



15TH Asia Pacific Regional Conference
19-23 August 2025 · India
The Bharat Scouts and Guides

World Association of Girl Guides and Girl Scouts

BOOKING PACK

JANUARY 2025

MESSAGE FROM THE ASIA PACIFIC REGIONAL COMMITTEE

Dear Friends,

On behalf of the World Association of Girl Guides and Girl Scouts (WAGGGS) and the Asia Pacific Regional team, we are delighted to welcome you to the 15th Asia Pacific Regional Conference and the 9th Friends of Asia Pacific WAGGGS (FAPW) Regional Gathering in New Delhi, India!



I would like to express my heartfelt gratitude to our Host Member Organisation, the Bharat Scouts and Guides, and the Conference Planning Team for their tireless efforts in bringing this event to life. Our sincere thanks also go to the Government of Delhi for their outstanding support in making this conference a reality, and to the Leela Ambience Convention Hotel for their generous discounts, enabling broader participation from Member Organisations across the region. Additionally, we deeply appreciate the Ministry of External Affairs India for their unwavering support of the conference.

Please take the time to review this document thoroughly, as it will assist with your practical preparations and registration for the Conference. We hope it will serve not only as a helpful guide but also as a glimpse into the enriching experience awaiting you at the event.

Let's come together to reconnect with old friends, forge new connections, exchange best practices, and create cherished memories. Looking forward to seeing you all in India this August!

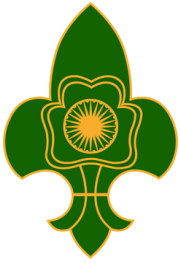
Yours in Scouting and Guiding,

A handwritten signature in dark ink, appearing to read 'Chempaka'.

Chempaka Emalin Pahamin
Chair of Asia Pacific Regional Committee
World Association of Girl Guides and Girl Scout

LIST OF CONTENTS

INFORMATION	PAGE
WELCOME LETTER FROM THE BHARAT SCOUTS AND GUIDES	4
GENERAL INFORMATION	5
WELCOME TO INDIA	8
REGISTRATION	11
OPTIONAL TOURS	13
VENUE	15
USEFUL INFORMATION BEFORE YOU BOOK	17
SAFEGUARDING AND DATA PROTECTION	19
CONTACT INFORMATION	20



WELCOME LETTER FROM THE BHARAT SCOUTS AND GUIDES

Greetings from the Bharat Scouts and Guides!

It is with great joy that we announce that the Bharat Scouts and Guides will host the 15th Asia Pacific Regional Conference, WAGGGS scheduled from 19 to 23 August 2025 at The Leela Ambience Convention Hotel Delhi. This prestigious gathering will unite leaders, delegates, and distinguished guests from across the Asia Pacific region to discuss and shape the future of the movement in our region.



The conference will revolve around the theme, “Stronger Together,” focusing on fostering collaboration, innovation, and sustainability. It will feature dynamic plenary sessions, interactive workshops, cultural exchanges, and ample networking opportunities. These activities will provide a platform to share best practices, celebrate achievements, and strengthen the bonds of friendship among member organisations.

We warmly invite you to experience the vibrant essence of India and to participate in this landmark event. India, a land of rich heritage, diverse cultures, and timeless traditions, offers a unique blend of vibrancy and hospitality.

This conference is not just an opportunity to engage in meaningful discussions but also a chance to immerse yourself in India’s unity in diversity and dynamic spirit. Your presence and contributions will play a vital role in enriching the deliberations, fostering impactful collaborations, and driving innovation.

As we gather for this significant event, we aim to celebrate shared values, exchange transformative ideas, and create a road map for a brighter, more sustainable future. Let this platform be where diverse perspectives converge, and collective wisdom leads to actionable insights.

We are confident that your participation will not only elevate the conference but also leave you with cherished memories of India’s warmth, and cultural richness, and renew the guiding spirit.

We eagerly look forward to welcoming you to India and embarking on this remarkable journey together.

