



# UNIT LEADER BULLETIN

## WELCOME FROM BYRON

It's amazing to be able to say 'the Jamboree is this month'! With so much hard work leading up to the event, it's now truly just around the corner. We now know that there will be 33,000 Scouts and Leaders from 147 Countries at the Jamboree so this will guarantee us all an amazing experience.

I recently visited the Somerset Unit on their last training camp and fielded lots of questions from the Unit members on everything from flights to toilets and food and especially HoHo. Some of them were already feeling sad that it was the end of a stage in their Unit life - the fact they felt this way is a positive reflection on how much the experience has already meant to them. Please do start talking to your Unit members about what they're going to do when they come back - there are many more opportunities for them to take part in, both for those that will be returning back into their Explorer Units and those that will be joining Network and taking up leadership appointments.

Thank you for everything you've already done to prepare yourselves and your young people for this experience - it is going to be something that you will all remember for a very long time.

I can't wait to meet you all again either in Tokyo or at the Jamboree site!

Byron

## DID YOU KNOW?

- Japan imports approximately 85% of Jamaica's annual coffee production.
- A musk melon can sell for over ¥30,000 (£150).
- "Kimigayo is the national anthem of Japan. Its lyrics are the oldest among the world's national anthems, and with a length of 11 measures and 32 characters Kimigayo is also one of the world's shortest.

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## TRAVEL UPDATES

### UNIT TRAVEL DETAILS

You'll be receiving your full travel information in the next few weeks by email along with a travel pack in hard copy. You should also find a Unit Travel summary document with this Bulletin which gives summary information on plans for departures and arrivals for all journeys including the bullet train journey from Mimasu Tokyo to the Jamboree site or vice versa. We'll be confirming the exact departure times for this when we're in Japan.

You'll also be picking up a wifi dongle on arrival in Japan - how you do this will also be in your individual travel information. A few Units have some additional bespoke information due to their travel route in relation to the dongle and we'll be in touch via email direct if you're one of them.

We are also sending the relevant pieces of travel information to your HoHo hosts in Japan. This is being done by Prefecture individually so please be patient until you see yours (Unit Leaders are being copied). Please read it carefully and make sure you understand what you will be doing and how you will be travelling to and from HoHo. For those travelling on trains to or from HoHo (not Mimasu Tokyo) we will arrange to get tickets to you but for many units this will actually take place in Japan as you don't need them until then. Once you've had the email, please contact your hosts to:

- Re-confirm the details of when you are arriving to double check they have understood the information Fie Rason has sent them. Please don't just re-send the document but actually confirm in your email just to double check.
- Ask your hosts for their contact details on your arrival day - phone numbers and any instant messaging options they use.
- Make sure you know how to call a Japanese mobile number from your own mobile - perhaps just send one text from the UK before you leave to check you have the number correctly.
- Make sure you give them your mobile number.
- They have confirmed to us the meeting point/departure points for the unit and we have arranged travel to/from that point. They will then arrange your onward travel to homes, so feel free to ask them to explain what the plan is from there. Some units will go straight in cars/trains with families, others may walk to the local community hall and meet the HoHo families there, but do discuss with them as a way of continuing to build the relationship.
- There should be no cost of this travel from this point as the HoHo hosts arrange that. The UKC will have arranged coaches/bought train tickets all the way to the arrival point but not beyond.

For those travelling with HoHo hosts to or from the Jamboree site, please use this time to continue to get to know your hosts on your shared buses or coaches. For many units going to HoHo after the Jamboree and travelling there with your host we have arranged for you to be on the same subcamp.

