



Nature and Aim:

The International Projects Team (IP Team) is a working group of the ISGF World Committee. Its aim is to document and co-ordinate all the projects offered to the ISGF from WOSM, WAGGGS, UNHCR, National Scout and Guide Fellowships (NSGF's), Central Branch (CB) groups, as well as those originating from the ISGF World Committee (WCom), so a clear picture of who is doing what can take place. At the same time this documentation and co-ordination will enable our members (individually, locally or nationally) to support a project that suits them.

Procedure:

WOSM, WAGGGS, NSGF's and the WCom may submit a proposal for a project to the ISGF World Bureau, Avenue de la Porte de Hal 38, BE 1060 Brussels, Belgium, or directly to the IP Team: projects@isgf.org

Application:

Please use the Applicant Form IP Team (Appendix 1)

IP Team Feasibility Study:

- ✚ Research to see if the project is achievable
- ✚ Research on whether the coordinators of the Project can achieve the desired results in the time allotted.
- ✚ Review potential partners to spread the cost and workload.
- ✚ Make a recommendation to the WCom.

WCom Responsibilities:

- ✚ Review the project.
- ✚ Decides whether it corresponds to required ISGF aims and Vision.
- ✚ Recommend to the IP Team to go ahead or decline it, within a set time limit.

IP Team Action:

- ✚ Respond to the applicant on the basis of the WCom decision.
- ✚ If positive:
 1. Formulate text for the website and ISGF Info.
 2. Forward to the Content Manager of ISGF Website for listing.
 3. Obtain bank transfer details of the organizers.
 4. Submit to the Treasurer.
 5. Contact potential partners and negotiate for their portion of the money to be paid into the ID Fund for release to the project or for them to pay directly (e.g. 10% each from 10 NSGFs or LSGFs).
 6. Contact people who might be interested in personal volunteer actions.
- ✚ Keep track of projects to make sure our investment is being properly used.
- ✚ Forward reports on a regular basis to Communication & PR for publication.
- ✚ Send out "Thank you" certificates at the end to members who assisted.
- ✚ Write final report for WCom.
- ✚ Publish a final report on website on the project and its results.