Dr. K.K. Khandelwal
Chief National Commissioner
The Bharat Scouts and Guides

GENERAL INFORMATION

DATES AND PROGRAMME

The Regional Conference is a key opportunity to come together for one of our most important governance events. During the conference, we will develop future regional plans, align our service delivery plan with the needs, interests, and priorities of Member Organisations, and work together to explore tools and resources to expand Girl Guiding and Girl Scouting within our Region. The governance elements of the conference can be attended virtually without travelling to New Delhi, India.

Alongside this, an intensive programme on Organisational Leadership focusing on shared learning, personal development, and networking for leaders of the Asia Pacific Region will be conducted. We will share best practices, learn from each other, and make new connections. This part of the programme will take place in-person and is not available to join online.

Together with the 15th Regional Conference, Friends of Asia Pacific WAGGGS (FAPW) will be organising their 9th FAPW Regional Gathering and some conference activities will be attended by FAPW members. Additionally, we will host a one-day pre-conference event focused on empowering young women in governance.

Sunday, 17 August	Arrival and Registration of Young Women Participants
Monday, 18 August	YWIG Workshop Arrival and Registration of Conference/FAPW Gathering Participants
Tuesday, 19 August – Saturday, 23 August	15th Asia Pacific Regional Conference Sessions
Tuesday, 19 August – Thursday, 21 August	FAPW Gathering
Sunday, 24 August	Departure, Optional Tours, Newly Elected Regional Committee Meet

DETAILED PROPOSED PROGRAMME*

Local Time	Day 1 17 Aug	Day 2 18 Aug	Day 3 19 Aug	Day 4 20 Aug	Day 5 21 Aug	Day 6 22 Aug	Day 7 23 Aug	Day 8 24 Aug	
6:00-7:00	Arrival and Registration for YW	Yoga/ Meditation							
7:00-8:30		Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
8:30-9:00		Whole Day: Arrival and Registration of Participants YWIG Session 1	Orientation	Reflection	Reflection	Reflection	Reflection	Reflection	Committee Meeting Wrap Up & Departure
9:00-10:30		YWIG Session 2	Opening Ceremony	AP Triennial Report and Action Plan	Organisational Leadership Session 5	Organisational Leadership Session 8	Organisational Leadership Session 9		
10:30-11:00		Break	Break	Break	Break	Break	Break	Break	
11:00-12:30		YWIG Session 3	Opening Business & Introduction to Candidates	Organisational Leadership Session 3	Proposed Motions & Amendment Discussion	APRC Elections Proposed Motions & Amendment Voting	Closing Business		
12:30-1:30		Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	
1:30-2:30				IC/CC Gathering	MOs Group Gathering	MOs Requested Gathering			
2:30-4:00		YWIG Session 4	Organisational Leadership Session 1	Organisational Leadership Session 4	Organisational Leadership Session 6	BSG/Delhi Visit	Closing Ceremony		
4:00-4:30		Break	Break	Break	Break	Break	Break	Break	
4:30-6:00		YWIG Session 5	Organisational Leadership Session 2	Pin Ceremony	Organisational Leadership Session 7	BSG/Delhi Visit	Free Time		
6:00-8:00		Dinner	Dinner	Dinner	Gala Dinner	Dinner	Dinner		
8:00-10:00		Opening Ceremony Practice	India Night	International Night	Free Time	BSG/Delhi Visit	Free Time		

	<i>Young Women In Governance (YWIG) Workshop</i>
	<i>Organisational Leadership Sessions</i>
	<i>Virtual/Governance Session</i>
	<i>Physical Ceremonies</i>
	<i>Physical/Joint Session with FAPW</i>

*There might be slight changes to the programme but the overall framework will remain the same.