### ON DEPARTURE FROM THE UK

**When your unit checks in at the airport and has gone through security please contact the UKC operations centre (UK Branch) on 07949 726447 by text stating unit number, your name and "airside safely". From then on we can monitor flights!**

## TRAVEL TOP TIPS

- The travel days are going to be long - Japan is a long way! It is important to encourage the young people to sleep when they can, freshen up when they can, and eat when offered rather than regular meal times as their body clock will be all over the place, so that when they arrive they are able to make the most out of the opportunity ahead of them.
- Remind your Unit to pack a T-Shirt or something to change into so that they don't have to sit for a long flight, bus or train journey in their uniform nor spill their meals/drinks on it. Always change back before getting off so that scarves, woggles etc aren't left behind.
- Arriving into HoHo families after long journeys can be quite overwhelming and worrying but just remind the young people to be polite, smile, make an effort even if they are tired and they will have an amazing experience.
- On arrival at HoHo/Jamboree it's best if one Leader gets off and discovers what's about to happen and if the coach needs unloaded there or if it'll move to another location afterwards. If the Unit is all to get off, are they needed just in uniform or do they need their daysacs or main bags with them? Remember there may be video or TV cameras recording your arrival off the coaches.
- Use spare time waiting for buses/trains/planes to practice 'photo format', 'marching into events' 'Patrol/Unit party pieces', 'luggage chains with everyone facing in alternate directions'.

## GETTING AROUND IN TOKYO

- Everyone should know where they are going to and how they should get there so that if someone is left on a platform they don't panic and can follow on the next train. You should have a Unit Policy e.g. that a leader doesn't go back to look for someone, but that you wait at your destination station (agree on the platform or outside, remembering that many stations are huge and have multiple exits) until the last person arrives.
- For speed, always number in patrols including one of the Leaders, rather than all 40 of you.
- If moving around as a Unit of 40 always have a Leader at the front and back. The last Leader to leave should check for bags, cameras and any other lost property. If moving through busy areas stop frequently to regroup and ensure that everyone knows where they are going and aren't just following the person in front!

## DEALING WITH LUGGAGE

- When loading coaches, trains or unloading baggage carousels it's usually quicker to leave about six folks who know what they're doing to do the loading and get the rest totally out of the way. If all 40 are helping then there is no pattern or system to loading and stacking and it just takes four times as long and totally blocks public areas to others.
- When stacking bags on the bullet train load them like Jenga, with alternate layers 90° to the previous one. You can fill the doorway opposite the one you are entering from floor to ceiling - it will take at least 20 bags, with remainder going in official luggage racks. Once everything is on (remainder of Unit can be entering at other end of the carriage) then the bags in the doorway can be passed along and put on overhead racks - you need tall Scouts to do that, but short ones can be in the chain passing them along the carriage! There are two doorways on each side at each end of each carriage, so if worst comes to worst one doorway on the side least used can be left filled with bags as it's not actually inconveniencing anyone. Corridors must be kept clear for trolleys etc so all bags must be on racks or in doorways.
- If moving on local trains where seats are not bookable and there isn't designated luggage space it's easier for each Patrol (including their Leader) to use a different carriage as that

makes getting on and off much quicker/easier. Everyone does need to be clear where they are getting off and not fall asleep!

- When loading coaches, if there isn't enough boot space use the back row of seats/area behind back row, loading through the last side window.

You may have already seen this shared via social media however John May who spoke at the first Unit Leaders' weekend has written an excellent blog post with 24 tips to 'ease the pain of the journey to the World Scout Jamboree'. Have a read of them all at <http://johnccmay.net/24-tips-to-ease-the-pain-of-the-journey-to-the-world-scout-jamboree/>.

## JAMBOREE PROGRAMME

### MODULE ACTIVITIES

The Jamboree will include three on-site module activities (Global Development Village [GDV], Culture and Science) and three off-site module activities (Nature, Community, Peace). In addition water module activities will be carried out both on-site and offsite. Each module activity occupies either one day or half a day and overall you'll be travelling by bus three times. When there is no Module Activity on the schedule you will have time to take part in Free Time Activities. There will be a wide choice of these as well as opportunities to visit the Faiths & Beliefs zone and the World Scout Centre.

Leaders are required to attend the off site modules but you don't need to be there for the onsite ones - we recommend you should be though to get the most out of your Jamboree experience! Closed toe shoes are required for the visit to Hiroshima and may also be required for the Community module.

