



Scouts 

Staff Team Meeting

Sunday 29 June 2025

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Introductions

Richard Williams

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What we will see and hear about today

- Welcome & Introductions
 - Safety
 - Travel (of people)
 - Transport of equipment
 - Food and staff catering
 - Programme
- Site Operations
 - The Arrival Day Plans
 - Admin and Finance
 - Checklist of what to collect
 - Questions



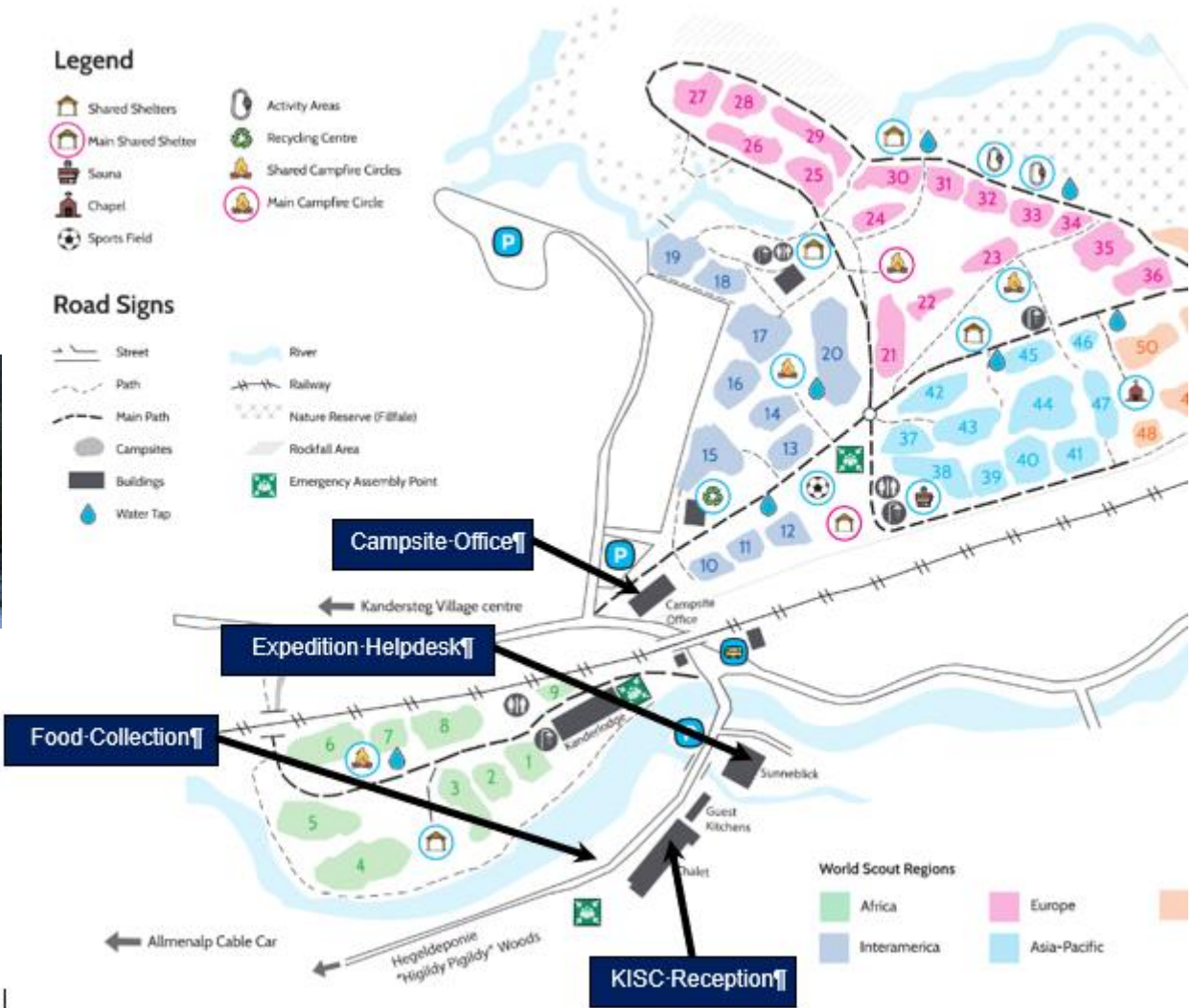
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The Usual Stuff





Familiarisation



Some Overview Things...



