is done. After counting is over, upon the call of the presiding officer, one of the Tellers will announce only the names of the elected candidates in alphabetical order, based on the country they are from, without mentioning the number of votes received by each one of them.
- 9) After all the announcement, the ballots will be destroyed immediately by the Tellers themselves and no one from among the Tellers present in the vote counting shall reveal, to any one at any time whatsoever, the number of votes received against any candidate.
- 10) The tellers should keep a list (in order of votes received) of all the RYR candidates in a sealed envelope and pass it to the Asia-Pacific Regional Executive.
- 11) Once the announcement is done, the forum shall accept the result by acclamation, and this will conclude the voting for the Asia-Pacific Regional Youth Representatives.

IV. Election of the RYR Chairman

- 1) After the election of all the RYR members, the RYR will elect a Chairman from among the Group. The election of RYR Chairman shall be conducted immediately in a private area, together with one APR Support Center Executive.
- 2) Each elected RYR is eligible to elect and to be elected as the RYR Chairman. In case there is only one member going for RYR Chairman, the member will be automatically elected as the Chairman. In case, there is more than one candidate for Chairmanship, a simple secret voting will be conducted and the Chairman candidate with highest vote will be elected as the Chairman.
- 3) In case there is a tie, a second round of secret voting will be conducted, after peer discussion of not more than 15 minutes.
- 4) If, and only if, there is a definite deadlock after the second round of voting, the candidate with

highest vote during the RYR election in the plenary will be deemed the Chairman of the RYR for the next triennium.

- 5) The Chairman shall represent the youth of the region at all appropriate forums. The elected Chairman of the RYR shall be a member of the Planning Committee and Chairman of the next APR Scout Youth Forum, under a specific implementing guideline.

V. Responsibility of the Regional Youth Representatives

- 1) Each RYR is expected to fully participate in either the Regional Committee and/or one of the Sub-Committee/Work Streams they are assigned to, by e-mail, mail and fax, as well as attend a minimum of one meeting during the triennium. Any travel costs will be at the individual's expense or that of the NSO and/or any external sponsors. The APR Youth Fund is established to support their traveling cost.
- 2) The RYR will be requested to indicate their interest and availability to participate in the discussions and work towards any issues on which the Asia Pacific Regional Scout Committee would like to have the input of young people in any of the Sub-Committees / Work Streams (ideally each sub-committee / work stream will have one RYR member).
- 3) Participate in planning the next APR Scout Youth Forum and actively support the Steering Committee in the conduct of the Youth Forum. The RYR shall participate in the succeeding Youth Forum with a status of RYR and may or may not necessarily be delegates or observers of NSOs.
- 4) RYR shall have a responsibility to report back and keep dialogue with the participants from the Regional Scout Youth Forum and to continue to discuss issues with young people around the Region during their mandate period of office (up to three years).
- 5) The RYR shall submit two progress reports to the APR Support Centre throughout their term, making them accessible online and via circular. The mid-term report should be 18 months into the term, and the final report should be 3 weeks before the next Asia-Pacific Regional Scout Youth Forum.
- 6) The RYR elected shall, as a group, organize and take lead of one project apart from the planning and operation of the next APR Scout Youth Forum, within the first 18 months of their term. RYR have the autonomy to decide and run any applicable project.

VI. Responsibility of the RYR's NSO

- 1) Support the RYR, to enable him/her to perform his/her function and accomplish the task assigned to them, including providing financial support in attending meetings.
- 2) Report back to the APR Scout Committee on his/her performance, contribution, and accomplishment during the period of office, as RYR.

VII. Mentorship of the RYR

- 1) Each RYR's Committee/Sub-Committee Chairman is automatically assigned to be the mentor of that particular RYR for one triennium.
- 2) On top of the Committee/Sub-Committee Chairman, the APR Programme Sub-Committee shall assign a mentor to each of the RYR, for one triennium. The additional mentors shall come from the same Committee/Sub-Committee of the RYR.

In doing so, the APR Programme Sub-Committee shall take into the account of the suitability, the availability of that member, the recommendation of the Chairman of each Committee/Sub-Committee, and above all, the opinion of the particular RYR.

