

2009 TUNZA African Children's Conference on the Environment

GUIDELINE FOR CHAPERONES

Introduction

The role of the chaperone or the adult accompanying the minor to the conference is pivotal for the safe, effective and enjoyable experience of the child delegate.

There are a range of responsibilities for the chaperone before, during and after the conference.

The United Nations Environment Programme (UNEP) and the Conference Local Organising Committee (LOC) acknowledges the role of the chaperone for an effective and efficient conference.

Pre-conference

1. Ensure that all requested delegate information and indemnity forms is provided to the LOC timeously
2. Take responsibility for the safety and security of respective delegate/s to, from and during the conference
3. Inform their respective country embassy of their travel to and stay in SA (for African delegates)
4. Facilitate media coverage for delegate/s and school on their impending attendance at the conference.

During the conference

1. Assist the LOC (when required) and all children during the conference
2. Ensure discipline and proper dress code of delegate/s' for the duration of the conference
3. Explain and clarify to delegate/s the safety and security risks and requirements during the conference
4. Review the programme with delegate/s' and explaining issues/arrangements to the delegate/s prior to the conference or the day before activities
5. Ensure that delegate/s attend the workshops and fieldtrips they have been allocated and are at the designated pick up points on time
6. Ensure that delegate/s are not loitering around or attending to personal matters such as e-mails during workshops and fieldtrips
7. Meet delegate/s at the drop off points, after workshops and fieldtrips
8. Educate delegate/s about enviro-friendly habits/practices during the conference such as:
 - (a) saving electricity by switching off all lights when not in rooms
 - (b) saving water, by closing all taps properly after use
 - (c) reducing and recycling waste
 - (d) not littering
 - (e) saving food, by taking small portions at a time during meal times, to avoid wastage

9. At the end of the day's activities, have a short feedback session with delegate/s to consolidate the day's learning
10. Refrain from goading/coaxing responses from delegates during workshops and discussions
11. As this is a children's conference, chaperones and adults will have separate workshops and are requested to allow delegates to participate freely in all discussions. To this end, chaperones and delegates will be seated separately during sessions/plenaries
12. Attendance at the Climate Change Lesson Plan Workshop, scheduled for Sat, 08 August 2009, from 10h00 to 13h30 at the AM Moolla Spes Nova School
13. Encourage and promote intercultural, inter-religious and racial harmony among all delegates and conference participants. Stamp out any form of racism or xenophobia
14. Report all incidents (injuries, criminal activity, health, hygiene, problems with service providers) immediately to LOC
15. Ensure the completed feedback form handed to the LOC before departure

Post Conference

1. Arrange for local media coverage, e.g. community newspapers, school magazines, of their respective delegate/s' attendance at the conference
2. Supporting the delegate/s' to provide feedback to school/NGO of their attendance at the conference, their experiences and the learning points
3. Provide a report to their school/NGO/other relevant stakeholders within 30 days after attending the conference
4. Provide a report to the LOC (within 3 months) of the conference follow-up activities of their delegate/s after returning to their respective schools/communities/countries.
5. Spreading the environmental message and the mission of UNEP

TROY GOVENDER

Conference Co-ordinator

Tel. (031) 710-5260

Fax. 086 698 5953

Cell.: 083 265 6627

E-mail: Troy.Govender@eskom.co.za