### MODULE PROGRAMME

Hub	Sub Camp	7/30		7/31		8/1		8/2	8/3		8/4		8/5		8/6		8/7
		AM	PM	AM	PM	AM	PM		AM	PM	AM	PM	AM	PM	AM	PM	
Northern	Akagi	GDV	—	Peace		Nature		Inter-religious Ceremony / Food Festival / Arena Show	—	Culture	Science	—	Community		Water		—
	Bandai	Culture	—	Peace		Nature			—	GDV	—	Science	Community		Water		—
	Chokai	Nature		—	Culture	Science	—		GDV	—	Water		Peace		Community		—
	Daisetsu	Nature		—	GDV	—	Science		Culture	—	Water		Peace		Community		—
Eastern	Ena	Peace		GDV	—	Community			Science	—	Nature		Water		—	Culture	—
	Fuji	Peace		Culture	—	Community			—	Science	Nature		Water		—	GDV	—
	Goryu	Water		Nature		GDV	—		Community		Peace		—	Culture	Science	—	—
	Hotaka	Water		Nature		Culture	—		Community		Peace		—	GDV	—	Science	—
Western	Ishizuchi	Science	—	Water		—	GDV		Peace	Community		Nature		Culture	—	—	
	Jakuchi	—	Science	Water		—	Culture		Peace	Community		Nature		GDV	—	—	
	Kuju	—	GDV	Community		Peace			Water	Culture	—	Science	—	Nature		—	
	Miyanoura	—	Culture	Community		Peace			Water	GDV	—	—	Science	Nature		—	

Note: Shaded Modules in the schedule indicate programmes that require bus travel.

Each Sub Camp will follow their own programme (below) from 30th July to 6th August covering each of the activities. On 7th August, all Scouts will have a choice to join any of the three on-site programmes: GDV, Culture, and Science. This means if any of your Unit have missed these programmes they will have another opportunity to participate.

## ARRIVAL AT THE SITE

When you arrive the Unit Leader will be asked to check in the whole Unit and pick up your lanyards and badges. Scarves, handbooks and cookbooks will be issued at your subcamp office. Be prepared for a walk when you arrive - it could be up to two kilometres (1.5 miles) from registration to your subcamp.

It is a requirement of the organisers that all adults (including all Unit Leaders, IST/JPT and CMST) attending jamboree complete the Safe From Harm training and bring a copy of the certificate with them to the registration desk at the Jamboree. If you haven't already completed it please do so here - <http://sfh.23wsj.jp/>.

## MONEY

Don't forget to cash all your large notes in the first few days and keep collecting the change for use in the vending machines at stations, motorway service areas and around Tokyo and the Jamboree site. A bank coin bag is useful as many shorts don't have zip pockets and coins will fall out everywhere.



Approximate conversion values in late June:

¥5,000	¥1,000	¥500	¥100	¥50	¥10	¥1
£25.70	£5.10	£2.60	50p	25p	5p	1/2p

SAJ have given us some examples of costs of items at the Jamboree site:

- Bottled water 500ml: ¥200 (about £1.00)
- Ice Cream: ¥150 (80p)
- Snacks: ¥100 to ¥300 (50p to £1.50)
- Food at the Plaza: ¥500 to ¥700 (£2.60 to £3.60)
- Jamboree Souvenirs: ¥200 to ¥5,000 (£1.00 to £25.70)

## MEALTIMES AT THE JAMBOREE

On our Unit visits we've observed that many mealtimes can be quite chaotic! In Japan no-one starts eating until everyone is seated, has food in front of them and has said 'Itadakimas' altogether (a bit like saying grace). The advantages of eating in Patrols (including the leader) is that you can confirm that everyone is present, everyone has eaten and that portions are fairly distributed. It also enables the Leaders to notice changes in mental health or wellbeing of their Patrol and you can give out any messages/outline the next day's activities etc. If groups from Japan are coming to eat meals at your sites they will expect this rather than having some starting

and almost finishing their meal before those serving have actually sat down.

Finally, don't forget to pack all your Union Flags so that the full size of the Contingent can be seen when around the Jamboree. SAJ have asked though that we don't bring them to the ceremonies:

Since the Ceremonies in the Arena are occasions when everyone at the Jamboree will share the same atmosphere and celebrate the diversity and unity of Scouting, we want to make them thoroughly enjoyable. In this regard, we would like to ask all Contingents to refrain from bringing and presenting flags during the Ceremonies. All national flags of participating countries will be presented as part of the Ceremony.