GLMW Kandersteg Team Rota - 2025

		Monday 11/08/2025	Tuesday 12/08/2025	Wednesday 13/08/2025	Thursday 14/08/2025	Friday 15/08/2025	Saturday 16/08/2025	Sunday 17/08/2025	Monday 18/08/2025	Tuesday 19/08/2025	Wednesday 20/08/2025	Thursday 21/08/2025	Friday 22/08/2025
		Lorries Arrive											Lorries Depart
Name	Team	After Arrival	Main Arrival										Until Depart
Richard Williams	Expedition Leader	On Duty-Advance	On Duty			On Duty			On Duty			On Duty	Advance
Nigel Coopey	Deputy Exp. Leader	Advance			On Duty			On Duty			On Duty		On Duty - Depart
Phil Power	Deputy Exp. Leader	Advance		On Duty					On Duty				Advance
Cathy Muslow	Asst Exp. Leader 1	Advance	On Duty			On Duty			On Duty			On Duty	Departure Duties
Geoff Vanderplank	Asst Exp. Leader 2	Advance		On Duty			On Duty			On Duty			Advance
Sansay Chandarana	Asst Exp. Leader 3	Advance		On Duty			On Duty			On Duty			Advance
Terry Kingham	Team Leader 1	Advance	On Duty			On Duty			On Duty			On Duty	Advance
Caroline Coopey	Team Leader 2	Advance			On Duty			On Duty			On Duty		Advance
Chad Lake	Team Leader 3	Advance		On Duty			On Duty			On Duty			Advance
Shafi Shah	Programme		On Duty			On Duty			On Duty				Departure Duties
David Carlen	Admin & Finance	Advance			On Duty			On Duty			On Duty		Advance
Suzanne Carlen	Admin & Finance	Advance			On Duty			On Duty			On Duty		Advance
Alex Noroni-McCormac	Food Manager (Floater)	Set Up Duties	On Duty										On Duty
Jane Bourne	Food Distribution	Set Up Duties	On Duty			On Duty			On Duty			On Duty	Advance
Tony Ship	Food Distribution 1	Set Up Duties	On Duty			On Duty			On Duty			On Duty	Advance
Inez O'Hara	Food Distribution 1	Set Up Duties	On Duty			On Duty			On Duty			On Duty	Advance
Trevor Golder	Food Distribution 1	Set up Duties	On Duty			On Duty			On Duty			On Duty	Advance
Karen Tempest	Food Distribution 2		Cooking		On Duty			On Duty			On Duty		Departure Duties
Cliff Brooke	Food Distribution 2		Cooking		On Duty			On Duty			On Duty		Departure Duties
Lucy May	Food Distribution 2		Cooking		On Duty			On Duty			On Duty		Departure Duties
Daniel Hill	Food Distribution 2		Cooking		On Duty			On Duty			On Duty		Departure Duties
Glenn Turner	Food Distribution 3		Cooking	On Duty			On Duty			On Duty			Departure Duties
Connor Clark	Food Distribution 3		Cooking	On Duty			On Duty			On Duty			Departure Duties
Agueda Estrada Calle	Food Distribution 3		Cooking	On Duty			On Duty			On Duty			Departure Duties
Ewan Clark	Food Distribution 3		Cooking	On Duty			On Duty			On Duty			Departure Duties
Emma Bishop	Food Distribution 3		Cooking	On Duty			On Duty			On Duty			Departure Duties
Paul Button	Help Desk 1		On Duty			On Duty			On Duty			On Duty	Departure Duties
Pauline Gregory	Help Desk 1		On Duty			On Duty			On Duty			On Duty	Departure Duties
Andrew Morgan-Watts	Help Desk 1		On Duty			On Duty			On Duty			On Duty	Departure Duties
Colin Porter	Help Desk 2				On Duty				On Duty			On Duty	Departure Duties
Jack Stride	Help Desk 2				On Duty				On Duty			On Duty	Departure Duties
Sandra Burke	Help Desk 3			On Duty			On Duty			On Duty			Departure Duties
Jeanne Sheppard	Help Desk 3			On Duty			On Duty			On Duty			Departure Duties
Dawn Sheppard	Help Desk 3			On Duty			On Duty			On Duty			Departure Duties
Neil Docherty	Help Desk 3			On Duty			On Duty			On Duty			Departure Duties
Daniel Mann	Site Services 1		On Duty			On Duty			On Duty			On Duty	Departure Duties
Peter Bishop	Site Services 2		On Duty		On Duty			On Duty		On Duty			Departure Duties
Fik Fox	Site Services 3	Advance		On Duty			On Duty			On Duty		On Duty	Departure Duties
Mandy Combes	Staff Catering 1		On Duty			On Duty			On Duty			On Duty	Departure Duties
Lara Johnson	Staff Catering 1		On Duty			On Duty			On Duty			On Duty	Departure Duties
NETWORCK	Staff Catering 1		On Duty			On Duty			On Duty			On Duty	Departure Duties
Leonard Parke	Staff Catering 2				On Duty			On Duty			On Duty		Departure Duties
Mary McLaren	Staff Catering 2				On Duty			On Duty			On Duty		Departure Duties
Chris Klessel	Staff Catering 2				On Duty			On Duty			On Duty		Departure Duties
Maxine Peel	Staff Catering 2				On Duty			On Duty			On Duty		Departure Duties
Sam Wright	Staff Catering 3			On Duty			On Duty			On Duty			Departure Duties
Sarah Wright	Staff Catering 3			On Duty			On Duty			On Duty			Departure Duties
NETWORCK	Staff Catering 3			On Duty			On Duty			On Duty			Departure Duties
	FIRST AID			Jeanne S	Caroline C		Jeanne S	Caroline C		Jeanne S	Caroline C		
	MENTAL FIRST AID		Andrew MW	Dawn S	Jack S	Andrew MW	Dawn S	Jack S	Andrew MW	Dawn S	Jack S	Andrew MW	
	MENTAL FIRST AID		Lara J			Lara J			Lara J			Lara J	
Claire Peard													
Theodora Read-McCormac													
		Staff Arrive 9:15 pm											Staff Depart 11:30
			Network Arrive 3:30pm										Network Depart 12:15
				1st Arrival 12:30									1st Depart 6:15 am

- Duty Expedition Lead each day:
 - Richard Williams
 - Nigel Coopey
 - Phil Power
- Work rotation 1 out of every 3 days
- **There will be times when we will need to deal with unexpected tasks**
- Everyone will be working on arrival day
- We will need to support the Groups who will be leaving early on the last Friday
 - it will be an early start
- Rules, rules, rules...





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Route Card

Group Name..... *K100 – Your Name* Booking Number..... *39871*
 Campsite / Room..... *Sunneblick* Nationality..... *UK*
 Mobile Phone Number (Including Country Code)..... *+44 7612 589 944 – your number*

Overnight Hike to Gfjalalp
Walk from KISC to the Sunnbuel Cable car station. Follow Wanderweg 6 alongside the Kanderfalle waterfalls in to the Gasterntal Valley
In the Gasterntal Valley follow Wanderweg 14 to Selden. Climb up the side of the valley on Wanderweg 14 to the Gfalalp Mountain Hut.
Overnight at the Hut.
On the following day, walk the same route in reverse back to KISC

Age	Male	Female	Total in Group
0-15	<i>3</i>	<i>3</i>	
16+	<i>1</i>	<i>1</i>	
			<i>8</i>

- Please Consider The Following:
- Weather
 - Route Conditions
 - Equipment
 - Hut Booking

	Time	Date
Departure	<i>10:00</i>	<i>14/08/25</i>
Return	<i>17:30</i>	<i>15/08/25</i>



Staff Only | Checked By.....

