



# Hampshire County Scouts Project 23 Expedition

## Leaders Questions and Answers

With more than 2 years to go until the Project 23 expedition, the specific details are not yet available and will be confirmed nearer the time. Below we have provided answers to questions you may have, and we have provided as much information as we can at this point.

If there are any questions that you cannot find answers to on this form, please e-mail

[project23@hampshirescouts.org.uk](mailto:project23@hampshirescouts.org.uk)

**Where and when will Project 23 take place?** Project 23 is designed to take place at a similar time as the Hampshire World Scout Jamboree units are away. We are anticipating this to be around the first three weeks of the School Summer holidays in late July 2023.

**What is Project 23?** Project 23 is the working title of the Hampshire Scouts alternative expedition to the World Scout Jamboree. The expedition is run to provide a place all those that applied to the Jamboree but are not offered a place on the Jamboree, so that they can experience a significant International experience. During the expedition, we will be doing loads of activities and sightseeing as we travel across Europe.

**Who can apply to go as a leader?** To apply to be a leader you should be at least 18 years old by 1st January 2022, and be an adult member of Hampshire Scouts.

**Where will Project 23 be?** The Hampshire Youth Council decided that Project 23 would take place in Europe. We are still working on the finer details, but it will be visiting 3-6 different countries, staying at different campsites.

**Can I join the expedition late or leave early?** The Project 23 expedition will leave the UK and return to the UK as a whole expedition. It will not be possible to join late or leave early. As a leader, you will need to oversee the unit at all times.

**I have special needs / disabilities, can I still go?** The ethos of the expedition is that it should be as open and accessible to everyone of the correct age. As a result, every effort is made in order to accommodate those who may be differently abled wherever and whenever reasonable adjustments are possible. This may be simple physical or environmental changes through to more complex adjustments, including allowing a carer / helper to attend. Whilst these can cover a wide range of requirements, obviously this is a very complex area. We suggest that if you have particular questions regarding personal adjustments then please contact us on [project23@hampshirescouts.org.uk](mailto:project23@hampshirescouts.org.uk)

Fundamentally, all participants in Project 23, young person or leader, must be aware that it is a 3 week expedition, mainly camping overseas, with a wide range of activities and a lot of coach travel. It is loads of fun, but it will also be very tiring at times and can have an element of stress relating to logistics, cultural differences and time zones.

**Can you accommodate special dietary requirements?** A lot of dietary requirements can reasonably easily be catered for, as long as you are prepared to be as flexible as possible. Dietary requirements based on religion, and for example Vegetarian, Vegan, Gluten Free are routine. However all participants need to be aware that access to particular foods whilst travelling can be more challenging so a degree of flexibility is appreciated. Other dietary requirements will need more work to be achieved. If you have any concerns, then please contact us on [project23@hampshirescouts.org.uk](mailto:project23@hampshirescouts.org.uk)

**What makes up a Project 23 team?** A Project 23 team is made up of between 26 - 34 people, this is around 6 leaders and 20-28 participants. The 6 leaders will need to become a close knit bonded team, who will come to lean on each other, and be supported by each other. To help achieve this, the Leader Team will need to spend time socialising and building friendships.

**How much time will this role take?** It will be a considerable amount of time, probably similar to running a section such as Explorers. The Leader Team will need to plan and run an event / training weekend about every 3 months, will need to attend some national and County events, and will be dealing with comms from many parents. The time commitment will be up and down, peaking around training events and the expedition itself.

**What Leader Roles are there?** We see that there are the following roles in each unit

- a. Team Leader
- b. Deputy Team Leader
- c. Assistant Leader x4

Within the above, the leader team will normally work out tasks that are split between them, to best fit the skills, abilities, time availability etc. This could include things such as

- a. Comms (Parent, team, Social Media, External)
- b. OSM / HQ Management system checks and usage
- c. Catering
- d. Camp management
- e. First Aid
- f. Items provision (e.g. hoodies, scarfs, items for training weekends)

It's up to the leader team how they split things up, and what they want to split.