CIRCULARS AND DEADLINES TO OBSERVE*

Circular and Virtual Sessions	Date to be Sent	Deadline for Responses from MOs
Circular 1		
Call for AP Regional Committee Nominations	December 2024	13 February 2025
Rules of Procedure (ROP)		NA
Call for Technical Team		15 January 2025
Circular 2		
Registration Opens: Booking Pack	January 2025	21 April 2025
Circular 3		
Call for Proposed Motions	February 2025	21 April 2025
First Draft of Triennium Plan and Budget		19 March 2025
Introduction of the Conference Team		NA
Virtual Session		
Logistics Session: Registration, Visa and Payment	15 February 2025 3-4 AM UTC	NA
Virtual Session: AP Triennium Plan	9 March 2025 3-5 AM UTC	NA
Circular 4		
Call for Tellers and Communications Champions	Early April 2025	19 May 2025
Call for AP Appreciation Awards		30 May 2025
2nd Draft of Triennium Plan and Budget		5 May 2025
Circular 5		
Candidate Information to MOs	Mid-April 2025	NA
Travel Form Opens		17 June 2025
Circular 6		
Election Booklet	Mid-May 2025	NA
Circular 7		
ReCo 1: Rules of Procedure	Mid-June 2025	NA
ReCo 2: Regional Conference Programme and Agenda		
ReCo 3: 2022-2025 Triennial and Financial Report		
ReCo 4c: 2026-2028 Regional Action Plan (Final)		
ReCo 5: Regional Committee Election Booklet		
ReCo 6b: Proposed Motions – Motions and Amendments		
Virtual Session		
Meet the Candidate Session	19 July 2025 3-5 AM UTC	NA
Voting Practice for Head Delegates	2 August 2025 3-5 AM UTC	NA
Circular 8		
Final Practicalities & Reminders	Early August 2025	NA
Circular 9		
Evaluation Form	Late August 2025	28 September 2025
Circular 10		
Record of Decisions	Late September 2025	NA
Circular 11		
Regional Conference Evaluation Report	Late October 2025	NA

*There might be slight changes to the information but the overall framework will remain the same.

WELCOME TO INDIA

A BRIEF OVERVIEW TO INDIA

India, the seventh-largest country in the world, lies in South Asia and is renowned for its rich cultural heritage, vibrant history, and remarkable diversity. Comprising 28 states and 8 union territories, each with its unique traditions and languages.

India recognises Hindi and English as official languages, but it is home to 22 constitutionally recognised languages and over 1,600 dialects. This geographical diversity is mirrored in the nation's cultural and historical tapestry, making it a land of unparalleled richness.

Spanning from the towering Himalayas in the north to the serene backwaters of Kerala in the south, India's landscapes are a testament to nature's splendor.

As one of the world's oldest civilisations, India's history spans over 5,000 years, with iconic landmarks like the Taj Mahal, Jaipur's royal palaces, and the ancient temples of Varanasi standing as symbols of its architectural brilliance and deep-rooted heritage.

India's cultural diversity is its greatest strength, reflected in its people, languages, and traditions. Festivals such as Diwali, Holi, Eid, and Pongal showcase the spirit of celebration and togetherness, while classical dance forms like Bharatanatyam and Kathak, alongside the global influence of Bollywood, captivate audiences worldwide. As the birthplace of spiritual practices like yoga and Ayurveda, India has long championed holistic well-being, mindfulness, and the pursuit of peace.

Beyond its cultural and natural beauty, India is a beacon of leadership, resilience, and empowerment. It has nurtured global icons like Mahatma Gandhi and Savitribai Phule, whose legacies of equality and change continue to inspire. As the proud host of the Asia Pacific Regional Conference, India invites you to experience its profound heritage, dynamic culture, and warm hospitality. This is a land where every corner tells a story, every festival celebrates unity, and every moment inspires connection. Join us to explore a nation that embodies the values of leadership, diversity, and togetherness, and let India's extraordinary spirit transform your journey.



Capital

Delhi, the capital city of India and the host of the Asia Pacific Regional Conference, is a city full of history, culture, and modern life. It is home to famous landmarks like the Red Fort, India Gate, Qutub Minar, and Lotus Temple, each telling stories of India's rich past. Alongside its historical beauty, Delhi is a busy and lively city with colorful markets, peaceful gardens, and modern event spaces, making it perfect for international gatherings. Known for its variety of cultures, warm hospitality, and delicious food, Delhi offers a memorable experience where old traditions blend with modern life.