Return Checked By..... Time.....



Safety

Terry Kingham

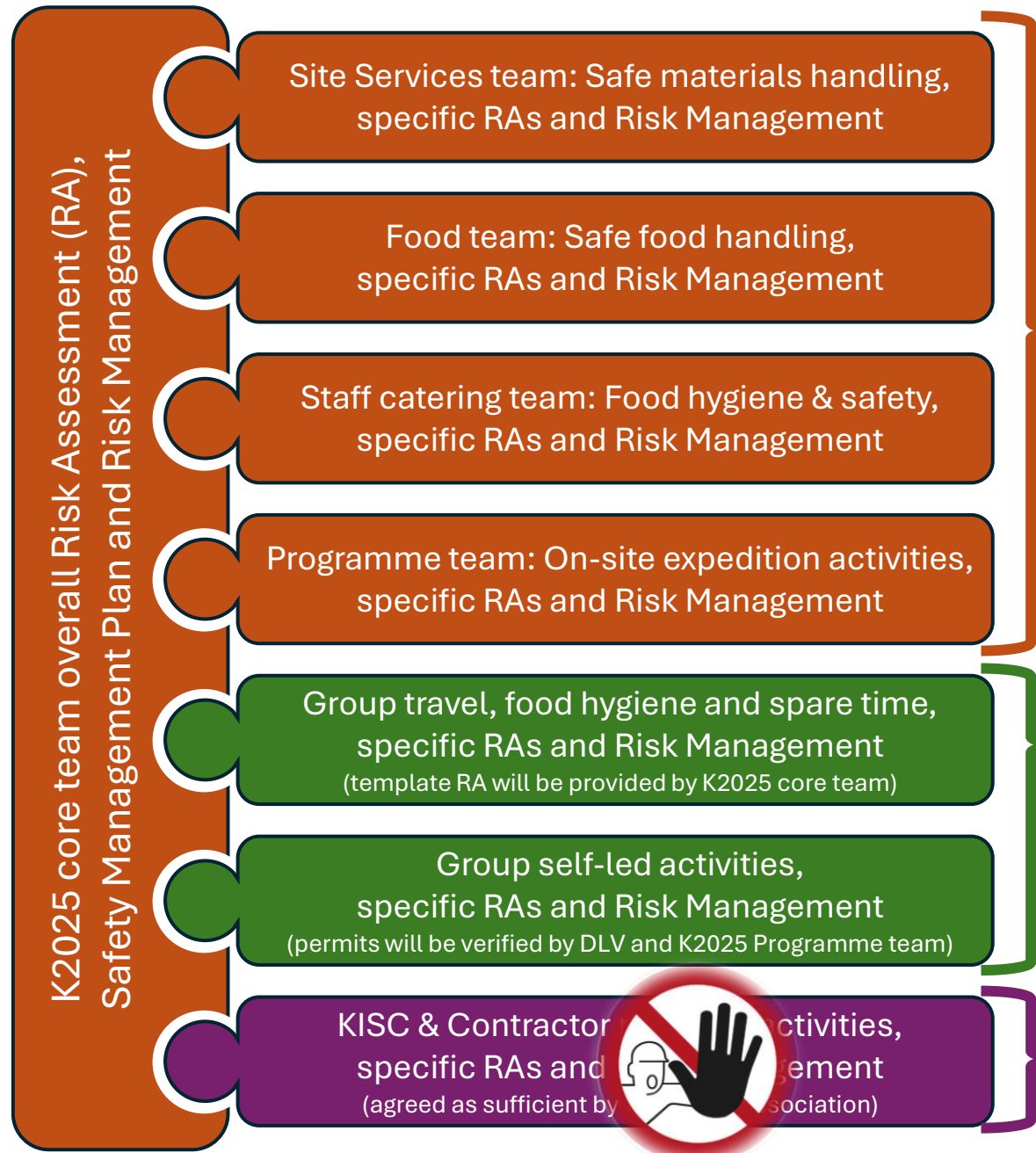
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During the Expedition

We jointly have responsibility for everyone's Safety...

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K2025 core team responsibility

K2025 groups responsibility

KISC responsibility



During the expedition...

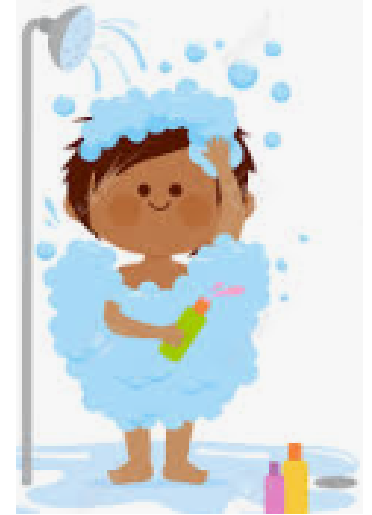
- ✓ Travel safely
 - If you are flying, please be ready at the airport 2 hours before your first flight !
 - Don't forget that certain items – including some foods – cannot go in your luggage
 - If you are driving, take frequent breaks and make sure you are rested before heading home
- ✓ Ensure that you always follow the UK Scouts, Expedition and KISC rules
 - Quiet time at KISC is from 22:30 to 07:30
 - Treat KISC accommodation with respect and make sure it is clean when we leave
 - Sleeping bags must not be used in indoor accommodation
 - Smoking is only allowed in specially marked areas
 - The Railway line, Nature reserve, Kander river and the mountain wall behind the campsite are all “out of bounds”
 - Obey the UK Scouts Safeguarding Code of Conduct
 - Drunken behaviour or drinking alcohol around the site will not be tolerated
 - Drinking alcohol “off duty” must be discreet and away from Young People



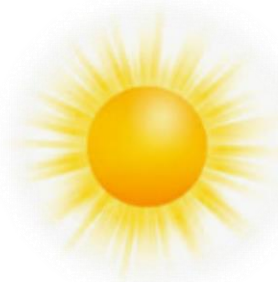
Most importantly, remember to look after yourselves and each other



- ✓ Don't work long hours if you can avoid it – take time to relax, reflect and look around
- ✓ Make sure you stay clean and healthy
- ✓ Eat and sleep well



- ✓ Take time to check that the rest of your team are happy
- ✓ Be aware of the risks that may affect you – whilst travelling, on site, during planned activities, out and about during free time
- ✓ Be weather prepared
(from sunburn to gloves in 12 hours)



In emergency...

