



## 24 WSJ Registration Information Communications Record June-July 2018

### Details of Message 1

Sent June 2018 to: NSOs, JPT, WOSM, HOCs

Subject: IST Selection Process Coding Issues and GDPR Compliance

Greetings from the 24<sup>th</sup> World Scout Jamboree Registration Team

This message is to update you on the registration process and our preparations for the General Data Privacy Regulations (GDPR).

1. Registration: Thanks to many of your responses and concerns about the registration process, we have identified several technology issues involving coding and reports. While this issue does not affect your International Service Teams' ability to individually register or select a position, it has caused delays in the selection process for our planning teams and their ability to see reports. Over the last several weeks we have made great progress and have corrected most of the complex coding issues **but not all the work is finished** and we appreciate your patience while we continue to resolve these issues.
2. General Data Protection Regulations (GDPR) : As you know, we have been making preparations in response to NSOs requests to register their contingents by bulk uploads. For our European National Scout Organizations, this includes addressing the new GDPR guidelines which require additional intervention and processes for securing data. We are applying these privacy protections to all registrants. We expect most of these concerns to be resolved by late July. More details on this will be shared in the next few weeks as we also identify and prepare the secure data transfer site to be used for the uploads. In the meantime, online [individual registration](#) is still available and unaffected. See also the attached Applicant's Guide.



Please pass along this information to your contingents as necessary. A similar message will also be posted to our blog.

Thank you for your patience as we strive to prepare secure and efficient processes for you.

Salutation

## Details of Message 2

Sent 20 June 2018 to: EU NSOs (28) and HOCs; Pre-Mail: ICs, WOSM, Reg Dir., Planning Team

Subject: GDPR: Data Transfer Agreement for EU NSOs and Information for Bulk Registration

Greetings from the Office of the 24<sup>th</sup> World Scout Jamboree.

The recent adoption of the European Union (EU) General Data Protection Regulations (GDPR) has prompted a response by New World 19 LLC. The GDPR requirements specifically impact the bulk registration of your contingents and how New World 19 LLC will handle your information. You will find attached to this email a cover letter and our Data Transfer Agreement between National Scout Organizations and New World 19 LLC acknowledging the GDPR security requirements and describing New World's responsibilities and limitations toward GDPR.

### **What Happens Now:**

1. Your designated authority (this may be your Registrar) must review and sign the attached Acknowledgement and return (in PDF format) to [2019 World Scout Jamboree](#) **within 30 days (by July 20, 2018) but no later than July 31, 2018.**
2. If you have not already done so, please provide or confirm the name and email address of your NSO Registrar or point of contact for registration to [2019 World Scout Jamboree](#) **as soon as possible.**
3. Within the next few days, we will provide your NSO Registrar with the data template for them to enter the demographic information on your contingents that we need to process your bulk registration.
4. **Important:** Please understand that our resources are at capacity. A late submission of your signed Acknowledgement impacts those resources significantly and will cause delays in registering your contingents. The bulk upload registration process *cannot* proceed without the signed Acknowledgment on file.



5. Once we receive the signed Acknowledgement, we will provide your Registrar or point of contact with the link to the secure transfer site and instructions on how to upload the template and demographic data. This site will be available in mid-July.
6. NSO Registrars will be notified when the transfer has been made and instructed to log into the registration system to review and confirm their registrant report. The [Registrar's Guide](#) will be updated in July to include explicit details of the bulk upload process.

The Office of the 24<sup>th</sup> World Scout Jamboree thanks you for your patience and cooperation in this process and is ready to assist you with any questions you may have.

### Details of Message 3

Sent 17 July 2018 to: NSOs, HOCs, JPT, WOSM

Subject: Reminder for NSO Registrar Designation and Overview of Registration Phases and Options

*Due to the nature and urgency of the information in this message, it is being provided in English first. The Spanish and French versions of this same message will be posted on the website once they are available.*

Greetings from the 24<sup>th</sup> World Scout Jamboree Registration Team!

It's just over a year to go until the 24<sup>th</sup> World Jamboree and some of you have already begun registering your contingents. Our primary method for registration is for each Youth, Adult Leader, Contingent Management Team (CMT), and International Service Team (IST) participant to register individually on our [secure website](#).

We have had many requests from National Scout Organizations to provide an option for NSOs to bulk register their entire contingent at one time. In response to this request, the Registration Team has created a template that will allow you to enter your contingent demographics and submit the information to a secure data transfer site for registration. We apologize for the delays as we prepared and tested the process to be compliant with the European Union General Data Protection Regulations (GDPR) and ensure the security of your data for the bulk upload option. Please note, however, that in order to keep your contingent's information secure, this template and your contingent's registration will only be shared and coordinated through your designated NSO Registrar.