Official Language

India's official languages are Hindi and English. Hindi, written in the Devanagari script, is widely spoken across the country, while English is commonly used for official communication and education. India is known for its linguistic diversity, with over 120 languages and 1600 dialects spoken, reflecting the country's rich cultural heritage.

Religion

India is a land of diverse religions, being the birthplace of major religions like Hinduism, Buddhism, Jainism, and Sikhism. It also embraces Islam, Christianity, Judaism, Zoroastrianism, and many indigenous faiths. This cultural harmony reflects in its festivals, traditions, and spiritual landmarks across the country.

Geographic Location

Located in South Asia, India is bordered by Pakistan to the west, China, Nepal, and Bhutan to the north, and Bangladesh and Myanmar to the east. The southern peninsula is surrounded by the Indian Ocean, with the Arabian Sea to the west and the Bay of Bengal to the east.

MEET THE BHARAT SCOUTS AND GUIDES

A BRIEF HISTORY

The Bharat Scouts and Guides (BSG), a SAGNO, is one of India's largest and most esteemed youth organisations established with the aim of fostering character development, leadership, and community service among young people.

Scouting in India began in 1909 under British rule, inspired by the global movement founded by Lord Baden-Powell. Guiding followed in 1911. Several independent Scout and Guide organisations emerged in different regions of India during this period.

After India gained independence in 1947, efforts were made to unify these organisations. In 1950, the Boy Scouts Association of India and the Hindustan Scouts Association merged to form the Bharat Scouts and Guides. A year later, in 1951, the Girl Guides Association also joined, creating a single, unified organisation for both boys and girls.

BSG is recognised by the World Organisation of the Scout Movement (WOSM) and the World Association of Girl Guides and Girl Scouts (WAGGGS). It has played a vital role in promoting Scouting and Guiding principles across India, with a focus on character building, skill development, and community service.



Membership

The Bharat Scouts and Guides has a total membership of 6.2 million individuals, comprising 3.8 million Scout Wing and 2.4 million Guide Wing.

REGISTRATION

BOOK ONLINE THROUGH OUR WEBSITE!

Registration is now open for the 15th Asia Pacific Regional Conference. Registrations can be completed online through the dedicated Conference website. This is the link to register:

[CLICK HERE TO REGISTER](#)

You can book multiple tickets at once, but you will be required to provide the information details for all the attendees. Please note, that 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 confirmation to join the 15th Asia Pacific Regional Conference and be kept informed with updates.

For Head Delegates, Delegates, and Observers, WAGGGS will review your application and confirm with your Member Organisation that you are part of the official delegation. To speed up this process, you can send us the official delegation list at ap.reco@waggggs.org before registering. This should be on MO-headed paper and be signed by the Chief Commissioner/ International Commissioner or equivalent. Please proceed to book your flight ticket only upon approval of the registration .

If you would like to join us as a Guest outside of an official delegation, your registration will be confirmed by the Regional Committee. Once your registration is confirmed, you will receive the details to pay the registration fee.

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@waggggs.org.

REGISTRATION FEES

The standard Conference registration fee is **USD 875 per person** for the 15th Asia Pacific Regional Conference.

Are you a **young woman under 30** on the first day of the Conference? If so, the 15th Asia Pacific Regional Conference has an attractive **30% discount** to encourage your attendance and you will only pay **USD 612.50**. Use the code **TOGETHER2025** during registration to enable this discount.

Registration will close on **21 April 2025, 11:59 PM UTC +0**, so make sure you secure your spot. In case you do not have the details of your participants within the deadline, please write to ap.reco@waggggs.org to book the space.