- On-site, call or go to KISC reception - there is a notice of how to get help 24 x 7
- Off-site, dial 121 for Police or Medical help

- For less serious issues, including travel problems on arrival or departure days - call our Helpdesk using the number on your wristband
- For problems with your work please talk to your team leader
- KISC reception or our Helpdesk can help to make a Doctor's appointment and arrange transport to the Doctor or hospital (in the next village: Frutigen)
- You will need to pay for treatment but then don't forget to complete an insurance claim, and report the treatment to UK HQ and KISC

- Tea and cake are available at the Helpdesk but first and foremost these are primarily for tired and stressed group Leaders - not just us!



Activity rules for staff

✓ Check in and out

- ✓ Whenever you leave the site, always check out and then back in at our Help Desk in the Sunneblick – tell us who is going where, and when you will be back
- ✓ Before going up into the mountains and leaving the valley floor on hikes, cable-cars, etc. you must ALSO leave a KISC route card at BOTH our Help Desk and KISC reception

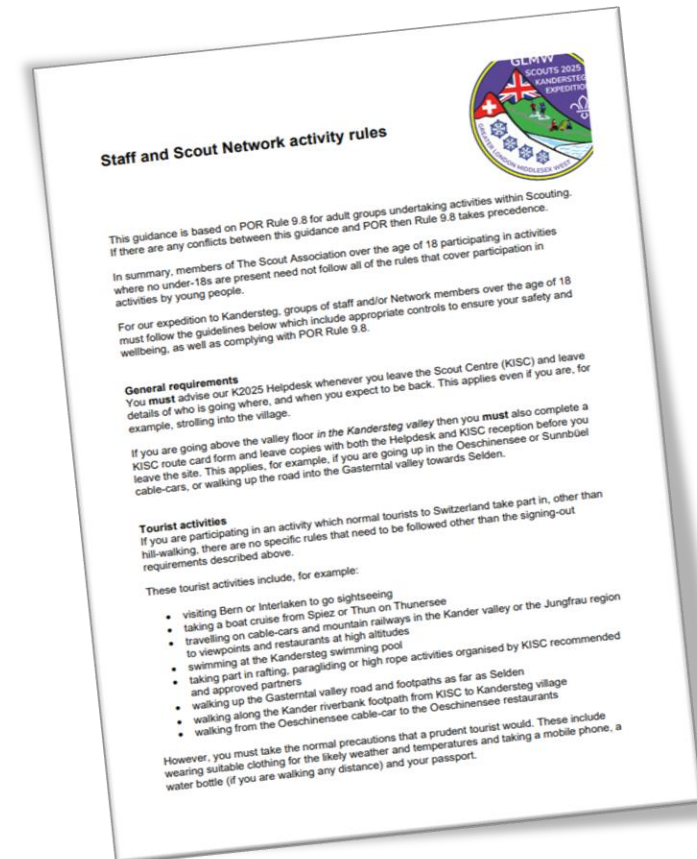
✓ Tourist activities need only common-sense rules

- ✓ Make sure you have suitable clothing
- ✓ Don't forget your scarf, passport, wallet & phone
- ✓ Do an informal mental risk assessment of the environment (e.g. look out for cars driving on the right!)

✓ If you're walking in the hills further than Oeschinensee then adult-group activity rules apply

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Safety matters related to staff

- ✓ Ad-hoc leisure activities
- ✓ Buddying up
- ✓ Self-Care, mental health & well-being
- ✓ Help Desk Logging
- ✓ Help Desk Training Session
- ✓ Our Home Contact (John Arnold)
- ✓ Mobile Phones



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Overall expedition risk assessment

- Overall expedition risk assessment has been reviewed
- Version 3 is available for download from the website

This Risk Assessment (RA) is aimed primarily at the core team organising the expedition ("the organisers"), and the risks that are directly under their control. Members of the core team will also have more detailed RAs prepared for their part of the Expedition, including those cases listed below.

Individual Group Leaders have already been asked to undertake their own RAs, as required by Scout POR. It is assumed that individual Group Leaders, with their Adult Leader Training qualifications and support from capable of monitoring and ensuring the safety and wellbeing of their members during routine activities (e.g. camping, cooking, walking in Kandersteg village).