This message:

- A. Requests your immediate attention to designate your National Scout Organization (NSO) Registrar (point of contact)
- B. Reviews the Phases of Registration
- C. Describes the 2 registration options
- D. Describes what you can expect over the next several months

### **A. Urgent: Designate your National Scout Organization Registrar**

- The 24<sup>th</sup> World Scout Jamboree Registration Team **requires just one person as a point of contact for registration** of your National Scout Organization.
- If your National Scout Organization has not already done so, we request that you identify a Registrar to coordinate the registration of your contingents, have access to your contingent's registration reports, approve applicants, receive all registration communications and serve as our point of contact for questions.
- International Commissioners or Heads of Contingents must immediately send and confirm their designated Registrar, even if you have already done so, to: [Registration@2019wsj.org](mailto:Registration@2019wsj.org)

### **B. Overview of the Four Phases of Registration**

For an individual to be completely registered to attend the World Scout Jamboree, their registration record must contain the following:

Phase 1: Demographics (online [registration](#))

Phase 2: Consents (emailed to individuals once accepted)

Phase 3: World Scout Jamboree Medical Health History (emailed to individuals once accepted)

Phase 4: Training Certificates-International Service Team Only (Safe From Harm, Orientation and other qualifying certifications based on role at the Jamboree- uploaded to the record)

#### **Phase 1: Participant Demographics and Creation of a "record" (Currently in Progress)**

- a. Demographics (such as name, date of birth, contact email, country) for each participant



- The participant demographics is used to create a “record” for each participant within the Jamboree registration system. To access the system and individually register go to: [24<sup>th</sup> World Scout Jamboree Registration](#).
  - **IMPORTANT: The email address submitted for each applicant is the email address all communications will be sent to.** These communications include but are not limited to, the link to complete the **required consents** in Phase 2, and the World Scout Jamboree **medical health questionnaire** required in Phase 3. If NSOs do not want to get these emails on behalf of their applicants, they must ensure that they enter the individual’s email address. If the individual does not respond accordingly, the National Scout Organization will be contacted to help the applicant complete the process.
  - The collection of participant demographics for registration can be completed using one of 2 methods as determined by the National Scout Organization. *A National Scout Organization must only use one option per phase! They cannot do a combination of both methods within a single phase.*
    - 1) **INDIVIDUAL ENTRY: (Most Efficient and Easiest Method)** Data is keyed directly into the *Certain* system by the [individual registrant](#)
    - 2) **BULK UPLOAD: (Most Complex Method)** Involves the completion of a template by the National Scout Organization’s designated Registrar with the demographic information for each applicant. **The template, process to upload and the secure data transfer site will be available to the National Scout Organization’s designated Registrar by late July 2018.**
  - [Click here](#) to compare these 2 options and determine which option is best for your NSO.
- b. Record Creation
- Once collected, the demographic information submitted for each participant is used to create a “record” within the *Certain* registration system.
  - When a record is created within *Certain*, a unique registration code is assigned to each participant
- c. Upon completion of Phase 1, a record will have a status of “Pending Consent and Acknowledgement”

### [Phase 2, Required forms signed and scanned into each participant record \(July 27 – September 30<sup>th</sup>, 2018\).](#)

- a. An email will be sent to the email of record for each applicant. The email will contain the link, instructions and required information to gain access to the Consent and Acknowledgement form in order to complete and grant their own consents to the required sections.



- b. For any National Scout Organization Registrar that listed the National Scout Organization's email address on all their attendees records, the National Scout Organization will get each email containing the link and instruction for each applicant. They must log in individually for each attendee and attach a signed form in each of the applicable sections.
- c. These forms include:
  - Risk Acknowledgment
  - Medical Consent to Treat
  - Immunization Exemption (if applicable)
  - Media Release
  - River Rafting Release
- d. Upon completion of Phase 2, a record will have a status of "Pending NSO Review"
- e. The National Scout Organization Registrar will then review each record for accuracy and confirmation of all required consents. Upon the National Scout Organization Registrar's review, the status will be changed to "NSO Approved" or "NSO Declined" as deemed appropriately by the National Scout Organization Registrar.

### **Phase 3, Medical Survey (Oct 1, 2018 – Jan 30<sup>th</sup> 2019)**

- a. This is an online questionnaire about the participants medical history and vaccinations.
- b. Once the National Scout Organization's designated Registrar has approved each of their attendees, they are confirming that the applicant is authorized to part of that contingent. This triggers the medical survey process.
- c. **A link to the questionnaire will be emailed to the email address in the applicant's record. National Scout Organizations should make certain that the email address is correct in their bulk upload templates.** The medical questionnaire and information are kept in a separate database.
- d. Only records marked "NSO Approved" will be sent the Health History link, and only those approved will have credentials ordered for them. This will greatly reduce the planning and costs associated with duplicate records.
- e. **Details of the survey will be sent in late summer 2018.**
- f. Upon completion of Phase 3, IST applicants will move into Phase 4; all other applicants will have credentials ordered for them.

### **Phase 4, IST Training Requirements**



- a. A Submission of all IST required training certificates and certifications such as Safe From Harm Training and Orientation Training.
- b. Information on this step will be shared as needed.

### Credentialing

- a. Credentials are scannable identification for all participants and staff and grant access to the 24<sup>th</sup> World Scout Jamboree
- b. **Credentialing is a 24<sup>th</sup> World Scout Jamboree Registrar process alone;** National Scout Organizations and participants largely are not involved unless there is an issue with their record or missing forms.
- c. Credentials are not issued until all forms have been received and the record is complete and it has been marked “NSO Approved” by the applicant’s Registrar.
- d. **No one will be admitted to the site without the proper credentials issued.**

Final Comments: By designating a Registrar for your National Scout Organization, the 24<sup>th</sup> World Scout Jamboree Registration team will be able to serve you better by having just one person to work with. Once identified, your National Scout Organization Registrar will be provided specific instructions and details regarding registration procedures including the template for bulk registration. They will also be provided access to the registration system to view the status of records, generate reports and will serve as a point of contact for any questions or concerns we may have about your contingent registration and records.

In order to move the registration process along quickly, please respond with your appointed National Scout Organization Registrar (Name and email) to : [Registration@2019wsj.org](mailto:Registration@2019wsj.org) as soon as possible.

Thank you!