- 3) The Mentors of the RYR are responsible for:

- a) Providing guidance and advice on the roles and responsibilities of the Committee/sub-committee the RYR was assigned to;
- b) Providing individual support based on the needs of the RYR. The support to be given must be centered on the objectives and action plan of the Committee/Sub-committee.
- c) Encouraging the RYR to actively involved in the Committee/sub-committee's meetings and other initiatives such as regional events and projects.
- d) Ensuring that the RYR is well informed of the Committee/sub-committee's activities.
- e) Assisting the RYR in identifying available online and offline resources, policies and documents applicable to the works of the sub-committee
- f) Establishing regular communication with RYR, either online or in person.

Part III – Record of Amendments to this Guideline

- I.** This document has been developed based upon the experiences of previous World Scout Youth Forums and APR Scout Youth Forums – in Singapore 1995, Hong Kong 1998, India 2002 and Brunei Darussalam 2004. This guideline also took into consideration the proposed Rules of Procedure for World Scout Youth Forums, drawn up by the participants of the 5th World Scout Youth Forum held in Kandersteg, Switzerland 1992.
- II.** The Guidelines for the APR Scout Youth Forum have been approved and adopted by the APR Scout Committee in its meeting on 19 July 1993 in Bangkok, Thailand. Furthermore, this guideline has been revised based on the paper entitled, *Youth Involvement in the Asia Pacific Regional Scout Committee including Sub-Committees and Work Streams*, which was approved by the APR Scout Committee in June 2004.
- III.** This guideline has been further revised in April 2006 during the meeting of the APR Programme Sub-Committee to “fine-tune” provisions, consistent to the document *‘Youth Involvement in the Asia Pacific Regional Scout Committee including Sub-Committees and Work Streams.’*
- IV.** This guideline has been revised by the APR Scout Committee, at its meeting on 14-15 April 2007 in Tokyo, Japan to add one more Vice-Chairman as member of the Steering Committee that should come from the host country.
- V.** The APR Scout Committee has again amended this guideline during its meeting on 25-26 April 2009 in Kuala Lumpur, increasing the maximum number of participants for the APR Scout Youth Forum per member country.
- VI.** The Youth Forum Guideline is further amended and approved by the APR Scout Committee at their meeting of 16 April 2011 in Makati, Philippines, clarifying the role of national Scout organizations (NSOs) in preparing and supporting young people in their attendance to the Youth Forum.
- VII.** Because of the changes in the APR Scout Constitution, the APR Scout Committee has further amended this guideline during its meeting on 21-22 October 2014 in Ulaanbaatar, incorporating a number of new provisions concerning RYRS.
- VIII.** The APR Scout Committee further revised the Youth Forum Guideline, at their meeting of 21 October 2017 in Singapore, incorporating several provisions, namely: 1) Inclusion of all YAMG (now being named RYR) members to the Planning Committee; 2) Defining the composition of the Steering Committee; 3) Introduction of a Recommendations Committee; 4) Clarifying the responsibilities of Host National Scout Organization; and 5) Incorporating the election procedure of the YAMG (now being named RYR).
- IX.** The following are the revisions in the Youth Forum Guideline which was approved during the APR Scout Committee in its meeting online meeting of 18 April and 24 October 2020:
 1. Changed the nomenclature from Young Adult Members Group (YAMG) to Regional Youth Representatives (RYR);
 2. Updated the composition of the Steering Committee;
 3. Detailed out the definition of the Forum Chairman;
 4. Changed of nomenclature from Election Committee to Tellers;
 5. Increased the amount of contribution to the APR Youth Fund, which is corollary to the amendments made in the APR Youth Fund Guidelines, as approved by the RSC in their meeting on 24 October 2020;
 6. Modified the description of the RYR Eligibility.
 7. Improved the RYR Election Procedure
 8. Amended the responsibilities of the RYRs;
 9. Incorporated the mentorship of the RYR as per 5/18 APR Scout Conference Resolution 2018.
 10. Created Part III - Record of Amendments to this Guideline, which were texts taken out from the Introduction of the Youth Forum Guidelines.