## KNIVES

We've had a number of queries as to whether you can take knives to Japan and if you are allowed to carry them. The full advice from SAJ is on the forum at <http://forum.chrislomas.co.uk/viewtopic.php?f=6&t=197> however in summary:

You can bring knives to Japan in your hold luggage (not carry on!) but you can't carry them around. For example there will be no reason to have a knife on you in Tokyo however on the Jamboree site or certain off site activities it would be acceptable.

The British Embassy recommends that you should not have knife blades longer than 5.5cm, the advice from SAJ suggests that the main issue would be if you were carrying a knife when it's not appropriate to do so (eg sightseeing) or concealing its actual use.

## FINAL PRE-DEPARTURE THOUGHTS

Here are some final things to think about over the next few weeks.

## EVALUATION

With a culture as different as Japan, it's often quite important to capture thoughts, feelings and impressions at various points. For example:

- At the airport on the way out
- Within 24 hours of arrival
- After the various elements (HoHo; Jamboree; Tokyo)
- On the way home.

If you have some pre-prepared questionnaires (e.g. double side of A4) they can be completed whilst travelling and enable final reports to contain those first impressions that will have changed or been forgotten if only completed once they have returned to the UK. Some samples are on the forum at <http://forum.chrislomas.co.uk/viewtopic.php?f=5&t=198>.

## PHOTOS

Some places in Japan (Golden Temple etc) don't allow large group photos because they take so long to set up and disrupt everyone. Be aware you may need to take patrol rather than Unit photos, or be very quick (if you have practiced and can have your picture taken in less than 30 seconds no-one's going to bother). Equally other places like Hiroshima welcome group pictures, but you do need to be quick due to the number of other groups wishing to do this.

## REPORT BACKS TO PARENTS/SCOUT GROUPS/ROTARY CLUBS/SPONSORS ETC

Think about this in advance and ensure that you have good quality photos/video footage of the youngsters in your Unit and plan how this will be edited into professional looking presentations for use over the next couple of years. Try and ensure if putting photos on Facebook/websites whilst you are away that everyone features regularly and it's not just one or two young people all the time. There will be one or two who love the limelight and one or two who are shy and never about, so a few full group photos regularly or at mealtimes when everyone is present and seated(!) will solve this problem.

## IN TOUCH PROCESS

Each Unit Leader should now have received an email with the details of who their Unit Home Contact is. This is the person that Unit's loved ones (Personal Emergency Contacts in EventsForce) at home should contact in the case of an emergency, in order to get a message to you during the Jamboree. This is also the person that will contact them in the case of any incident involving their child/partner at the Jamboree.

We will provide the Unit Home Contact name, contact details and some short guidance for your Personal Emergency Contacts, so that they know what the Unit Home Contact is there for, and how/when to contact them. Please pass this information on to the Personal Emergency Contacts of your Unit members and leaders. They will need this in order to get important messages to you during the event, and they will not get it directly from us, only from you.

As a reminder of how the InTouch process operates: if you/your unit members are involved in any incident/illness etc. during the Jamboree, please do not contact home directly before you have spoken to the UK Contingent Operations Centre using the Emergency phone numbers on your wristband, or by coming to see us in person. This will help us manage the process and ensure everyone gets the right information and the best support we can provide. Equally, we will ask your Personal Emergency Contacts to do the same, coming through the InTouch process with any incident, bad news etc. that you need to receive from home. This ensures we can support you the best way possible too.

Thank you for your help ensuring we manage this process as effectively as possible.

## KIT LIST

We've been asked by a number of Units for a kit list - rather than reinvent the wheel, we thought it best to point you towards the rather excellent one put together by Unit 69. It's posted on the Forum at <http://forum.chrislomas.co.uk/viewtopic.php?f=6&t=135>. Every Unit's plans are different though so you may want to change one or two items on the list to match your plans.

## PERMISSION FORMS - EMERGENCY TRAVEL DOCUMENTS

Whilst we have talked about the importance of Units keeping hold of passports we know there will be some that inevitably get lost whilst we are in Japan! The British Embassy are able to issue emergency travel documents to the Contingent members which will enable them to get home.