#	Date Last Reviewed/ Created	Next Planned Review Date	Description	Likelihood	Impact	Risk level	Actions/controls required
1	18-Jun-25	30-Jul-25	Whilst travelling to/from Kandersteg - Risk of accident or injury for those travelling by car	Unlikely	Moderate	Low	1) Explain to drivers that they should break their journey frequently 2) Explain to drivers that they should be well rested before leaving Kandersteg on their return journey These messages to be reinforced at the final Staff meeting
2	18-Jun-25	30-Jul-25	Whilst travelling to Kandersteg - Risk of missing the outbound flight for those travelling by air	Possible	Significant	High	1) Group Leaders to ensure their Groups arrive on time to catch the flight and ensure that they pass through the airport in a timely manner 2) Travel Places recommend that Groups arrive at airports 2 hours before their flight-time (there is no fallback for them if they miss the flight) 3) Groups with non-GB participants have been reminded several times about the need for those people to have a visa to travel to Switzerland 4) The organisers have checked that passport validity dates given to them comply with the latest EU rules These messages to be reinforced at the final Leaders and Staff meetings
2A	18-Jun-25	30-Jul-25	Whilst travelling to/from Kandersteg - Risk of missing connecting flights for those travelling indirectly by air (e.g. changing planes in AMS)	Likely	Moderate	High	1) Travel Places have assured the organisers that the connection times are as recommended by the airlines, and that the airlines will re-book any Group that does a miss a connection onto alternative flight(s) as soon as possible 2) All Group Leaders have been asked to call the Helpdesk if they do miss a connection and the Duty Expedition Leader or a delegate will then liaise with Travel Places to manage the situation as well as possible 3) If groups arrive late at KISC as a result, the Staff catering team will help with cooking for those Groups and the Site Operations team may help with pitching their tentage
3	18-Jun-25	30-Jul-25	Whilst travelling to/from Kandersteg - Risk of accident, injury or loss for those travelling by air Risk of losing participants Risk of misbehaviour and drunkenness Potential risk of transport of illegal substances	Possible	Moderate	Medium	1) Group Leaders to ensure their Group are well behaved at airports and on flights - these are times when we will be very much in the eye of the Public 2) Group Leaders to brief their Group on prohibited items in luggage 3) All Group Leaders will be asked to undertake RAs for their travel safety, and the organisers have provided a template RA from previous International expeditions These messages to be reinforced at the final Leader and Staff meetings





Travel (People) & Transport (Bags & Equipment) David Carlen

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Travel plans (Outbound)



Advance team by car arriving during the day Sunday 10th August 2025

Advance Team – Sunday 10th August 2025

- **Arrive LHR by 06:30am**
- Depart LHR 08:40 KL1002 via Amsterdam. KL1933 arrive Geneva 13:35
- Trains to KISC
- Led by Terry Kingham +44 7787 241 011
- Need to take essentials for first 24 hours as hand luggage

Main Staff Party - Monday 11th August 2025

- **Arrive LHR by 09:30am**
- Depart LHR 11:45 KL1006 via Amsterdam. KL1923 arrive Zurich 16:45
- Led by Neil Docherty +44 7841 408 238
- Time in the schedule to eat at Zurich Airport before getting on the coach
- Transfer to KISC by coach, arrive during the evening

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Travel plans (Homeward)



Personal Baggage

- Personal bags – deliver to load onto lorry by 10:00am on morning of Friday 22nd August
- Personal bags arrive back targeted for Sunday 24th August 2025

Main Staff Party - Friday 22nd August 2025

- Transfer from KISC by coach to Zurich – expect to leave by midday
- Depart Zurich 17:35 KL1924 via Amsterdam. KL1017 arrive LHR 20:55 > led by Neil Docherty

Advance team by plane - Saturday 23rd August 2025

- Transfer from KISC by train to Geneva – expect to leave by midday
- Depart Geneva 17:15 via Amsterdam. KL1017 arrive LHR 20:55 > led by Terry Kingham

Travellers by Car – Depart Saturday, 23rd August 2025

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Dropoff and collect of personal bags



Personal Baggage

- Arrange groups to gather baggage for delivery to the transport hub
- Drop off – for lorry transport – Sunday 3rd August 2025
- Collect bags on Sunday 24th August (hopefully)
- Location: Heathrow CLC, Colnbrook



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Equipment limits – personal kit

- 1 bag equivalent of a 90-litre rucksack or holdall (75cm x 40cm x 30cm)
- Suggest travelling in hiking boots
- Sleeping bags not required in indoor accommodation
- Each bag will need to be labelled with group number, passenger number and a colour code – more on that in a minute
- Take a lunch box
- Batteries must be put in hand baggage



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Labelling personal kit and forms

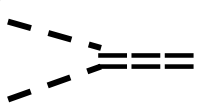
- You have three coloured baggage tags for personal equipment – 1 for bag going out, 1 for hand luggage, 1 for bag returning (the one going out will get lost...)
- Securely attach them to bags – ideally cable tie
- Detailed kit list form to be completed and emailed to david.carlen@glmwscouts.org.uk by Saturday 27th July at the **VERY** latest
- Forms must be accurate. No last-minute items added to kit bag as forms are our customs declaration

