

Together
We
Thrive



14th Asia Pacific
Regional Conference
10 – 14 August 2022
Thailand (virtual)

Regional Conference Booking Pack

10 - 14 August 2022, Online



WAGGGS

The Girl Guides (Girl Scouts)
Association of Thailand



14th Asia Pacific Regional Conference

INTRODUCTION FROM THE CHAIR OF THE REGION

Dear Member Organisations and friends,

Welcome to the 14th Asia Pacific Regional Conference!

We are looking forward to welcoming you to the virtual 14th Asia Pacific Regional Conference that will take place from **10 August to 14 August 2022**.



With hosting the 14th Asia Pacific Regional Conference as an online event, we hope this will mean more women across the region can join together to discuss on important topics that will shape the future of the Asia Pacific Region.

Together we will create safe spaces for Member Organisations to share good practices and common challenges and identify opportunities for working together.

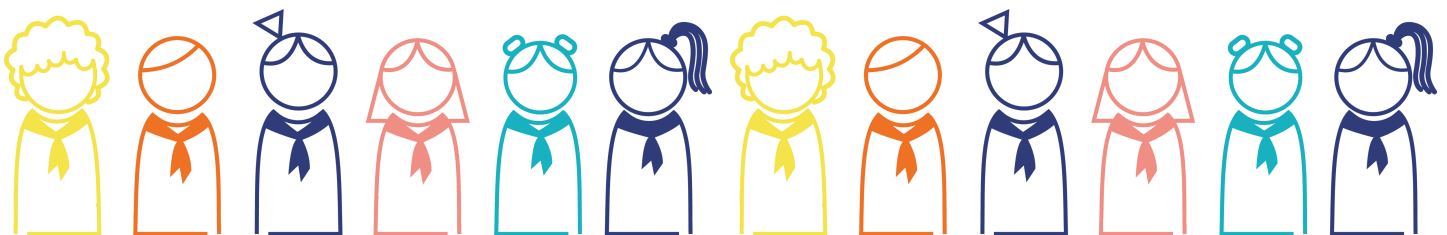
My thanks to our generous host, The Girl Guides (Girl Scouts) Association of Thailand, and the Conference Planning Team, who will help us deliver the 14th Asia Pacific Regional Conference online. Whilst it is not how we hoped we would be joining together; we are very grateful for The Girl Guides (Girl Scouts) Association of Thailand's support and are looking forward to collaborating to bring you an exciting virtual experience.

Please read this document carefully as it will support your practical preparations for the Conference.

Join us to greet old friends, make new ones, and create lifelong memories.

Yours in Guiding and Scouting,

Bronwyn Hughes
Asia Pacific Region Committee Chair
World Association of Girl Guides and Girl Scouts



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WELCOME LETTER FROM THE GIRL GUIDES (GIRL SCOUTS) ASSOCIATION OF THAILAND

Dear Member Organisations and all Sisters in Guiding,

It gives me great pleasure to welcome you all to participate in the 14th Asia Pacific Regional Conference, 10 – 14 August 2022.

The Girl Guides (Girl Scouts) Association of Thailand is honoured to work with WAGGGS to host this event under the theme “Together We Thrive”. This theme is so relevant today, as the pandemic continues to isolate and we realise the importance of connections and friendships; and as we learn that we need to work together more and more to solve the problems threatening our world.



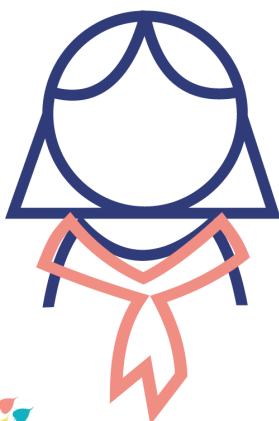
This will be a virtual conference, but it is the deep desire of all Guiding members here in Thailand that through the participation of members through the Region, we will rekindle the warmth of past campfires together, grow the excitement of learning about each other’s cultures and renew the determination to live by our Promise and Law, for the benefit of those around us, see that together we can thrive even if for now, we are in separate boxes on the computer screen.