**Will I have a say on what leaders are in each leader team?** The Project 23 core team will select the leaders and place them in teams, based on skills, abilities, experiences and characteristics as observed through the leader selection process. If we are aware of any issues between leaders (such as two leaders not able to work together, related leaders wanting to be separated etc.), then we will obviously work to avoid these as we need to have excellent team work.

**Are there plans to involve young people in the decision making processes?** The Project 23 Core Team are working on plans to include young people directly into the decisions that we are making in the central planning of the expedition. We also expect that the leader teams will include young people when planning the training weekends and program, and during the expedition.

**What are the two most important parts of this role?** Teamwork and Flexibility. The leader teams run with 8 leaders and 42 Explorers, and whilst the 2 years leading up to the expedition can be hard, the 3 weeks away can be very hard work and stressful (but massively rewarding). As a leader team, you will need to work as a coherent leader team to essentially work through whatever comes your way, the good, the bad and the ugly. You will also need to be flexible and instinctively inclusive in your thinking and planning. One thing that we have learnt is that information is frequently late and frequently changes (including 180 degree changes, and then change back again). This is often coupled with little sleep and lots of stress. The leader team need to be able to work through all of this to deliver the best experience possible to the team of Explorers.

**Highs and low's?** As with all Scouting, there are highs and lows. Some of the highs will be getting to know other leaders, and some amazing young people, and to see them develop over a 2+ year period, as well as helping the young people achieve things that they didn't know were possible. Very often, the bonds formed in an expedition team remain in place for decades afterwards. However, as with all scouting groups, there can also be lows caused by a variety of events (such as fallings outs, disputes with parents, people becoming unwell etc.). It is important to be prepared to work though the lows, to be wowed by the highs.

**Are there any training requirements?** Yes, all leaders will need to maintain the following as a minimum during the training and expedition :

- a. Current DBS
- b. Current Safety Certificate
- c. Current Safeguarding Certificate
- d. First Response First Aid

All leaders will also need to (By April 2023)

- a. Be Wood Badge holders (As a leader with a Scout / Explorer section, or as a team Leader)
- b. Campsite Camping Permit (the training weekends are excellent opportunities for all leaders to acquire camping permits)

If you are under 18 at the time of leader selection, and will be turning 18 by 1<sup>st</sup> Jan 2022 then you will need to undertake the minimum training as soon as possible after turning 18, and before the first training event after you turn 18.

Training weekends are also a great opportunity to carry out validation tasks for leader training, so make sure you talk to your Training Advisor on how to make the most of these opportunities in progressing your Leader Training.

**Will the role be subject to reviews?** The Project23 core team will review all leaders on a regular basis. This will be to see how the leaders are progressing, and will cover items such as

- a. Progress towards required leader training
- b. Safeguarding, Inclusion and Diversity
- c. Leader Team team building
- d. Team team building
- e. Running of the unit

If there are any causes for concern, this will be raised and discussed and a plan put in place to hopefully resolve. If resolution cannot be achieved, it will be referred to the Hampshire County Commissioner, who could decide on further actions, including plans to resolve, through to removing the leader from the expedition.

**How many spaces are there?** This is a difficult question, and a bit of a chicken and egg situation. For young people, we are committed to offering all that apply to the World Scout Jamboree (WSJ), and is not awarded a place on the WSJ, a place on Project 23. Currently this is around 240 young people. However, we do not know until early December 21, how many will confirm that they want to take part in Project 23. On the flip side, we can only accept a number of young people that we have the right number of leaders for. So it is a fine balancing act. Going on Project 19 (the same type of expedition in 2019), we are currently expecting to have between 120-165 young people, and therefore needing between 35-40 leaders.