The process for obtaining an emergency travel document is straightforward and we have agreed a specific process with the Embassy for the Contingent whilst we are in Japan. For anyone under the age of 16 we would need to obtain parental authorisation for an emergency travel document. Please see the attached form that will need to be completed by both the individual's parents or guardians. Single parent/guardians may be asked to provide proof that they have sole parental responsibility. The document requires wet signatures but it can be scanned and emailed or faxed to the Embassy. If you have parents that will be out of contact for a period of time over the Jamboree Experience we strongly advise that you ask for this to be completed in advance of the Jamboree so it can be taken to the event.

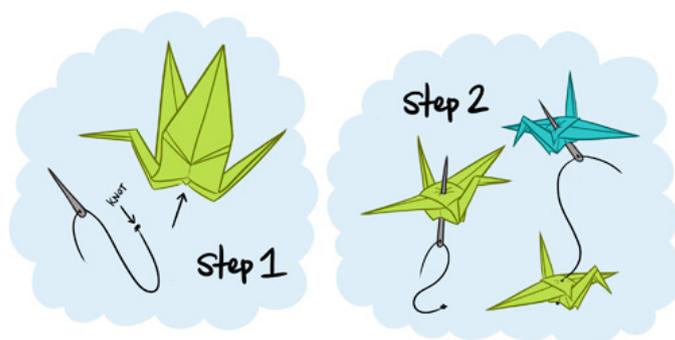
For further information regarding emergency travel documents please see the Foreign Office guidance here - [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/193664/FCO\\_ETD\\_web\\_13.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/193664/FCO_ETD_web_13.pdf)

## MEDICAL TREATMENT

We've been working closely with the British Embassy and the Scout Association of Japan to understand the impact of people being considered a child in Japan. One of the areas where this will affect young people is receiving medical treatment. Anyone under the age of 20 who needs to be hospitalised off site must be accompanied by someone over the age of 20. This accompanying adult is to take on the role of loco parentis. Additionally, as Unit Leader, on the way to the hospital you will need to inform the Duty Contingent Team so that they can immediately inform the insurance company so they can liaise with the hospital directly. Please note, the regulations for each hospital vary and, whilst they know there will be a large number of international people in the area for the jamboree, they still have their own policies in place. This could involve the hospital insisting on a parent/guardian signature for those under the age of 20. Please note the hospital won't delay treatment for a parent/guardian signature but they may ask for this post treatment. Therefore, if you have a Unit member who needs to be taken to hospital off site or whilst in Tokyo, please contact the UK Contingent team so we can support you.

## DEPARTURE GIFT CRANES

With less than a month to go, please don't forget to remind your Unit members about your countdown calendars and folding them up into cranes. If every member of your Unit does so (including the leaders!) it will give you 1,000 cranes to take with you to the Hiroshima Peace Park. Don't forget you'll need to be ready string them together ready for your visit - do this by passing the thread through the crane from the underneath and out through the top so they remain upright when hung. Make sure you use strong string or fishing line as cotton will be too weak.



## WE WANT YOUR CONTENT!

Please don't forget to share your content with us in the run up to departure, whilst at HoHo, in Tokyo and when at the Jamboree itself. Easiest way to do so is via Facebook or Twitter (hashtag #japan2015) and you can also share better quality pictures, audio and video through Dropbox. If you're using Dropbox you'll find a folder has been set up for your Unit and shared with your Comms Champion. We'll be really keen to see your photos and videos from HoHo - this is the side of the Jamboree that the Comms Team won't be seeing first hand so will definitely need your assistance.

Blatant bribe alert: The Comms team will be very happy to trade content for charging when at the Jamboree!

## WHEN DO I NEED TO WEAR MY UNIFORM?

The list below is when uniform is and may be required to be worn from leaving home to returning:

Travelling:

- Travel to and from Japan (you may choose to change whilst on the plane)
- Travel to Jamboree site and departing Jamboree site
- Travel to HoHo (likely to be required at other points during HoHo)

At the Jamboree:

- Opening Ceremony
- Hiroshima Peace Programme
- Community Programme
- Inter-Religious Ceremony
- Arena Show (Cultural Exchange Day)
- Closing Ceremony

Please note that closed toe shoes should always be worn with Uniform.