I am looking forward to your participation during the conference and I hope that you will sign up your Member Organisation to contribute to the side activities that we will be sharing with you soon.

Yours in Guiding,

Daranee Wenuchan

President, Girl Guides (Girl Scouts) of Thailand



General Information

Dates

The dates of the 14th Asia Pacific Regional Conference are:

Saturday 30 July 2022 - Sunday 31 July 2022: Orientation sessions

9am - 10 am Thailand Time (2am - 3am UTC)

Saturday 6 August 2022 – Sunday 7 August 2022: Young Women’s Pre-Event

9am - 2pm Thailand Time (2am - 7am UTC)

Wednesday 10 August 2022 – Sunday 14 August 2022: 14th Asia Pacific Regional Conference sessions

| | Wednesday 10 August | Thursday 11 August | Friday 12 August | Saturday 13 August | Sunday 14 August |
|--|------------------------|-----------------------|---------------------|-----------------------|---------------------|
| 9am – 10:30am Thailand Time (2am -3:30am UTC) | Opening Ceremony | Session #3 | Session #6 | Session #9 | Session #12 |
| 10:30am – 11am Thailand Time (3:30am - 4am UTC) | Break | | | | |
| 11am – 12:30pm Thailand Time (4am - 5:30am UTC) | Session #1 | Session #4 | Session #7 | Session #10 | Session #13 |
| 12:30pm – 1pm Thailand Time (5:30am - 6am UTC) | Break | | | | |
| 1pm – 2pm Thailand Time (6am - 7am UTC) | Session #2 | Session #5 | Session #8 | Session #11 | Closing Ceremony |



THEME

The overarching theme for the WAGGGS Regional Conferences is inspired by Compass 2032, Together We Thrive.

Our vision is an equal world where all girls can thrive. By 2032 we will be a girl-led Movement where every and any girl feels confident to lead and empowered to create a better world together.

The 14th Asia Pacific Regional Conference logo incorporates symbolic bodhi tree leaves.

The bodhi tree (*ficus religiosa*) can be found in many South East Asian countries. It is sometimes referred to as the wisdom tree or tree of awakening /enlightenment, as it is believed that Siddhartha Gautama, the important spiritual leader who became known as the Buddha, reached enlightenment while sitting under such a tree in 500 BCE in India.

In Thai, it is called “bai bo”. Bai = leaf, bo = the abbreviated word for bodhi.

The leaf is associated with peace and happiness. Traditionally, Thai students try to catch a falling bodhi leaf before their exams, placing the caught leaf in their exam textbook to bring good luck.

It is fitting that the 14th Asia Pacific Regional Conference logo connects to this regional tree. We hope the virtual gathering will bring new awakenings as to how we might thrive together, explore the Compass Conversations, share good practices and common challenges, and that this coming together may be a time of happiness for all participants.