**Do I have to be a Hampshire Scout Adult Member to apply (if 18 or over)?** Yes, you must have a registered role on Compass under Hampshire (be it at a section, group, district or County level). However, we will also accept applications from those that normally live in Hampshire, but are say at University outside of Hampshire (on the understanding that you will travel back for any meetings / training events as required).

**Do I have to be a Hampshire Scout to apply (if under 18 at point of applying)?** Yes, you must be a member of a Hampshire Explorer Unit or a Hampshire Young Leader to apply.

**What happens if I move away after being selected?** Providing you join Scouting at your new location, and are prepared to travel back to Hampshire for all training events etc., then you should be able to continue on Project 23.

**How much will Project 23 cost?** It is early days at present, and we are still putting everything together, but we are aiming at £2,000 - £2,200. This includes all of the training program, and the expedition itself.

**Are there any other costs not included above?** There may be a few other items such as

- a. All participants will require an individual valid passport in their own name with 6 months expiry from date of return to the UK after the expedition.
- b. Visa's may be required for the countries being visited.
- c. Compulsory and voluntary vaccinations may be required for the countries being visited.
- d. Some kit will be required (such as sleeping bags, mats, footwear etc.)
- e. There are usually options to buy additional team kit (so sometimes extra hoodies, badges, or even an additional item that the unit would like but is not in the budget).
- f. Travel and transport to all training events and departure / return point.

**Am I allowed to fundraise to pay for the expedition?** Absolutely, we would encourage you to fundraise to help raise your fees, this can be an important part of your expedition journey. In the past many participants have fundraised their entire fee. However, fundraising may be more difficult in the aftermath of Covid. Essentially, if you work hard at your fundraising, you are more likely to raise more. If you sit back and let others do it, you are less likely to raise the money.

**As a leader, do I have to organise fundraising for the team participants?** During team events, you would naturally talk about fundraising, and encourage the team to share ideas etc. However, the leaders are NOT responsible for team members fundraising. If you want to help, you can but it is your choice. This may be because you have been offered a good fundraising activity, that needs more people, or because you decide that a training weekend is a fundraising weekend.

**What are the dates?** It is very early to set dates, but potentially looking to leave around 23<sup>rd</sup> July 2023, and return around 13<sup>th</sup> August 2023. These dates could slip by a few days. It is likely to be 3 weeks off of work.

**Will all of the people in the unit be from Hampshire?** We are discussing with the Isle of Wight being able to offer a few places to those from the IOW who applied to the World Scout Jamboree and were unable to take up a place.

**Will I know the people in my team before we go?** The team is likely to be made up of Scouts and Explorers from across the County and you may not know many people at the start of the journey. However in the build up to the expedition you will have a number of training events to get to know your unit.

**Do I need to use Social Media?** Whilst it is not compulsory, you will get the most out of the team building by joining in on Social Media. The team will normally decide on one social media platform to use (can be a Facebook group, Whats App group etc.). Normally, there will be one social media channel which is supervised / monitored by the leader team. Participants then usually setup their own independent channels which are not monitored. Official Communication will be via E-mail and/or the one monitored Channel.

As per safeguarding, one to one conversations on Social Media are not permitted with anybody under 18, and as leaders, you should only communicate in either a group setting, or have at least one other person (in addition to the participant) in the conversation (such as a parent or another leader).

**How many training weekends will there be, and do I have to go to them?** As a leader, you will be expected to attend all of the training weekends.

**When will they be?**

Weekend 1 – 11-13<sup>th</sup> Feb 2022

Weekend 2 – 8-10<sup>th</sup> April 2022

Weekend 3 – 9-11<sup>th</sup> Sept 2022

Weekend 4 – 3-5<sup>th</sup> Feb 2023

Weekend 5 – 21-23<sup>rd</sup> April 2023

Weekend 6 – 30<sup>th</sup> June – 2<sup>nd</sup> July 2023 – All teams together

**Where will the training weekends be?** It will be down to the leadership team to decide on the locations, which will be within Hampshire.

