

Circular no. 5/2019
8th November 2019

3rd Head of Contingent Meeting (January/February 2020)

Dear Heads of Contingents,

We are pleased to invite you to the third Head of Contingent Meeting for the European Jamboree 2020. In this Circular, you will find practicalities about the third HoC Meeting and information about the registration and payments.

The upcoming HoC Meeting will be a great opportunity for you to get the most up-to-date information about the European Jamboree 2020 preparation, to meet the Jamboree Planning Team, and other Heads of Contingents. We are also open for your input into the development of the European Jamboree.

We are looking forward to meeting you all in Warsaw in January!

Jamboree Planning Team



PRACTICAL INFORMATION

Date

31st January (Friday) – 2nd February (Sunday) 2020.

Meeting will start at 17:00 on Friday and end no later than at 13:00 on Sunday.

Location

Warsaw, Poland

Who can attend?

Members of the European Jamboree 2020 Contingent Management Teams.

Language

The HoC Meeting will be held in English only.

Accommodation

Patchwork Hostel (<http://patchworkhostel.pl/?lang=en>)

Chmielna 5/7 Street, 00-021 Warsaw.

Accommodation in rooms for 3-5 persons (hostel standard). Bathrooms are shared.

Please note that Organizers do not provide transportation from the airport to hostel and from hostel

to the airport.

Food

Breakfasts, coffee breaks, lunches and dinners will be provided.

First meal provided by the Jamboree Planning Team is dinner on Friday. Last meal is breakfast on Sunday.



Cost

The participation fee is 760 PLN, and it will be collected in **PLN (Polish Zloty)**.

The participation fee includes accommodation, meals and coffee breaks, transportation around Warsaw during the Meeting and programme costs.

Please note that no financial grants will be provided for the participants of the 3rd HoC Meeting.

Kindly please note that we do not accept any payments in cash.

Payment for the 3rd HoC Meeting should be made via bank transfer to your individual Contingent's bank account by the **15th December 2019** using a transfer title based on the example below:

3rd HoC Meeting - Your Name and Surname - Your Contingent's Code

Below you can find a link to the file with information about Contingent's bank account numbers. (Accessible only via your @ej2020.org e-mail):

https://gkzhp.sharepoint.com/:x:/s/EuropeanJamboree2020/EUDdeq8q7U9MrwIKIbA-tK0Bc0_HY-vCZF8gXTY7cKc0DQ?e=NHhkaD

Payee name: ZHP Glowna Kwaterna

Payee address: Konopnickiej 6, 00-491 Warsaw, Poland

Bank name: mBank SA

Address of bank: Krolewska 14, 00-950 Warsaw, Poland

SWIFT (BIC): **BREXPLPWMBK**

An invoice will be issued in the beginning of January 2020.

In case you didn't provide us invoicing details of your NSO/MO yet, kindly please fill in the questionnaire below:

<https://forms.office.com/Pages/ResponsePage.aspx?id=Ho024XU55kyJPfw1H9RNzUXPoqv-NT5DqtuXJfHJWeVUOFQwWERQWk9NMUHQOEJBMkJaNVBISUU2Qy4u>

Kindly please let us know in case the invoice should be issued for a different entity than your NSO/MO. In this situation kindly please provide us all invoicing details in the Registration Form.



WHAT TO BRING

- Your national European Jamboree promotional materials and other materials to showcase to others;
- Your own cup;
- Winter clothes, gloves, hats, it's going to be cold!

PRELIMINARY AGENDA OF THE MEETING

A detailed agenda of the 3rd HoC Meeting will be sent out to participants closer to the event.

During the 3rd HoC Meeting the following topics will be discussed:

- Arrivals and Departures
- Day Visitors & Guests
- Food
- Food Houses
- Healthcare and Medical Service
- IST Adventure
- IST Experience
- IST Programme
- Jamboree Programme (programme updates, Contingents input (Port of Europe, Scoutcrafts) – summary and reminders, International Day, Adult Patrol Leaders Programme, launch of Pre-Jamboree Task and introduction to the game)
- Youth Forum
- Jamboree Promotion & Communication (incl. Media Tent space for the Contingents, owned media communication aims and plan, media relations aims and plan)
- Jamboree Site
- Port of Europe and Contingents Tents
- Postal Services
- Safe from Harm
- Safety & Security
- Subcamps
- Sustainability at the Jamboree – Act Green
- Transport and Shipping
- Unit Equipment

Sharing Session

On Friday evening, a sharing session will be organized in cooperation with the interested Contingents. We would like to invite Contingents willing to share their best practices with others to contact us. We are looking for 6-8 interesting best practices that can be used by other Contingents to develop their work and Jamboree preparations by getting inspired by someone's else success stories. Best practices can relate to any topic connected with the European Jamboree preparations (Contingent's programme,



communication/promotion, work with Adult Patrol Leaders, connecting EJ with NSO/MO youth programme, logistics, etc.).

The sharing session will last 30 minutes and will be organized in a formula of couple of simultaneous "expert tables".

If you wish to run one of the expert's table, please propose a topic in the "I would like to share..." box in the Registration Form. We will individually contact you back after closing of the registration for the HoC Meeting.

IMPORTANT: We would like to make the HoC Meeting as much useful for Heads of Contingents as possible - if you feel there is anything that you would like to hear about during plenary sessions please kindly inform us about this in your Registration Form!

Please note

The upcoming Head of Contingent Meeting is the last planned by the European Jamboree 2020 Organizers before the event. We recommend that all Contingents send representatives to this meeting.

HOW TO REGISTER

Please fill in the **Head of Contingent Meeting Registration Form** by **1st December 2019** by clicking on this link:

<https://forms.office.com/Pages/ResponsePage.aspx?id=Ho024XU55kyJPfw1H9RNzd8bNdc8V4REjCSgGp1qN7RURVNDUIFMNUhGMURQTktOWlg1R0hKOVITVi4u>

Please fill in the **Travel Form** by **15th January 2020** by clicking on this link:

<https://forms.office.com/Pages/ResponsePage.aspx?id=Ho024XU55kyJPfw1H9RNzd8bNdc8V4REjCSgGp1qN7RURVNDUIFMNUhGMURQTktOWlg1R0hKOVITVi4u>

Should you have any questions do not hesitate to contact us at info@ej2020.org.