YOUNG WOMEN IN GOVERNANCE (YWIG) WORKSHOP

YWIG Workshop is fully funded by Asia Pacific WAGGGS, and women under 30 can attend this one-day pre-event happening on 18 August 2025.

YOUR FULL REGISTRATION FEE INCLUDES

- Full access to all the 15th Asia Pacific Regional Conference sessions, workshops, and networking activities, including all materials
- Opening and Closing Ceremonies
- Exhibition space at the International Night and Market
- Official conference documents in English
- Accommodation from 18-24 August 2025 on a twin-sharing basis. The check-in time is 14:00 and check-out is 12:00. If you arrive before or after the check-in and check-out time, you will have to pay for the extra days as per hotel policy and should be managed by yourself
- Meals, from dinner on 18 August to breakfast on 24 August
- Airport transfers if travelling on 18 August and 23 and 24 August. For young women, the transfer will also be available for 17 August 2024

SINGLE ROOM ACCOMMODATION

If you wish to select a single-room accommodation, you can upgrade for an **additional fee of USD 350**. Your registration fee will be USD 875 + USD 350 = USD 1225.

REGISTRATION FEE FOR VIRTUAL PARTICIPANTS

The virtual-only participants for the conference will be paying **USD 35**. This fee only includes the Governance elements of the conference. The Organisational Leadership programme will not be available online.

GALA DINNER

The Friends of Asia Pacific WAGGGS (FAPW) is excited to celebrate their Silver Anniversary, highlighting the growth of FAPW over the past 25 years and acknowledging the donors who have contributed to the growth of the region in past years. FAPW Working Group is delighted to welcome all the conference participants to the GALA Dinner marking the celebration. The fee to attend the GALA Dinner is **USD 50**.

OPTIONAL TOURS

POST-CONFERENCE TOUR

The Bharat Scouts and Guides is delighted to offer an exciting post-conference tour opportunity for all participants. This exclusive tour is designed to provide a memorable experience, allowing you to explore the rich cultural heritage of India.

The Bharat Scouts and Guides is organising a **one-day Delhi tour** and a **four-day Agra-Jaipur-Delhi tour**. We encourage all participants to take advantage of this unique experience to make your visit to India truly unforgettable. Find out more [HERE](#).

VISIT SANGAM

As you look forward to attending the Asia Pacific Regional Conference in India in August, we are delighted to share with you an offer for a special post-conference event at Sangam.

NAMASTE SANGAM is an exclusive event designed for Asia Pacific Regional Conference participants to visit and discover Sangam, your World Centre in Pune, India. For three (3) days, we will give you a taste of what we are offering with our events and programmes: an amazing blend of Wellness, Culture, Leadership and Community. Find out more [HERE](#) and book your spot now!

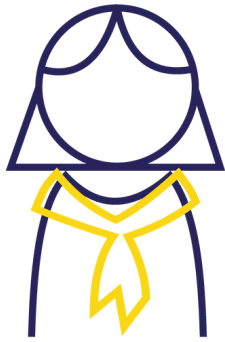
PAYMENT DETAILS

Once your Conference registration has been approved, you will receive the invoice for the registration fee with the payment details.

CANCELLATION AND REFUND POLICY

Once the registration is approved, the accommodation and conference facilities will be booked and paid for so participants are liable to pay the full fee of the conference. Registration fees are non-refundable. However, they can be transferred to another person until **15 July 2025**. To transfer the registration, you will need to send us an email with the details of the new attendee at ap.reco@waggggs.org.

After 15 July 2025, substitution cannot be arranged, and the registration fee will be forfeited. In case of unforeseeable circumstances, please contact us by email at ap.reco@waggggs.org immediately.



PARTICIPANTS

Each Full or Associate Member Organisation of WAGGGS in the Region is entitled to send 2 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. One of these Delegates should be identified as the Head Delegate and will carry the authority to vote on behalf of the Member Organisation.

In addition, Member Organisations may send up to 8 Observers who act in support of their Delegates. Additional space to a Member Organisation can be allocated in case the allocated spaces are not utilised.