CIRCULARS AND DEADLINES TO OBSERVE

| Circular # | ASIA PACIFIC REGIONAL CONFERENCE | Date to be sent | Deadline for responses from Members |
|---|--|----------------------------|--|
| Circular 1 | Save The Date | | |
| | Save The Date | November 2021 | N/A |
| Circular 2 | ReCo Format and Chair & Proc team Call | | |
| | Format of ReCo | | N/A |
| | Call for Conference Chair and Procedural Team Call for Conference Volunteers' Pool | December 2021 | 26-Jan-22 26-Jan-22 |
| Circular 3 | Nominations, Bids | | |
| | Call for Nominations - Nominations pack and form Call for Conference bids 2025 | December 2021 | 28-Feb-22 13-Mar-22 |
| Reminder | ReCo Reminders | | |
| | Reminder for Conference Chair and Proc Team deadline | January 2022 | 26-Jan-22 |
| Circular 4 | Registration | | |
| | Booking Pack & Registration opens for ReCo | Beginning of February 2022 | 20-Apr-22 (early birds) 25-May-22 (non-early birds) |
| | Grant applications | | 20-Apr-22 |
| | Call for Tellers | | |
| Reminder that Nominations are closing | 2-Mar-22 | | |
| Circular 5 | Triennial Regional Action Plan & Rules of Procedure (RoP) | | |
| | First Draft Triennial Regional Action Plan | End of February 2022 | 25-Mar-22 |
| | Reminder for expression of interest Bids | | 13-Mar-22 |
| | Draft of Rules of Procedure | | 31-Mar-22 |
| | Call for Proposed Motions | | 20-Apr-22 |
| | Call for Agenda, Programme Items and Forum | | 20-Apr-22 |
| Call for exhibition spaces, networking sessions, receptions, and 1:1 meetings | 20-Apr-22 | | |
| Reminder | RoP reminder | | |
| | Reminder for RoP feedback Reminder for Action Plan (1 st Draft) Consultation Workshops | March 2022 | 31-Mar-22 25-Mar-22 |
| Circular 6 | Triennial Regional Action Plan | | |
| | Second Draft Triennial Regional Action Plan | April 2022 | 13-May-22 |
| | Call for AP Appreciation Awards | | 30-June-22 |
| | Reminder for proposed motions | | |
| | Reminder for Early birds & grants | | |
| | Reminder for Meeting requests | | 20-Apr-22 |
| Reminder for programme and forum content Reminder for Tellers | | | |
| Circular 7 | Election Booklet | | |
| | Regional Committee Election Booklet 2021 | May 2022 | N/A |
| | Reminder registration is closing | | 25-May-22 |
| Reminder for Action Plan (2 nd Draft) Feedback | 13-May-22 | | |
| Circular 8 | Final ReCo documents | | |
| | Rules of Procedure | June 2022 | |
| | Conference Agenda and Programme | | |
| | Triennial Regional Action Plan | | |
| | Triennial Regional Report | | |
| Proposed Motions Bids to host the next Regional Conference | | | |
| Circular 9 | Final practicalities | | |
| | AP Appreciation Award Decision Any final reminders | July 2022 July 2022 | N/A N/A |
| Circular 10 | Evaluation form + Thank you, wrap up | | |
| | ReCo evaluation form to complete Thank you | End of August 2022 | 15-Sep-22 N/A |
| Circular 11 | Record of decisions | | |
| | Regional Conference Reminder evaluation survey | September 2022 | N/A 15-Sep-22 |
| Circular 12 | ReCo External Evaluation Report | | |
| | Regional Conference Evaluation Report | October 2022 | N/A |



WELCOME TO THAILAND!

The Kingdom of Thailand is located in South East Asia. Its neighbours include Myanmar, Laos, Cambodia and Malaysia. Beautiful beaches, valuable mangrove, fishing communities and important tourist destinations are found along the Gulf of Thailand and Andaman coastlines.

In the North, mountains and forests are home to various ethnic groups living side by side; while the Central Plains, fed by the major river the Chao Phraya, provide an important rice and agricultural area.

Thailand, formerly Siam, has a rich cultural history; deep understanding of local wisdom and interesting historical sites, several recognised by UNESCO World Heritage.



Chiang Mai

Bangkok

Surin

Patani

Today Bangkok is the capital city. Thailand has a constitutional Monarchy, under H.M. King Maha Vajiralongkorn, King Rama X who features on the bank notes. Thailand is home to over 70 million people. The Thai flag is a common site throughout the Kingdom. Red represents the land and people, White represents religion, which is predominantly Buddhism, and blue represents the monarchy. Thai people celebrate New Year in April with a festival known as Songkran.

