**EXPRESSION OF INTEREST**

**BID TO HOST THE 17TH WAGGGS EUROPEAN REGIONAL CONFERENCE**

**INTRODUCTION**

Thank you for your interest in hosting the 17th WAGGGS Europe Regional Conference. We are seeking a Member Organisation (MO) that can deliver an engaging and inspiring Conference that brings our Region together for one of the most important governance events of the triennium.

**BIDDING PROCESS**

* Submit the Expression of Interest Form
* Complete the WAGGGS Capacity Assessment Tool to better understand your MO’s strengths and development opportunities as you prepare to bid for and deliver the Regional Conference
* Work with the Region to prepare your bid in full
* Present bid at the 16th Regional Conference in Croatia demonstrating why your MO would be an ideal host for the next Conference

**EXPRESSION OF INTEREST FORM**

Please complete this Expression of Interest form as fully as possible and return by Monday 18 March 2019. If you need any assistance, please contact WAGGGS Events team at [Europe.ReCo@wagggs.org](file:///C:\Users\claire.denton\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\GU28P4MY\Europe.ReCo@wagggs.org).

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| --- | --- | --- | --- | --- |
| Name of Member Organisation: | |  | | |
| Main contact for bidding process: | |  | | |
| Phone: |  | Email: |  | |
| If the 24th European Scout Conference will be organized jointly with the 17th European Guide Conference, are you willing to host both? | | | | Yes  No |

1. **MEMBER ORGANISATION QUESTIONS**

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| * 1. Why do you want to host the Conference? How will your MO benefit from hosting the Conference? |
| * 1. Describe the experience and expertise your MO has with hosting international events such as camps, conferences and trainings. These can be WAGGGS, partner organisation or national events. |
| * 1. Describe the human resources capacity of your MO to host the Conference (number of staff and volunteers who would be involved in planning, ability to hire extra staff to support the planning). |
| * 1. Describe the financial situation of the MO which confirms you have the capacity to plan and host the Conference (including your accounting and financial reporting systems and controls and the skill of your staff and/or volunteers in budget management). Please also describe the MO’s fundraising ability. |

If you have completed the Capacity Building Assessment in the last year, please provide the results from the assessment on the level of your MO (At Risk, Foundational, Moderate, Robust) for the following:

If you have not completed the Capacity Building Assessment in the last year, please speak to your Relationship Manager.

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| --- | --- | --- | --- | --- |
|  | At Risk | Foundational | Moderate | Robust |
| Strategy and Planning |  |  |  |  |
| Governance |  |  |  |  |
| Adult leadership practice |  |  |  |  |
| Organisational Management |  |  |  |  |
| Finance |  |  |  |  |
| Resource Mobilisation |  |  |  |  |
| Image & Visibility |  |  |  |  |
| Influence |  |  |  |  |
| Recruitment & Retention |  |  |  |  |

**2. GENERAL COUNTRY QUESTIONS**

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| 2.1 Will you need to obtain any governmental or other permissions to hold the Conference in your country? If so, do you foresee any difficulties obtaining them? |
| 2.2 Describe the level of support you are expecting from your national and/or local government with hosting the Conference. |
| 2.3 Describe the level of support you are expecting from national and/or local tourism body (e.g. Ministry of Tourism, Convention Bureau) with hosting the Conference. This can be monetary or in kind support, or in the form of advice and networking. |
| 2.4 It is imperative for all Conference participants to feel safe before, during and after the event. Please provide information on the security situation in your country, including any travel warnings that are in place. Please advise of any major political events (e.g. elections) or other events (e.g. sporting) that would be taking place in the year of the Conference. |
| 2.5 Describe the process of obtaining visa for participants from MOs, including information on any difficulties that might occur and any support that might be coordinated through government agencies. |

**Submitted by:**

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| --- | --- |
| Signature |  |
| Name |  |
| Position in MO |  |
| Contact phone number |  |
| Email Address |  |
| Date |  |