## NATIONAL FLAGS

Thanks for all your nominations of participants to raise and lower the National Flags at the Jamboree. The lucky people are:

Date	Session	Person 1 (Unit)	Person 2 (Unit)
30-Jul	AM	Poppy Langdon (23)	Rekhelan Ramkhelawan (1)
30-Jul	PM	Ed Lovering (68)	Neve Wright (51)
31-Jul	AM	Clare Ballantyne (38)	Zaak Vening (61)
31-Jul	PM	Sam Parker (41)	Maya Lao (69)
01-Aug	AM	Alexander Royce (59)	Daisy Pierce (34)
01-Aug	PM	Daisy Wright (39)	Joe Malkin (5)
02-Aug	AM	Lucy Deavall (46)	Stephen Connell (20)
02-Aug	PM	Henry Best (75)	Siobhan Halliday (29)
03-Aug	AM	Briony Aykroyd (47)	Luke Wilkinson (53)
03-Aug	PM	Cerys Speight (25)	Dan Smith (54)
04-Aug	AM	Josie Popay (35)	James Barden (11)
04-Aug	PM	Emma Mason (30)	Andrew Elder (50)
05-Aug	AM	Helen Inman (33)	George McCallum (55)
05-Aug	PM	Zachary Pepper (17)	Hollie Honeyman (13)
06-Aug	AM	Emma Johnston (65)	Tylor Gay (21)
06-Aug	PM	Hannah Presswell (22)	George Peden (62)
07-Aug	AM	Edward Hutchings (26)	Katherine Hickson (58)

Participants for the morning session should meet at 8am and the evening session is at 6pm at the flagpoles beside the World Scout Centre. All those taking part should wear uniform (Scottish & Northern Irish may wear kilts if they choose). There is no need to wear smart shoes.

If you need any more info, please ask your unit's CST member.

## UK CONTINGENT BADGES

As you may be aware a small number of the recently supplied Contingent badges have identified to be faulty - some lettering comes loose when washed. We have worked with Scout Shops and the supplier to identify the cause of the fault and to see what options are available. We would like to offer an unreserved apology if the badges that your Unit members have received are faulty. The fault appears to only apply to some of the badges recently issued and we have therefore taken the decision to issue you with two further Contingent badges per Unit member which will be posted out to Unit Leaders within the next week. These reissued badges are the same as the original Contingent badges with the iron-on reverse. However, we would recommend these are sewn on uniforms rather than iron-on for better durability. If your Unit members have washed their badges and the lettering has not been affected, there is no need to change your badge and the additional two badges received can be used as gifts or swaps.

## CRATE RETURNS

We have recently received confirmation from the shipping company that we are aiming for the returned crates to be available to you on the weekend of the 26th/27th September 2015. Please note that this may be subject to change at short notice due to delays at sea/customs but we will keep you informed once we return from the Jamboree. Times and further details will be sent to you on our return from the Jamboree. Please note that the Manchester depot that we are utilising may only be accessible on a weekday rather than a weekend so the collection day for Manchester will be confirmed on our return from the Jamboree.

We have three locations across the United Kingdom where you will be able to collect the contents of your crate from:

- Fordell Firs
- Gilwell
- Manchester (location TBC)

We have allocated each Unit to a collection point - please see the attached list. If you wish to change your collection point please email [Susie.roach@ukcontingent.org.uk](mailto:Susie.roach@ukcontingent.org.uk) by the 17th July so that we are able to update the list and arrange logistics on the Jamboree site for the crate returns.

## EMAILING US?

We're receiving lots of emails (sixty or more a day!) so please put a meaningful subject to help us prioritise them. Don't forget to include your Unit number as well - this will help us know who you are. Before you email, please do check the Unit Leaders' forum (see below) and the FAQs ([www.ukcontingent.co.uk/faq](http://www.ukcontingent.co.uk/faq)) as often you'll find the questions have already been answered there.

## UNIT LEADERS' FORUM

If you haven't got access to the Unit Leaders' forum (<http://forum.chrislomas.co.uk/>) please let Andrew know ([mail@apbolton.me.uk](mailto:mail@apbolton.me.uk)) and he'll set you up. It's a great place to be able to share ideas and ask questions.