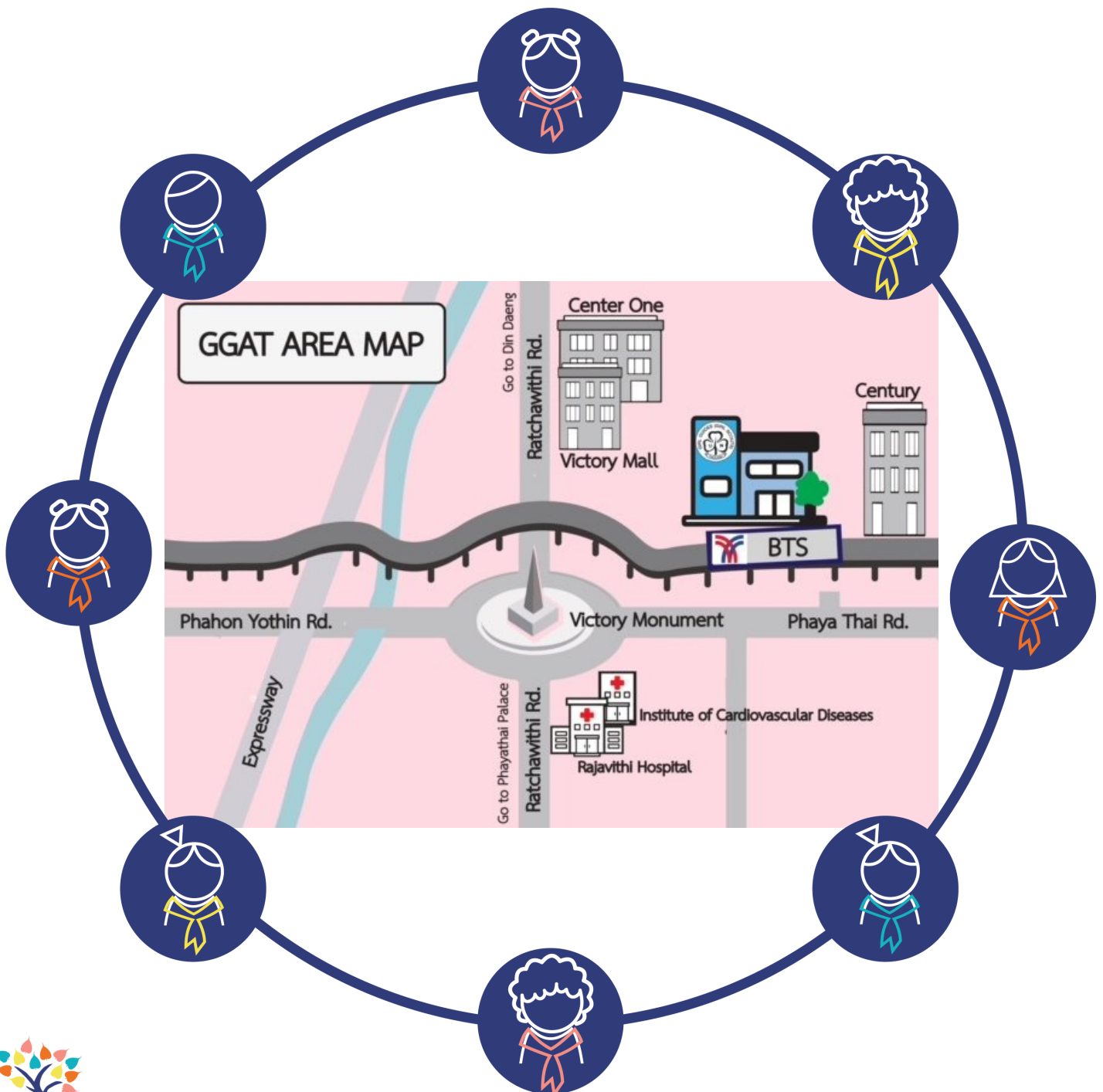


INFORMATION ABOUT THE MEMBER ORGANISATION

Girl Guiding began in 1957, founded by Lady Kanok Samsen Vil. In 1963 GGAT was granted Royal Patronage by Her Majesty Queen Sirikit. Most guiding activities take place in schools throughout the country. The Association also offers opportunities in the non-formal education sector.