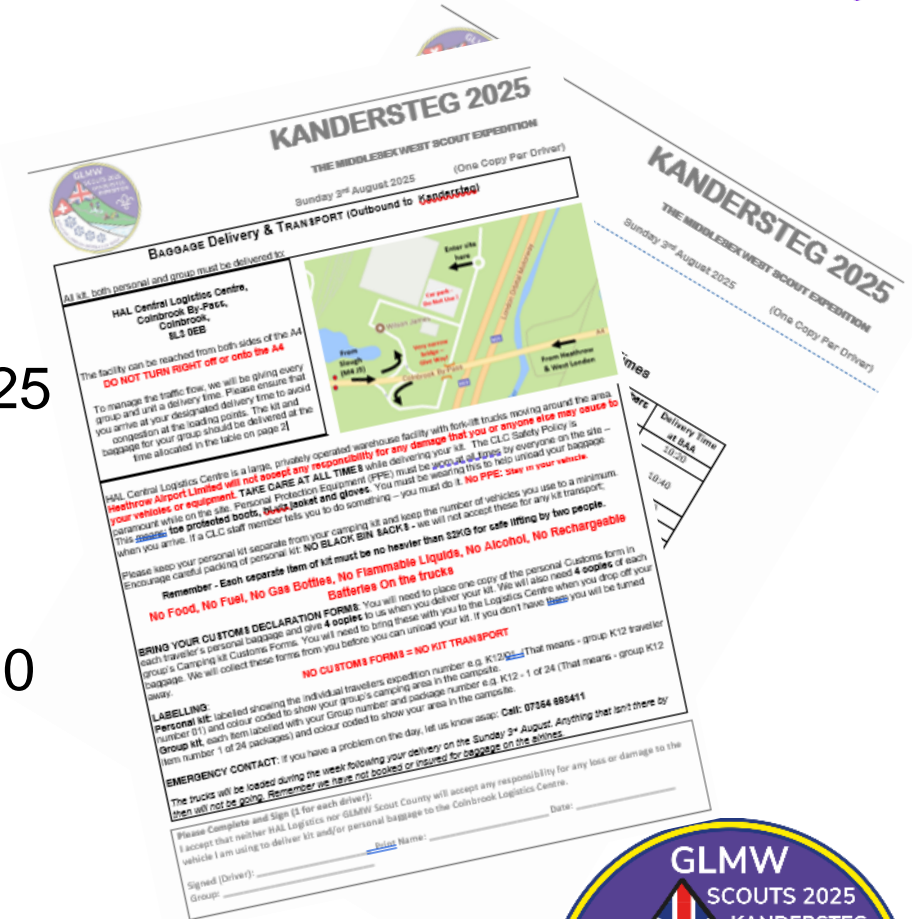


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Equipment Drop-off Tickets

- One for every vehicle used to drop off your kit for the Group
- We need to Register the Vehicles in advance
- Tell us the Driver and Reg Number before 27th July 2025
- Each Driver to sign and bring their ticket to get in
- Timed delivery slots – Staff delivery time is: 14:00-14:20
- Vehicle Not Listed with us or Driver without a Ticket  **NO DROPOFF**





Staff Catering Alex Norori-McCormac and Terry Kingham

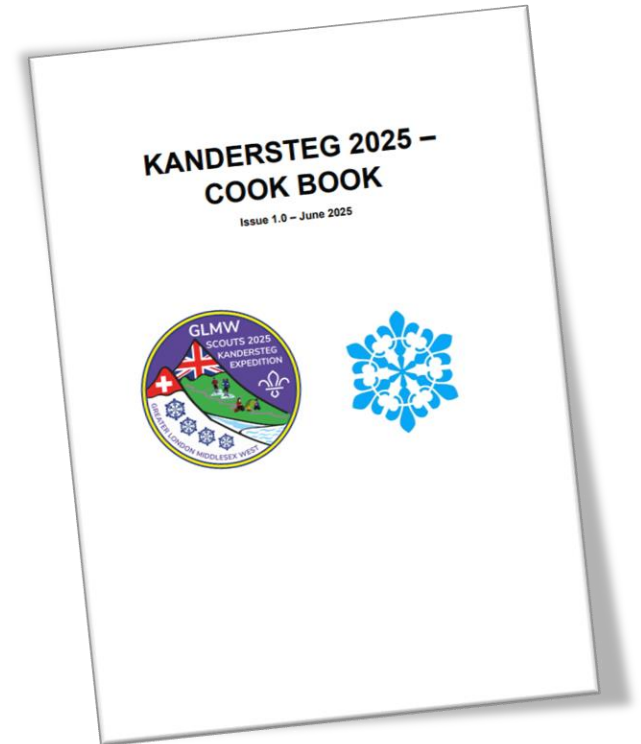


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Staff catering arrangements

- Daily – Duty Catering Team liaise with Food Distribution Team for provisions
- Breakfast & Lunch, Evening Meal + Packed lunches
- Clearing up, Washing & Drying up.
- Meal Timings
- Hydration Station / light bites
- Generic Risk Assessment



Breakfasts and lunches



Breakfast Items	Amount	Notes	Lunch Items	Amount	Notes
Cereal: Cornflakes	30 g		Bread Rolls	2	For every day
Cereal: Museli	30 g		Meat: Chicken	20 g	
Cereal: Chocos	30 g		Meat: Tuna	20 g	
Bread	2 Slices	For every day	Meat: Salami	20 g	
Meat: Turkey	20 g		Cheese: Vache Qui Rit	1	
Meat: Ham	20 g		Cheese: Vegan Vache Qui Rit	1	
Meat: Chicken	20 g		Cheese: Babybel	1	
Vegan Sliced Meat	20 g		Cheese: Vegan Babybel	2	
Cheese: Sliced Universico	20 g		Cheese: Sticks	1	
Vegan Cheese: Sliced Universico	20 g		Lettuce	20 g	
Cheese: Emmental Type	20 g		Cucumber	20 g	
Vegan Cheese: Emmental Type	20 g		Tomato	20 g	
Cheese: Cheddar	20 g		Hummus	10 g	Veggie/Vegan
Vegan Cheese	20 g		Coleslaw	10 g	Veggie
Juice: Apple	200 ml	1.5 days worth	Egg	1	
Juice: Orange	200 ml	1.5 days worth	Fruit: Orange	1	
Milk	200 ml		Fruit: Apple	1	
Yoghurt 120 g Assortment	1		Fruit: Banana	1	
Yoghurt 90 g Assortment Vegan Alt	1		Ballisto: Purple	1	
Zopf (Brioche)	1		Ballisto: Orange	1	
Vegan Brioche	1		Ballisto: Green	1	
Croissant	1		Crisps: Graneo	1	
Vegan Croissant	1		Crisps: Paprika	1	
Gluten Free Museli	30 g		Crisps: Nature	1	
Gluten Free Bread	30 g				

- N.B. I will try and get some Halal sliced meat on the way to the site; I can't guarantee it, but it will be available if I can manage it, particularly where there is only 1 or 2 who require it in larger groups/units.
- You need to bring your own lunch box and a water bottle.
- Dietary requirements will be handled as according to the information you have provided through OSM. However, if there are issues on arrival or throughout the trip, please let me know, and I'll be proactive in trying to resolve them.





Staff activities

Geoff Vanderplank

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Staff Programme Activities

- Cathy has been coordinating staff requests "KISC bookable" activities. If you requested an adventurous activity and haven't yet heard from Cathy, please speak to her today.
- For other "tourist" activities, we would encourage you to share plans across the team in advance to provide an opportunity for others to join the day out.