**Will the cost of travel to training weekends be included?** No, it will be down to yourself to travel to / from the training weekends, but (subject to Covid restrictions lifting), sharing of transport is encouraged.

**Do I need to do paperwork for the training events / weekends?** Yes. All of the normal paperwork for any Scouting event / camp will need to be completed, and passed to the Project 23 core team to approve (or obtain approval). This includes all risk assessments, plans, activity permissions etc., and must be completed prior to the event in good time. Hampshire will be using OSM to enable the unit to communicate and make use of electronic permissions with parents, and the leader team will be responsible for using this.

**Will we have a Data Storage area?** Hampshire County Scouts have now centralised their systems on the Microsoft Office 365 platform. All Project 23 Leaders will be given Hampshire E-mail addresses which must be used for all Project 23 communications, and each unit will be set up with a shared data storage area within this. This will enable data to be stored within the Hampshire Office 365 setup, and shared between the leader teams and the Project 23 Managers. It will be a requirement that these facilities are used for all comms and data storage, along with OSM.

**Will there be any Virtual Training?** Depending on how quickly we return to normal, there may need to be some Virtual Training / unit meetings (most likely to happen in the beginning or in the case of urgent information to be discussed).

**How do I apply?** There will be an application form issued by Hampshire County Scouts, and all applications must be made via this application form (by the date on the form).

**What happens next?** The project 23 team will check the application forms and check references etc. They will then decide who to put forward for the Selection Process (which we may be limited on numbers for), and those that will be declined at this stage. We will then let all applicants know the result of this initial stage.

#### **What about selection Process?**

- a. A day event on Saturday 20<sup>th</sup> November 21 or Sunday 5<sup>th</sup> December, locations to be confirmed (but will be an early start and late finish). You would only need to attend one of these two days.
- b. Any other process as agreed with the County Commissioner that can be achieved under Covid restrictions (this could include several virtual sessions).

There will be a £15 fee for the Leader Selection process if any Face to Face session occurs.

**Will the Selection process be Covid Safe?** All Scouting events have to be run within Scouting Covid guidelines, including a Covid Risk Assessment.

**Do I have to go to the selection process to get a place?** Yes – whatever selection process is chosen, you must fully participate in that process to be selected as a Project 23 Leader.

**Will we need references?** Yes, you will need to nominate another leader to provide a Scouting reference. We will also approach your DC / CC as well.

**When will I know if I have a place?** We aim to do this as quickly as possible after the selection process, but it may take a couple of weeks. Any offer of a place will be “Provisional”, subject to confirmation by the County Appointments Committee.

**Do I have to pay all of the money at the start?** No, we need stage payments over the next two years. We will set the schedule and publish it. All participants will need to keep to this schedule.

**Do I need to pay a deposit?** If you are offered a place on Project 23 after the selection process, you will need to confirm your acceptance with a non-refundable deposit. The deposit will be for £200, and payable within 2 weeks of the place offer (so December 2021). If you are struggling to organise the deposit, please talk to us.

**What happens if I need to withdraw after paying the deposit?** Refunds of money paid will only be given if we can refill your place on the expedition, less the non-refundable deposit, less the cost for training / equipment received or ordered, less the cost of changing names, and any discount needed to be given to fill the place (potentially at short notice). If money has been fundraised, then under charity commission rules, we may need to return this money to the original source of the funds. If this is not possible (for example it was a bag pack), then it may need to be kept and used for a suitable comparable alternative purpose. Monies will be refunded in the following order (after costs)

- A. Any HQ Grant
- B. Any County Grant
- C. Any District Grant
- D. Any Group Grant
- E. Any other organisation Grant
- F. Any untraceable funds donated (such as bag packs) donated to Hampshire International fund
- G. Any remaining funds returned to source

**What happens if I need to withdraw close to departure?** We will always try very hard to re-fill the place, however, this may be very difficult – especially at short notice. Depending on the reason for withdrawal, there may be insurance cover (for instance, a broken bone or a major illness / death in immediate family). However, we reserve the right to insist on payment in full, even if you do not attend.