In support of WAGGGS' mission of developing young women as decision-makers, **Member Organisations should make every effort possible to include at least 2 young women (aged 18-30) in the delegation as a conference Head Delegate, 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.

VENUE



The conference will be held at the Leela Ambience Convention Hotel in Delhi. Nestled in the centuries-old capital on the banks of the Yamuna River, this iconic hotel combines modern sophistication with the city's rich heritage.

Catering to the needs of discerning business and leisure travelers, the hotel features 480 elegantly designed rooms and suites, two outdoor swimming pools, bespoke recreational facilities, and expansive event spaces.

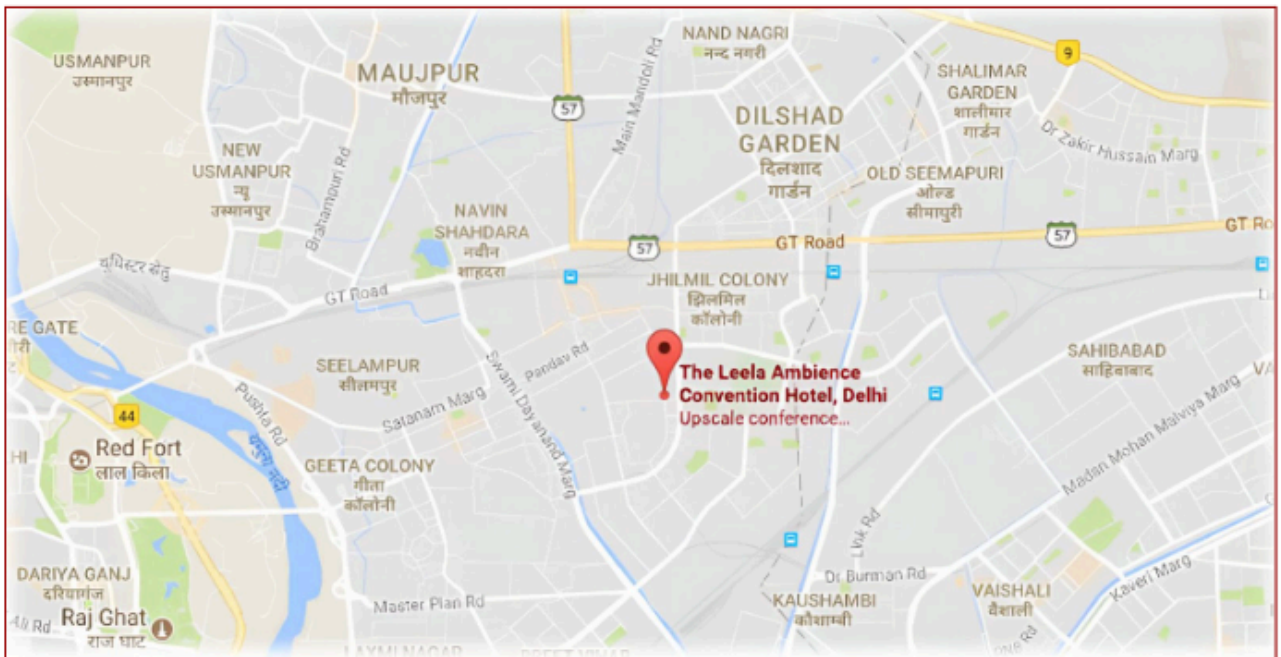
As one of Delhi's premier venues, The Leela Ambience Convention Hotel redefines the art of hosting. Its 25,000 sq.ft. pillarless ballroom, the largest among luxury hotels in India, can accommodate up to 3,000 guests, making it the ideal destination for grand events and conventions.

Indulge in global culinary delights at award-winning restaurants or unwind with a drink at the Cherry Bar. Take a break to explore Delhi's iconic landmarks such as Lodhi Garden, Chandni Chowk, Akshardham Temple, and more. For a touch of mindfulness, participate in feeding vibrant Koi fish—a ritual believed to bring good luck and remove obstacles.