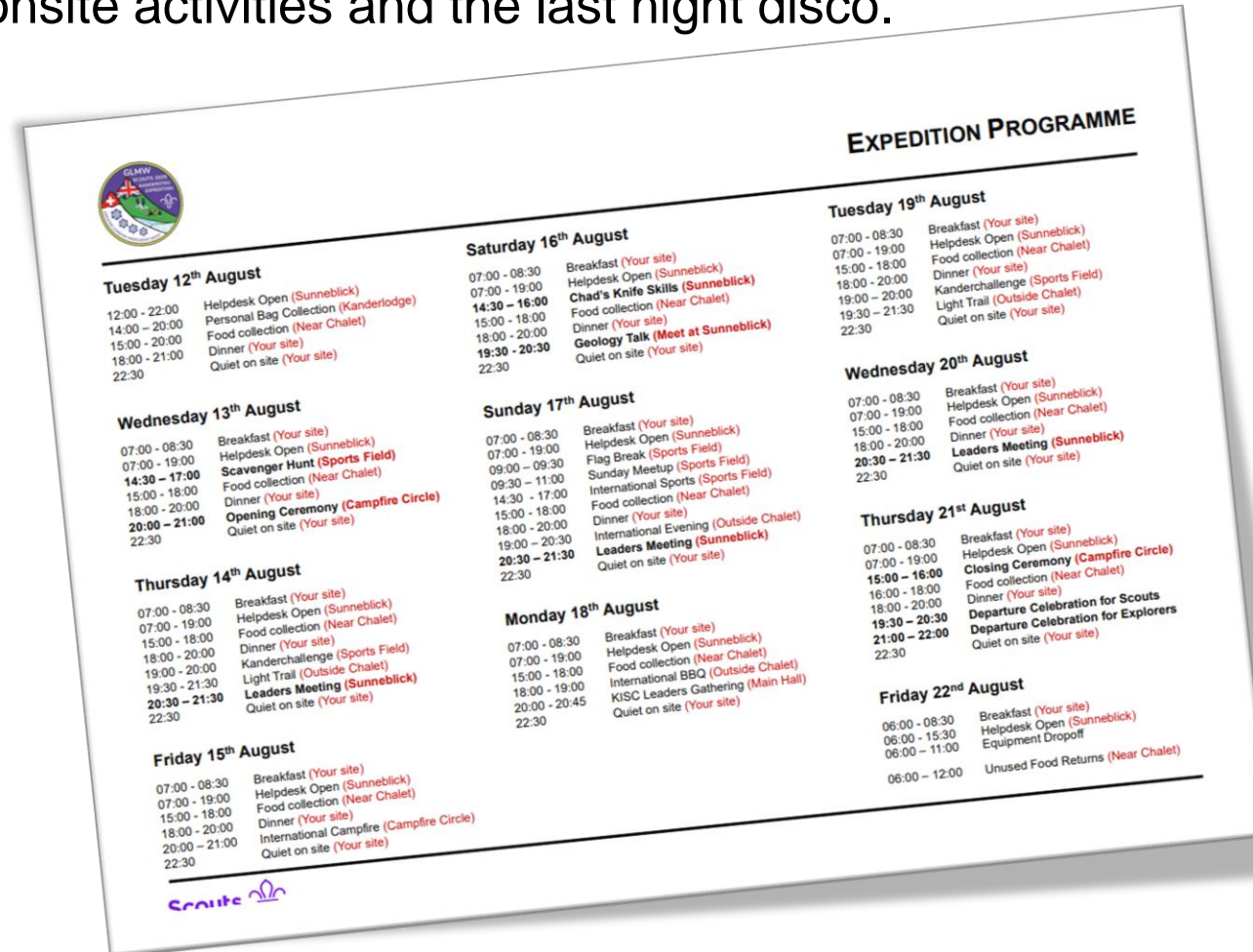


On site activities

- Sanjay is leading on the opening and closing ceremonies.
- Cathy is leading on the onsite activities and the last night disco.
- We need some help...

- Entertainers

- Stewards



EXPEDITION PROGRAMME

Tuesday 12th August

12:00 - 22:00 Helpdesk Open (Sunneblick)
14:00 - 20:00 Personal Bag Collection (Kanderlodge)
15:00 - 20:00 Food collection (Near Chalet)
18:00 - 21:00 Dinner (Your site)
22:30 Quiet on site (Your site)

Wednesday 13th August

07:00 - 08:30 Breakfast (Your site)
07:00 - 19:00 Helpdesk Open (Sunneblick)
14:30 - 17:00 Scavenger Hunt (Sports Field)
15:00 - 18:00 Food collection (Near Chalet)
18:00 - 20:00 Dinner (Your site)
20:00 - 21:00 Opening Ceremony (Campfire Circle)
22:30 Quiet on site (Your site)

Thursday 14th August

07:00 - 08:30 Breakfast (Your site)
07:00 - 19:00 Helpdesk Open (Sunneblick)
15:00 - 18:00 Food collection (Near Chalet)
18:00 - 20:00 Dinner (Your site)
19:00 - 20:00 Kanderchallenge (Sports Field)
19:30 - 21:30 Light Trail (Outside Chalet)
20:30 - 21:30 Leaders Meeting (Sunneblick)
22:30 Quiet on site (Your site)

Friday 15th August

07:00 - 08:30 Breakfast (Your site)
07:00 - 19:00 Helpdesk Open (Sunneblick)
15:00 - 18:00 Food collection (Near Chalet)
18:00 - 20:00 Dinner (Your site)
20:00 - 21:00 International Campfire (Campfire Circle)
22:30 Quiet on site (Your site)

Saturday 16th August

07:00 - 08:30 Breakfast (Your site)
07:00 - 19:00 Helpdesk Open (Sunneblick)
14:30 - 16:00 Chad's Knife Skills (Sunneblick)
15:00 - 18:00 Food collection (Near Chalet)
18:00 - 20:00 Dinner (Your site)
19:30 - 20:30 Geology Talk (Meet at Sunneblick)
22:30 Quiet on site (Your site)

