



Onboarding ISTs at Roverway

Welcome as a part of the International Service Team for Roverway 2024! We are so happy to have you as a part of our team! This document will help you to get an overview of everything you need to know. Read it thoroughly, as it will answer most of the questions you may have.

Being a part of the International Service Team at Roverway

We have a total of 723 scouts joining Roverway as a part of the International Service Team (IST). We are so grateful for each and every one of you, as your role is vital for us to be able to create a Roverway north of the ordinary. We want to make this an experience not only for the participants, but for you as well, and we are therefore happy to announce that the program department is making a special IST program for you!

Arrival and departure

As each of you will have different roles and responsibilities, the time for arrival and departure will vary. You will get information about your specific time to arrive at the campsite, and when to leave, from your department, through email.

A warm welcome from your department

Marketing and Communication (MarCom)

Warm welcome to MarCom! We are so excited to get to know you, learn from you and have a great time together. Our department consists of 6 different teams; Press & Websites (including podcast, translations, text and website/app), Social Media, Photo, Video, Design & Live Productions (responsible for opening- and closing ceremonies). As a MarCom IST you'll be a valuable part of the Roverway team and get the chance to join a creative and caring team - and we have many positions to fill. Welcome!

Food

Welcome to Food! We will ensure the distribution of food for all meals during the main camp. We need helping hands from IST, primarily to organize and move food from storage to storage, and to ensure that the distribution of food to participants goes as planned. Participants will prepare their own food themselves, but in addition, IST and all other staff will be served food in a staff canteen. Preparing this food will also be a major task, to be carried out by the IST.

Safety

Welcome to Safety, and thank you so much for being willing to help. Our main task at Roverway is to ensure that people feel safe at the camp and to assist those in need. We primarily have two positions for which we need ISTs: working at the first aid station and security guards. These are important tasks, and we appreciate your willingness to contribute.





Path

Welcome to Path and thank you for being a part of Path and Roverway. We are really excited to have you onboard. Our team is responsible for making the first half of Roverway an memorable experience for the participants. Path includes all path leaders and staff and is led by the Path Department who coordinates and supports all the path leaders. As an IST on path you will function as staff in a path and will have a variety of responsibilities and tasks. After path you will help coordinate the transport from path to the main camp and at main camp you will be included into the bigger IST pool.

Service

Welcome to Service, we thank you for your help. We are responsible for rigging the campsite before the main camp starts and taking it apart when the participants leave. For this we will need all the help we can get. During the camp we will operate the campsite and are responsible for onsite logistics.

Program

Welcome to the programme department! We are very excited to have you be a part of our team. We are responsible for all types of programme during main camp and for IST programme before and during main camp. We will use the days before the participants arrive at main camp to set up and make sure everything is ready. Once the participants arrive at main camp, it is our job to run all of the programme. We look forward to making camp a memorable experience for participants and IST's!

Administration

Welcome to the administration department, and the central hub of Roverway. Our department mainly works on serving the other departments with the info they need, and coordinating people and schedules so that everything runs smoothly and everyone knows where they are supposed to be.. We are also responsible for providing an information point for participants, and a workspace for HOCs and CMTs. Before the participants arrive, we are responsible for the check-in of ISTs and CMTs at the campsite, and remote check-in of participants from the paths.

Plaza

Hi all! We are as we say in Dutch 'a strange duck'. Our team is only a coordination team, we are the first contactpoint for the Foodhouses and we help to coordinate and arrange tents for the Plaza space, such as the contingent tents. It is very likely that we won't be able to have IST's in our team as we need to stay small and communicate between the different departments.

Connecting with other ISTs

When you have been delegated to a team, you will be added to a discord channel, where you will be able to chat with your fellow ISTs. We want to give you a platform where you can start building the community we all know and love from scouting. This will also provide you with a chance to coordinate sleeping arrangements with your fellow ISTs in the team if you wish to share a tent.





Practical information:

As an IST you will be eating in the staff canteen. This means that you will not have to cook your own meals, for breakfast, lunch or dinner. Your packing list will be more or less the same as for the participants. A more specific packing list will be given to you from your department. This will also include information about what you need to bring specifically for your job.