THE LEELA AMBIENCE CONVENTION HOTEL

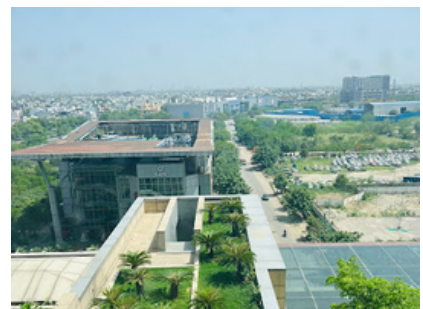
1, CBD, Maharaja Surajmal Road,
Near Yamuna Sports Complex, Delhi - 110032

T. +91 (11) 7172 1234, F. +91 (11) 7172 1235



WEBSITE

You can visit the hotel website [here](#).



USEFUL INFORMATION BEFORE YOU BOOK

VISA INFORMATION

You will need to apply for a **Conference Visa** to attend the conference. Please follow these steps to ensure a smooth application process:

Contact Your Nearest Indian Mission:

Begin by inquiring about the Conference Visa application process at the Indian Embassy or Consulate closest to your location. They will provide specific details and requirements.

Receive Your Invitation Letter:

You will receive an official invitation from Bharat Scouts and Guides. This letter is a key document required for your visa application.

Ministry Clearance (If Required):

In some cases, the Government of India may require security clearance from the Ministry of Home Affairs (MHA) or the Ministry of External Affairs (MEA). If clearance is required, please inform us immediately. We will handle the clearance process, but it will take additional time. To facilitate the clearance process, all necessary participant information must be submitted promptly upon request.

Registration and Clearance Timeline:

If your clearance is required, the process will begin after registration closes in April. Please note that clearance timelines may vary, and your patience during this period is appreciated.

Application Submission:

Once you have the required documents, including your invitation letter and any additional clearances, submit your visa application to the Indian Mission. It is recommended to apply at least 30 days before your travel date to avoid delays. For any questions or assistance during this process, feel free to reach out to us. We look forward to welcoming you to the event in India!

INSURANCE

Neither the Bharat Scouts and Guides or WAGGGS can take responsibility for any medical, accident, or personal property claims by participants of the Regional Conference. WAGGGS will also not be liable for travel costs in the event of cancellation of the conference for any reason.

All participants must arrange their own insurance for travel, health, accident and personal property. Please also note that self-medication is the responsibility of the participant.

In the case of accidents or severe illness, participants will be taken to a hospital situated nearby. Please note that participants who make use of this facility will be charged for medical consultations, treatment, and medication, and should ensure they have appropriate personal insurance.

AIRPORT TRANSFERS

Participants arriving on 18 August 2025 at Indira Gandhi International Airport will be met on arrival by members from Bharat Scouts and Guides.

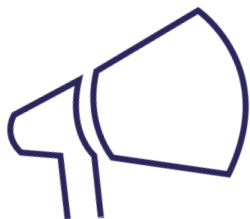
If you are arriving at another airport or on another day or staying at a different hotel, you are responsible for your own transportation. However, young women travelling for the YWIG Workshop on 18 August will be picked up on 17 August.

The airport drop-off will be available for participants travelling on 23 or 24 August 2025. If you are travelling on other days, you will be responsible for your own transportation.

COMMUNICATION

At the 15th Asia Pacific Regional Conference sessions, 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 did not understand.

SAFEGUARDING AND DATA PROTECTION



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 safeguarding@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 15th 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

WAGGGS CONTACT DETAILS

If you have any questions concerning registration, conference programme, travel, service team applications, etc., **please contact the WAGGGS Events Team at ap.reco@waggs.org.**

BSG CONTACT DETAILS

Bharat Scouts and Guides

National Headquarters, Lakshmi Mazumdar

Bhawan, 16, Mahatma Gandhi Marg Indraprastha

Estate, New Delhi - 110002

Email: info@bsgindia.org

Phone: 7666392611