**What happens if I am not up to the requirements of the role?** If you realise you are struggling with the role, speak to your leader team and to the Project 23 core team. We will obviously see if there is anything that can be done to assist you (if it's short term, it could be taking some load off of you, it could be looking at additional support, mentoring and/or training etc.). Ultimately you may decide it is best to withdraw and we would then look for an appropriate replacement.

This conversation may of course be initiated by the Project 23 core team if we pick up there is an issue, and as above, see what can be done to assist to put things back on track. Ultimately, if the Project 23 core team has concerns that are not rectifying, this can be raised to the County Commissioner, who may take the decision to remove you from the project 23 role (see **Who has the final say**).

**How will money for the expedition be handled?** All funds for Project 23 will be paid directly into the main Hampshire County Scouts bank account at HSBC (either via cheque, cash or electronic transfer). We will issue instructions on this procedure later. No funds are to be paid to any leader. For keeping track of each individual participant account, we are looking at appointing a finance point of contact, who will use an accounting system to keep track of all monies and send through statements showing your progress.

**As a leader, will I need to handle monies?** The majority of monies will be taken care of by Hampshire County. You must not accept any cash payments from participants (they must bank these themselves), and cheques should be sent in direct by participants. However, you may need to

- a. Pay for some items (such as food for a camp weekend), and then submit an expense claim for repayment (with receipts).
- b. Handle some funds for use whilst away (such as when sightseeing).
- c. Chase individuals on a training weekend (using a list provided by the project 23 book keeper) if they are behind on payments.

**Can we claim gift aid on fundraising?** Unfortunately, Project 23 does not qualify for gift aid, and therefore, no gift aid can be claimed / reclaimed for payments / fundraising.

**Can we claim any grants to attend Project 23?** Yes, there are a range of funds and grants that can be applied for.

- a. It is always worth approaching your Group / Explorer Unit / District, as they may have funds in place for this type of event.
- b. Hampshire County Scouts will be operating a Project 23 Grant fund, which leaders can apply to.
- c. Other private trusts and organisations – Lesley Sale Trust, Round Table, Rotary Club etc. Some of the above are open to all, some can have restrictions (such as location, purpose, young person only, financial situation) etc.

**How to apply to the Hampshire Project 23 Grant fund?** We are inviting applications to the Hampshire Project 23 Grant Fund – NOW. i.e. Apply at the same time as applying for Project 23. The application form is available in the same place as the Project 23 application form. Applications are considered by a separate Grants committee (the Project 23 Managers and the selection process will be unaware of who has applied for a Grant). The Grant committee will meet in early January 2022, and will independently decide on the grant applications for those that have been selected. They will then notify the project 23 managers, who will notify you of any grant awarded.

Grants will be split equally and applied across the stage payments. For instance, a £1,000 grant across 5 stage payments would be £200 towards each stage payment. It will not be a £1,000 grant paid at the beginning.

**Who will know that I have a grant?** Before the end of 2021, only the Grants Committee. From early 2022, the Project 23 Managers and book keeper will also be aware. However, the rest of the Project 23 Leaders and local districts and groups will not be notified.

**Do I have to apply via my Group / District?** No! All applications go direct from the person applying, to the County Project 23 core team. The application forms are then checked, and a decision will be taken on inviting the applicant to the selection process by the County Project 23 core team.

**Do I have to tell my Group / District?** You don't have to, but it might be good to tell your GSL / DC / CC. As part of our checks, we will notify all DC / CC of the applicants from their area.

**Do I have to be a Scout Leader?** No – you just need to be an adult member of Hampshire Scouting to attend, however, between the leaders in the leader team, we will need a mix of skills and experiences, and training. If you leave Scouting / are suspended / stop being an active member, your place may be withdrawn.