GGAT has regional centres and campsites but the headquarters, opened in 1967, is located in Bangkok. The HQ offers hostel accommodation for girls studying in Bangkok, guest accommodation, a swimming pool and cafeteria both open to the public.

GGAT enjoys service projects and cultural exchanges with many WAGGGS members.



SAVE THE DATE!

YOUNG WOMEN'S PRE-EVENT



Asia Pacific Region will be hosting an online Young Women's Pre-Event on 6 and 7 August 2022. This will be an opportunity for young women to learn about WAGGGS global and regional governance; prepare for an impactful conference experience and connect with each other.

Thanks to the Juseon Byun Leadership Fund, the event will be free for young women to attend. More details will be available soon.

PLATFORM

The platform selected for the virtual 14th Asia Pacific Regional Conference is EventsAIR. We might also deliver some of the sessions using Zoom.

With the EventsAIR platform, you will be able to find all the documents needed, connect and chat with other participants, and speak during the online sessions. Head Delegates will be able to conduct the voting within the same platform.



What you will need:

- A strong Wi-Fi or data connection
- A device (laptop/tablet/smartphone) with speakers and microphone
- The device should also have a camera if you wish to speak
- A headset or headphones will make it easier to speak and listen to other participants
- A setting where it is reasonably quiet – to make it easier to capture all the information
- A pen and paper – if you want to make notes during the sessions

You will receive a unique link to access the virtual Regional Conference, which must not be shared with anyone else, on social media or on any other public forum.

Further information about how to access and use the conference platform will be shared nearer to the conference. This will include written guidance as well as the opportunity to attend an online introduction session.



REGISTRATION

BOOK ONLINE THROUGH OUR WEBSITE!

Registration is now open for the 14th Asia Pacific Regional Conference. Registrations can be completed online through the dedicated Conference website.

This is the link to register: <https://waggsevents.eventsair.com/14th-asia-pacific-regional-conference/ap-role-at-reco>

Registration is available in English. You can book more than one ticket at once, but you will be required to provide the information details for all the attendees. **Please note, you will need to use a unique email address for each of the attendees you register.** This is so all attendees will receive their individual link to join the 14th Asia Pacific Regional Conference and be kept informed with updates.

OFFICIAL DELEGATIONS

Before registering, please send your MO's official delegation list to AP.ReCo@waggs.org. This will speed up your registration approval process.

Your MO official delegation list should:

- be on MO headed paper and signed by the IC/CC.
- indicate who is the Head Delegate, Delegate and Observers.
- highlight the young women in the delegation.

WAGGGS will review all registrations and confirm roles outlined on the provided MO delegation list. Once your registration is confirmed, you will be sent a link to pay the registration fees online.

Each Full or Associate Member Organisation of WAGGGS in the Region is entitled to send two Delegates appointed from within its membership. The Delegates carry the authority of their Member Organisation to speak and vote on its behalf and are expected to participate in all proceedings.

In addition, Member Organisations may send up to 10 Observers who act in support of their Delegates.



REGISTRATION

YOUNG WOMEN

Are you a young woman who will be under the age of 30 on the first day of the Conference?

In support of WAGGGS' mission of developing young women as decision makers, Member Organisations should make every effort possible to include at least two young women (aged 18-30) in the delegation as either a conference delegate or observer. Young women who currently serve or are being developed as members of the national board, executive committee or sub-committees are ideal candidates to fulfil this role and will gain valuable international experience.

Thanks to the generous support of Friends of Asia Pacific WAGGGS, two young women from each MO can apply to attend the conference free of charge! This is available to MOs who are unable to fund their full delegation registration fees. To apply, please fill out the grant section of the registration form (more information is below).

Any young woman attending will get an attractive 30% discount to encourage attendance. Use the code **THRIVE2022** to enable this discount.

