

International Service Team Registration

Dear Heads of Contingents,

We are happy to inform you that International Service Team (IST) registration for the European Jamboree 2020 is open now!

The IST Experience is an exciting opportunity for adults who want to support the organisation of the European Jamboree. The International Service Team (IST) is made up of volunteers who assist in running the Jamboree, and is composed of local and international Scouts and Guides. Being a member of the IST is a chance to contribute to the Scouting and Guiding Movement and the development of young people. Becoming IST is a true life changing experience and an opportunity for leaders to develop their skills.

In this Circular you will find several practicalities about the IST registration process and couple of general reminders regarding IST attendance.

[European Jamboree Planning Team](#)

Brief overview about the IST Experience

- ▶ IST members can become Scouts and Guides who are at least 18 years old on the first day of the Jamboree (born on or before 27th of July 2002).
- ▶ IST members should plan to arrive two days prior to the first day of the Jamboree – on 25th July 2020, and depart two days after the Jamboree ends – on 8th August 2020. **Please note** that some roles may **require earlier arrival** – your IST members will find them in the **IST Positions Catalogue**.
- ▶ IST members must attend the Jamboree as part of a National Contingent. The European Jamboree 2020 Planning Team will only deal directly with National Contingents and not with individual members of the International Service Team.
- ▶ IST members must complete the registration process through the application form.
- ▶ IST must be able to communicate in English.
- ▶ The IST will be accommodated in the separate adult subcamp and will eat in the IST canteen.
- ▶ The IST will have a schedule of allocated work tasks individual for the service area they will be allocated to.
- ▶ IST will have a dedicated for them programme offer (activities to attend in their free time) – ceremonies, social time and activities built on three pillars: Service, Free Time Activities (rest, personal development, fun) and Adventure.
- ▶ All IST members are expected to complete the **Safe from Harm** online training course and a briefing and induction training before the start of the European Jamboree. IST will also be trained on the necessary safety procedures.

Key dates

May 2019	IST Registration opens
31 st December 2019	IST Registration closes
31 st December 2019	First instalment payment (50%)
31 st March 2020	Second instalment payment (50%)
April 2020	Information about the IST allocation to the certain service areas released
31 st May 2020	Deadline for submission of travel forms (dates and time of arrival and departure) – each IST will be required to submit the form individually
25 th July 2020	Arrival
8 th August 2020	Departures

Registration process

► Step 1:

In the first step IST candidate is required to read the IST Positions Catalogue, which gives information about all the different teams for members of the International Service Team. IST candidate should make a note of the "job titles" (IST Positions) of the teams that he/she has an interest in and check through the details of each team to see how his/her skills and experience matches with the teams' requirements.

► Step 2:

IST candidate must choose three jobs listing them according to his/her preferences (first choice, second choice, third choice).

► Step 3:

In step three IST candidate must fill registration form through a link provided by the Contingent (please check [Registration form](#) for further details). IST candidate should read carefully all the questions and take time to answer them honestly and fully.

Important

- Registration forms must be completed by the **31st December 2019.**

► Step 4:

IST candidate must wait for obtaining a confirmation that his/her application was approved for the Jamboree consideration by the National Contingent. In order for the application to be considered and processed it is necessary for the Jamboree Organizers to obtain a confirmation from the Contingents. At the completion of the Contingent's review, IST will be notified by email whether his/her application has been approved for Jamboree consideration.

Attached to this Circular please find a manual presenting how to approve IST applications in Marcato.

► Step 5:

After the National Contingent's approval Jamboree Planning Team will proceed to analysing registration form in order to offer IST candidates a service area that will meet both their preferences and European Jamboree requirements and needs.

► Step 6:

The latest in April 2020, each IST will receive information about his/her assignment to service area.

Pre-selected IST

Pre-selected IST are volunteers selected from among the Contingent's members to perform specific tasks during the European Jamboree. This category applies only to three types of services:

- ▶ Food House Staff
- ▶ Evening Programme (Contingent's Input) – programme activities organized in the National Tents
- ▶ Scoutcraft Modules (Contingent's Input)

A detailed description of the tasks can be found in the IST Positions Catalogue. IST applying for these services must be chosen and accepted by their respected Contingents. Numbers of pre-selected IST that can be allocated by the Contingents to the Evening Programme and Scoutcraft Module are limited.

For the **Evening Programme** number of pre-selected IST is limited according to the size of the Contingent as follows:

- ▶ Contingent size **1-50** participants - **2** IST
- ▶ Contingent size **50-100** participants - **3** IST
- ▶ Contingent size **100-150** participants - **4** IST
- ▶ Contingent size **150-200** participants - **5** IST
- ▶ Contingent size **200-400** participants - **6** IST
- ▶ Contingent size **400 and more** participants - up to **8** IST

For the **Scoutcraft Module** number of pre-selected IST is limited according to the size of the Contingent as follows:

- ▶ Contingent size **1 - 50** participants - **2** IST (1 activity (optional))
- ▶ Contingent size **50-200** participants - **2** IST (1 activity)
- ▶ Contingent size **200-400** participants - **3** IST (2 activities)
- ▶ Contingent size **400 and more** participants - up to **4** IST (3 activities)

For the Food House Staff each Contingent organizing a food house is requested to agree with the Food House Support Team the number of needed IST prior to registering them. Please note that this number must be reasonable and cannot consume all IST members from a given Contingent. Jamboree Planning Team in agreeing the size of the Food House Staff will be taking into account total number of IST members from a respected Contingent.

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

IST Positions Catalogue

IST Positions Catalogue (attached to this Circular) aims to provide basic information about the International Service Team positions, specific responsibilities and skills required for the European Jamboree. It is the main source of information regarding the IST service areas during the Jamboree and should be used by the IST candidates to select positions they are interested in, in order to complete the registration process.

Registration form

Link to the online Registration form will be distributed directly to the National Contingents to their contact e-mail addressed. Contingents are free to further distribute the registration link according to their own way of working – it can be sent to their IST members or uploaded on the Contingent's website.

Please note

In order to avoid registrations from individuals not being part of the Contingents registered for the European Jamboree the link will not be publicly available on the European Jamboree website.

Closing remarks

In order to make a Jamboree happen, a significant number of adults (around 2000) are needed to serve on the International Service Team. We strongly encourage you to promote this opportunity among your adult rovers, rangers and leaders. We are looking forward to have a big and diverse representation of IST from all National Scout Organizations and Member Organizations participating in the Jamboree.

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