**What is the Project 23 management for Hampshire?** The Project 23 core team comes under the Hampshire Assistant County Commissioner (International) - Julian Sore, along with Jo Sore, Zoe Fettes and Robin Mair. Julian Sore reports to the Deputy County Commissioner Program, and then the County Commissioner.

**What is OSM?** OSM stands for Online Scout Manager. It is a web based system that enables us to communicate easily with all leaders and participants (and parents) of the Project 23 teams. It allows you to update your own information (such as contact addresses, telephone numbers, medical information, doctors contact details etc.). Hampshire County Scouts will be using this to manage it's information, and we will be able to issue information on training weekends and fundraising events via OSM, and you will be able to confirm attendance. It will save a massive amount of paperwork flowing in both directions, which will reduce costs!

**When will we start using OSM?** As soon as we receive and process your application, you will be invited to join OSM, and to enter your information. OSM will then be used to invite people to the selection processes.

**We already use OSM for Scouts / Explorers, can I just use this entry?** Unfortunately, no. There are a number of technical reasons why we can't share records. A new OSM record is required for Project 23.

**What options do I have if I am not selected?** There are a number of options.

- a. The WSJ will require an International Support Team (IST), which we think will be open to all those 18 and over as of 1<sup>st</sup> August 2023. You apply through UK HQ for this, and we will make sure you know when this opens.
- b. Find another International event! Hopefully, there will be plenty starting up after the hold from Covid.
- c. Carry on with your Scouting, and try again next time! Unfortunately, we do have a limited number of places, and likely to have far more applications than we can accommodate.

**Is there an option of being a reserve leader?** There is no official reserve, however, if a selected leader subsequently withdraws out of the Project 23, then we will naturally review those that attended the leader selection process. The decision will be based on when it happens, what skills, experience and knowledge is required in somebody to produce the right fit for the unit. The Project 23 core team are under no obligation to offer the place to somebody that attended the selection weekend.

**What about GDPR?** As a Hampshire County Scout event, data will be handled as described by the Hampshire County Scouts GDPR policy (available from the Hampshire County Scouts Website). Central Data (such as application forms, selection planning) will be held on the Hampshire County Scouts Microsoft Office 365 account. OSM will be used for the day to day running of the Hampshire Project 23 Expedition. Access will be limited to the Hampshire Project 23 core team and Project 23 Leaders. Financial data will be held and processed in an accountancy system set up for this purpose. Data will also be shared where needed for the planning and management of Project 23. Data will be destroyed in various stages, up to 11 years after the last Project 23 event (for instance general data could be 2 years, financial data will be destroyed after 7 years, medical / insurance information could be 11 years).

**Will we be insured?** We will be taking out the standard Scout International insurance for the expedition (through their Insurance arm – Unity). When we have details, we will forward this on to you.

**What about Covid?** Project 23 is 2 years away, we are continuing on the basis that issues caused by Coronavirus will dissipate over the next 2 years. However, we are not able to predict the future and Covid may become an issue again. We will have to wait to see what Insurance can be put into place, but we think it would be fair to say it is unlikely that insurance for a Covid cancellation would be possible. If Covid were to become an issue, and withdrawal / cancellation occurs, then you will need to expect that it may not be possible to refund some or all of your monies paid due to factors outside of the direct control of Hampshire County Scouts / uninsurable situations.

**Will I need any vaccinations?** Quite possibly yes. You will need to have any vaccinations which are compulsory for the countries we are visiting, or mandated by any campsite we stay on. Unfortunately, we don't know what these are at present. It is recommended (subject to your Doctors advice) to have your normal UK range of vaccinations.

**Who has the final say?** All places in the Hampshire Project 23 teams are granted by permission of the Hampshire County Commissioner. At any time, and for any reason, an individual's place may be withdrawn by the County Commissioner. The financial consequences of this, will follow the **What happens if I need to withdraw after paying the deposit.**