You will need to bring your own tent. Talk to others ISTs to coordinate sleeping arrangements.

Code of conduct:

As Roverway is a big international camp, it is important that everyone is on the same page when it comes to safety and routines. The code of conduct document gives you all the details of the rules and regulations, which is to be followed by everyone throughout the entire Roverway project. That includes everything from department meetings to the camp itself.

 [Code of Conduct](#)

Safe from harm

Everyone attending Roverway must complete safe from harm training. More information about this will be provided.

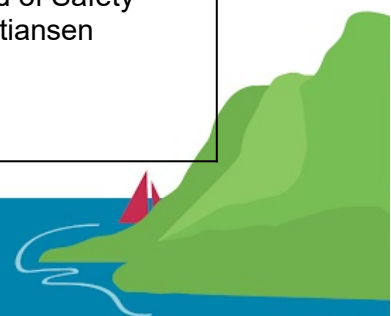
Discord

We use Discord in addition to email for communication in between meetings. To get into the server, use this link <https://discord.gg/yNPBtRZBrG>. Change your server name to Name (IST) and we will add you to the correct channels.

Departments

Roverway is divided into several departments working with different parts of the project. The table gives you an overview of the different departments, what part of Roverway they are focusing on and contact information.

| Department | What they do | Names of department leads |
|------------|---|--|
| Food | We are responsible for import and distribution of food for the main camp in Stavanger. This means we will be planning a menu for the week and that we will be making deals so that the dinner finds its way to each and everyone's plate. | Head of Food: Aksel Holmsen |
| Safety | Focusing on developing good routines to ensure the health and safety during Roverway. | Head of Safety Ole Martin Bjelland Deputy Head of Safety Haakon Kristiansen |





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| <p>Programme</p> | <p>The Department of Programme is responsible for the scouting activities and courses available to the participants during the main camp part of Roverway 2024.</p> <p>We will be creating a day programme, drop in activities and different courses that the Rovers and Rangers may choose to participate in.</p> | <p>Head of Programme: Mirek Havranek</p> <p>Deputy head of Programme: Kamilla Larsen</p> |
| <p>Path</p> | <p>We recruit, coordinate and help with the planning of the Paths, the first half of Roverway where participants in international groups will be in a mini camp organized by Norwegian scouts in different parts of Norway.</p> | <p>Head of Path: Marthe Hellum</p> <p>Deputy Head of Path: Ragnhild Wirak</p> |
| <p>Marketing and Communication</p> | <p>We are responsible for communication in Norway and Europe! Social media, websites, promotion at various events and marketing are keywords! We are also responsible for opening and closing ceremonies, as well as the camp song. Content production during path and the main camp: photo, video, and social media. We also have our own design team!</p> | <p>Head of Marketing and Communication: Janne K. Fongen</p> <p>Deputy Head of Marketing and Communication: Guro Slåen</p> |
| <p>Administration</p> | <p>We are responsible for registration and participant data, infotents, accessibility, guests and the schedule. In a nutshell, we are providing information to the departments who need it, when they need it. And general IST coordination.</p> | <p>Head of Administration: Andreas Røste</p> <p>Deputy Head of Administration: Andreas Nornes</p> |
| <p>Plaza</p> | <p>Responsible for the foodhouses and cafés, market place and contingent tent areas.</p> | <p>Deputy head of Plaza: Amalie Ulevik Bjerk</p> |
| <p>Service</p> | <p>Responsible for the infrastructure, construction equipment, tools and other onsite logistics.</p> | <p>Head of Service Halvor Øyen</p> <p>Deputy Head of Service Viljar Øydvin</p> |





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| Accounting | Can help your department draw up the budget. She knows how to work numbers and excel, and how to keep track of your spending in the most effective ways. | Silje Øderud |
| Internal Human Resource | Silje can help you with anything interpersonal. If you have a conflict in your department you don't know how to handle or you need to communicate difficult information, she can help you along the way. HR can also help you with recruitment, and will work as a listening ear for the steering committee. Use HR as a sparring partner and someone to take the pressure of your shoulders when needed. | Silje Voergaard Blindheim |