And don't forget to register your interest in attending the Young Women's Pre-Event from **6 - 7 August 2022**. More details will be available soon.

GUESTS

If you would like to join us as a guest outside of an official delegation, your registration will be confirmed by the Regional Committee and then you will be sent a link to pay the registration fees online. Friends of Asia Pacific WAGGGS will receive detailed information about how they can register to join in the coming months.

REGISTRATION FEES

The full Conference registration fee is USD\$35 per person for the 14th Asia Pacific Regional Conference.

| Band | Payment Unit | Registration Fee |
|------------|--------------|------------------|
| Band A - D | 75% | USD \$27 |
| Band E - F | 85% | USD \$30 |
| Band G - H | 90% | USD \$32 |
| Band I - J | 100% | USD \$35 |



REGISTRATION

YOUR FULL REGISTRATION FEE INCLUDES

- Full access to all the 14th Asia Pacific Regional Conference sessions, workshops and networking activities, including all materials
- Opening and closing ceremonies
- International Guiding and Thai cultural activities
- Official Conference documents in English
- Virtual participation badge and certificate

PAYMENT DETAILS

Once your registration has been approved, you will receive a link to make the payment for registration fees using one of the following:

- MasterCard
- Visa
- JBC
- Maestro
- Bank transfer

You will need to select your ticket based on your Membership Fee Band. If you are unsure on your Membership Fee band or if you have any issues, please email AP.ReCo@waggs.org.

DEADLINES

Early birds

Register before **20 April 2022** to receive a USD\$5 early bird discount.

All registrations will close on **25 May 2022**, so make sure you secure your place.

CANCELLATION AND REFUND POLICY

Registration fees are non-refundable. However, they can be transferred to another person until **3 June 2022**. To transfer the registration, you will need to send us an email with the details of the new attendee at AP.ReCo@waggs.org.

After **3 June 2022**, substitution cannot be arranged, and the registration fee will be forfeited. In case of unforeseeable circumstances, please contact WAGGGS by email AP.ReCo@waggs.org immediately.

QUESTIONS?

Should you be unable to register online or have any issues with your booking, we will be happy to assist. Contact the Events Team at AP.ReCo@waggs.org.



GRANTS

GRANTS

Grants will be available to support Member Organisations to participate in the virtual 14th Asia Pacific Regional Conference.

Recognising that a virtual conference potentially brings different barriers to attendance than a physical conference, the grants for the 14th Asia Pacific Regional Conference can support representatives of Member Organisations with funding towards some of the following costs:

- accessing the conference platform (for example, internet connection, purchasing data)
- items of equipment where there is a demonstrated need (for example, headphones, laptop/device)
- access to/hire of a meeting room with good broadband internet connection
- registration fee for young women

When reviewing grant applications, the following criteria will be taken into account:

- Ensuring the Conference has a quorum
- Member Organisations otherwise not represented at Conference
- Young women aged under 30 on the first day of the Conference (August 10, 2022)

You can apply for a grant to participate in the virtual 14th Asia Pacific Regional Conference when registering before **20 April 2022**. All applicant MOs will be informed of the outcome of their application before end of April 2022.

The allocation of grants will also be subject to the following conditions:

- The Member Organisation is not suspended and is up to date with membership fee payments i.e. has paid its 2021 membership fees.
- Grants cannot be transferred to another person. In exceptional circumstances, a Member Organisation may apply for a change of beneficiary. This should be done at least one month before the start of the conference.
- If the recipient of the grant does not attend the conference, the grant must be reimbursed in its entirety to WAGGGS.
- Feedback on the experience will be required at or after the conference in a format which will be confirmed at a later date.

There is also an opportunity to sponsor another Member Organisation, giving funds to their delegates for internet connection or equipment by making a contribution to the Asia Pacific Region. Any help will be highly appreciated. If you would like to donate, please contact us at AP.ReCo@waggs.org.



