

	<b>Gasóga na hÉireann / Scouting Ireland</b>			
	<b>No.:</b>	<b>Issued:</b>	<b>Amended:</b>	<b>Next Review Date:</b>
	<b>CSD-TOR-20</b>	<b>27<sup>th</sup> August 2021</b>	<b>N/A</b>	<b>December 2021</b>
	<b>Category: Project Team – Terms of Reference</b>			
<b>Corporate Services Department: Period Pride Project Team</b>				
Related Documents:				
Revision	Date	Description		
1	27 <sup>th</sup> August 2021	Document Issued		

## Description

The ‘*Period Pride Project Team*’ will be a project team serving 10 months within the Corporate Services Department, with additional support from the Programme Services Department. This team will support the implementation of free sanitary products being made available in our National Scout Centres, a motion which was brought to the board from our National Youth Reps in 2020. This motion was delayed being implemented due to COVID-19. Individuals can apply through an open call, and we would encourage youth members to apply for this project team. A Project Team Lead will be appointed by the Core Team and will lead this Project Team.

## Duration of Term

**Project Team duration:** 10 months.

### Timeline:

- October, November & December 2021 – To execute the assigned duties below.
- January to June 2022 – Trial to take place (Limited meetings)
- July 2021 – Review and implement changes as necessary.

**Commencing:** 1<sup>st</sup> October 2021

**Termination:** 31<sup>st</sup> July 2022

## Aims of the Team

The ‘*Period Pride Project Team*’ aims are as follows:

- To review different vending options available to the National Scout Centres to offer free products to our membership.
- To source the most suitable consumables available.
- Source educational materials to support this initiative.
- Develop a communication strategy.

## Accountability

All persons on the *'Period Pride Project Team'* will be accountable to the Core Team and department manager or their delegate, through the Project Team Lead.

All members of the team must adhere to the Project Team Code of Conduct and will receive a Letter of Appointment.

National Scout Centres' Manager or their delegate will administer the budget and monitoring spending associated with this team.

## Reviews

A review will be conducted by Project Team Lead in conjunction with the National Scout Centres' Manager and this will be submitted to the Core Team for consideration.

A report and review should be submitted to the Core Team within 2 weeks of the completion of the 12-month project.

## Assigned Duties

- Source vending options, which can dispense consumables free of charge, and identify the most suitable option for the NSC's.
- Source consumables, which are environmentally friendly and free from harmful chemicals, and relevant costings.
- Conduct a survey, with assistance from the Communication and Information Department, prior and post the trial.
- Identify other organisations currently offer free of charge sanitary ware and gather data on quantities and products used.
- Source educational material that can displayed in our National Scout Centres.
- Create a communication strategy.
- Plan and implement a trial into one of the National Scout Centres' and review on completion.

Project Teams will meet fortnightly, with the exception of the 6-month trial period. Members of the department support team and the Core Team may attend.

## Additional Information

- Meetings will be conducted via teleconferencing platform and in person as appropriate
- Project roles and team structure will be defined by the Core Team
- All individuals appointed to the project team must be formally approved by the Corporate Services Department Core Team
- The Core Team may request additional duties to be assigned to the Project Team
- The terms of reference can be subject to change by the Core Team
- Reasonable expenses will be reimbursed for expenditure incurred in carrying out these roles
- The Scouting Ireland Financial Handbook must be adhered to

- All individuals appointed will be required to complete and agree to a verification process and code of conduct before taking up the role.
- The work of the project team must support Scouting Ireland's Strategy
- The work of the project team must not compromise the companies risk register
- The work of the project team must be in line with good governance

## Measurables

- Deliver a comprehensive report including the following:
  - Free of charge vending options
  - Consumables
  - Financial outlay and predicted yearly costs
  - Data gathered from other organisations identified
  - Data gathered from survey conducted prior to the trial.
  - Educational material available
  - Communication Strategy
  - Recommendations
- Develop a project plan for the implementation of this project on a trial basis into one our National Scout Centres.
- Review the trial, conduct survey and suggest implement changes where necessary.