TELLERS

As part of the preparations for the 14th Asia Pacific Regional Conference, we are pleased to invite applications to be a Teller at the conference.

The Tellers will count and verify the results of each vote and report the results to the Conference Chair.

We are looking for enthusiastic individuals who:

- Are confident in using computers and digital technology;
- Are able to communicate in English both verbally and in writing;
- Offer a high-level of attention to detail and accuracy;
- Have a calm approach when under time-pressure.

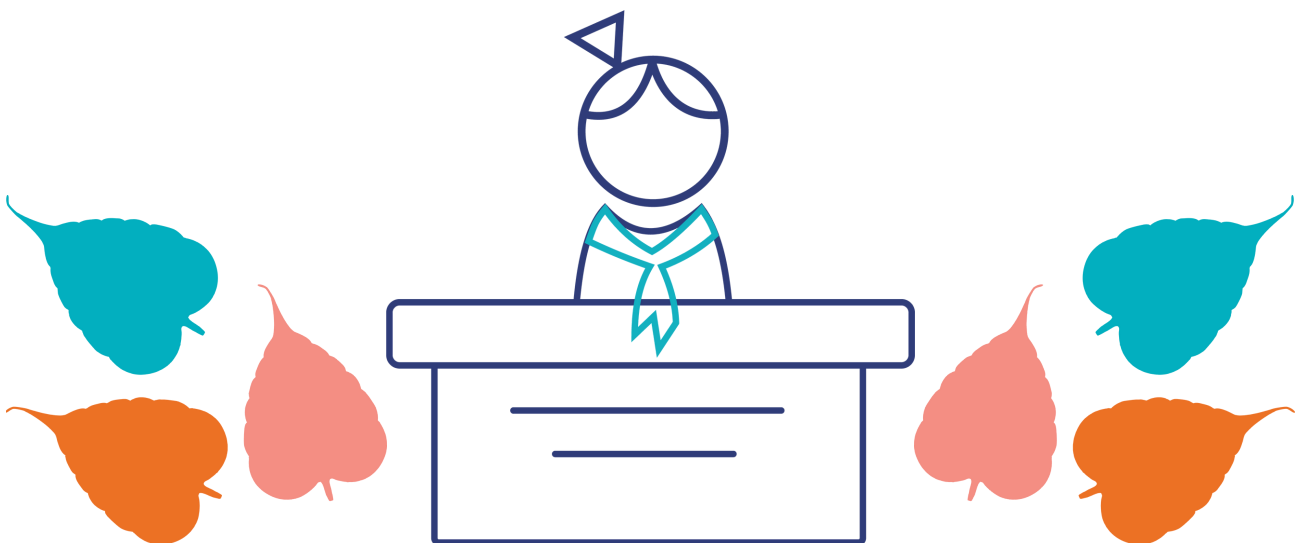
Tellers must be available during the week of the Regional Conference and will also need to attend orientation sessions and rehearsals which will take place in the month before the conference.

Those appointed as Tellers will be given training in how to use the conference platform but previous experience of online events and/or electronic voting would be beneficial.

Those attending the conference as a Head Delegate or Delegate for their Member Organisation cannot undertake the role of Teller.

If you would like to apply for the role of Teller, [click here to send your application form](#) before **20 April 2022**.

Once applications have been reviewed, the Planning Team will be in contact with individuals about the next steps. Please note that the Planning Team will always seek the endorsement of an individual's Member Organisation before the role of Teller is offered.



USEFUL INFORMATION BEFORE YOU BOOK

PRE-ENGAGEMENT SESSIONS

| Sessions | Dates |
|---|-----------------------------|
| Consultation on 2023-25 AP Triennial Plan, 1st Draft | 26 February – 25 March 2022 |
| 1st 2023-25 AP Triennial Plan Consultation Workshops | 20 - 21 March 2022 |
| Consultation on 2023-25 AP Triennial Plan, 2nd Draft | 18 April – 13 May 2022 |
| 2nd 2023-25 AP Triennial Plan Drop-In Consultation Sessions | 29 and 30 April 2022 |
| Meet the Candidates for AP Regional Committee | 2 and 3 July 2022 |
| Orientation Sessions | 30 and 31 July 2022 |

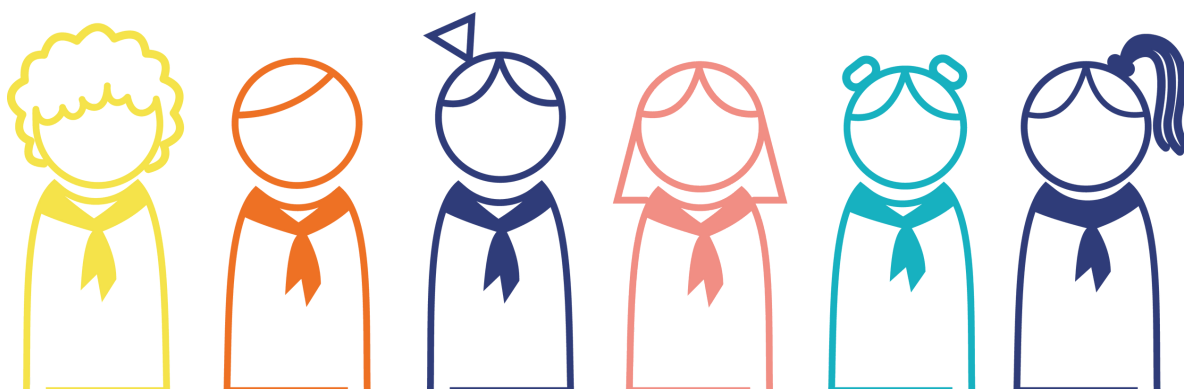
THAI CULTURAL SESSIONS

During the 14th Asia Pacific Regional Conference, Girl Guides Association of Thailand will be hosting cultural sessions that you can join. More information about these sessions, times and how you can join will be available closer to the Conference.

COMMUNICATION

At the 14th Asia Pacific Regional Conference, we welcome our friends from all over the region. This means that many people will be speaking and working in their second or third language. We ask everybody to make an effort to speak clearly and slowly. At any time, please feel free to ask people to slow down or to repeat anything you do not understand.

If you have any suggestions about how we could make the 14th Asia Pacific Regional Conference more accessible to those that do not speak English as a first language, please email us at AP.ReCo@waggs.org.



SAFEGUARDING AND DATA PROTECTION

With the introduction of virtual Regional Conferences, we recognise the need to safeguard young people and vulnerable adults accessing our services.

Safeguarding in the context of online provision has two main elements:

- Protecting children and young people from online abuse
- Recognising and responding to safeguarding or child protection concerns that arise during online provision

You can find the full WAGGGS Safeguarding and Child Protection Policy [here](#).

Staff and volunteers must report and record any concerns about the safety of children, young people or vulnerable adults in line with WAGGGS Safeguarding Policy. Volunteers should contact the emergency staff contact they have been given as soon as possible. Staff should contact their line manager as soon as possible.

If, as an attendee, you suspect a safeguarding concern please report it to AP.ReCo@waggggs.org.

Regional Conference recordings must only be made by Global Team members using WAGGGS equipment and may only be saved to WAGGGS servers/cloud storage.

WAGGGS will process and hold your personal data (as defined by the Data Protection Act 1998) for the purposes of the 14th Asia Pacific Regional Conference.

WAGGGS would also like to keep you informed of other events and fundraising activities of the organisation. If you would prefer not to be contacted for this purpose, please let us know at AP.ReCo@waggggs.org.



CONTACT INFORMATION

If you have any questions concerning registration, conference programme, platform, etc. please contact the WAGGGS Events Team at AP.ReCo@waggggs.org. WAGGGS office hours are Monday – Friday from 9:00am to 6:00pm UTC.

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