Sunday 17th August

07:00 - 08:30 Breakfast (Your site)
07:00 - 19:00 Helpdesk Open (Sunneblick)
09:00 - 09:30 Flag Break (Sports Field)
09:30 - 11:00 Sunday Meetup (Sports Field)
14:30 - 17:00 International Sports (Sports Field)
15:00 - 18:00 Food collection (Near Chalet)
18:00 - 20:00 Dinner (Your site)
19:00 - 20:30 International Evening (Outside Chalet)
20:30 - 21:30 Leaders Meeting (Sunneblick)
22:30 Quiet on site (Your site)

Monday 18th August

07:00 - 08:30 Breakfast (Your site)
07:00 - 19:00 Helpdesk Open (Sunneblick)
15:00 - 18:00 Food collection (Near Chalet)
18:00 - 19:00 International BBQ (Outside Chalet)
20:00 - 20:45 KISC Leaders Gathering (Main Hall)
22:30 Quiet on site (Your site)

Tuesday 19th August

07:00 - 08:30 Breakfast (Your site)
07:00 - 19:00 Helpdesk Open (Sunneblick)
15:00 - 18:00 Food collection (Near Chalet)
18:00 - 20:00 Dinner (Your site)
19:00 - 20:00 Kanderchallenge (Sports Field)
19:30 - 21:30 Light Trail (Outside Chalet)
22:30 Quiet on site (Your site)

Wednesday 20th August

07:00 - 08:30 Breakfast (Your site)
07:00 - 19:00 Helpdesk Open (Sunneblick)
15:00 - 18:00 Food collection (Near Chalet)
18:00 - 20:00 Dinner (Your site)
20:30 - 21:30 Leaders Meeting (Sunneblick)
22:30 Quiet on site (Your site)

Thursday 21st August

07:00 - 08:30 Breakfast (Your site)
07:00 - 19:00 Helpdesk Open (Sunneblick)
15:00 - 16:00 Closing Ceremony (Campfire Circle)
16:00 - 18:00 Food collection (Near Chalet)
18:00 - 20:00 Dinner (Your site)
19:30 - 20:30 Departure Celebration for Scouts
21:00 - 22:00 Departure Celebration for Explorers
22:30 Quiet on site (Your site)

Friday 22nd August

06:00 - 08:30 Breakfast (Your site)
06:00 - 15:30 Helpdesk Open (Sunneblick)
06:00 - 11:00 Equipment Dropoff
06:00 - 12:00 Unused Food Returns (Near Chalet)





Site Operations Terry Kingham

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Site operations – details of how these will be working

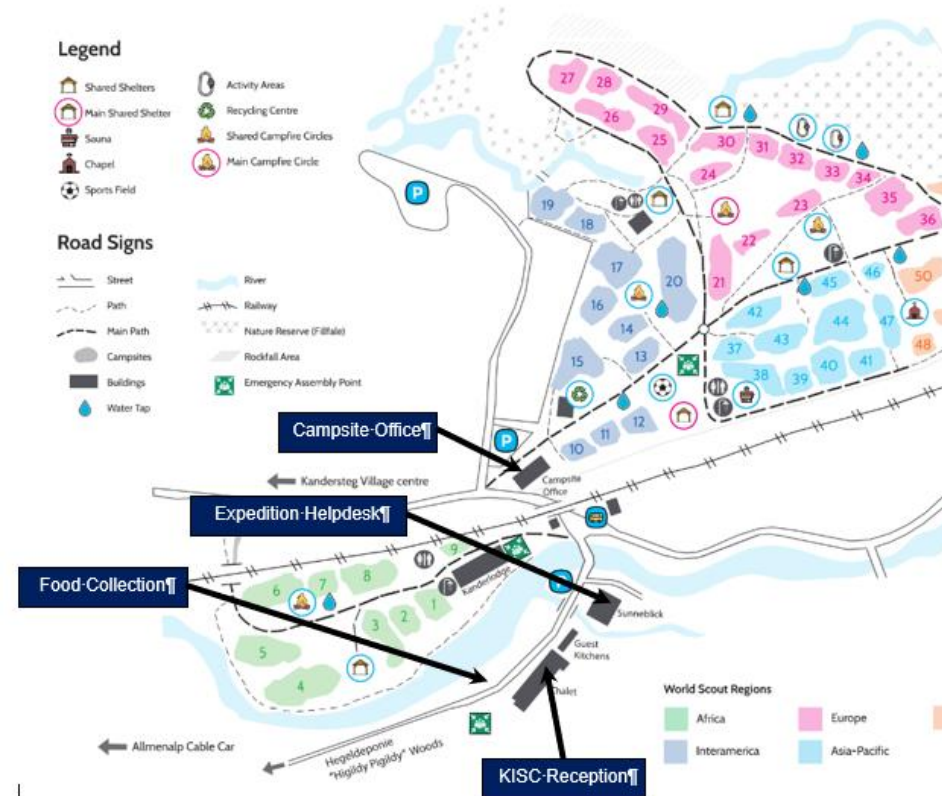


• Help Desk

- 07:00 to 19:00 in the Sunneblick
- Tea, cake and biscuits !
- Hotline to helpdesk +44 7354 693 411
- Outside these hours diverts to Duty Expedition Lead

• Daily visits and support

- Including fire safety checks, feedback on food, arranging your recycling slot, etc.
- Welfare and wellbeing – especially when the weather is challenging
- Go to the chalet (KISC) to check in and out, and to book programme activities



Helpdesk



- Training – Tuesday 8th July – 7:30pm on MS teams
- Pre- Course Reading – will be sent out prior
- In touch (for staff) - Procedure
- In touch (for participants) - just the admin – groups do the comms.



Regular and daily communications



The age of the text !

- Daily updates, free to receive
- You can also text or call back
- We have registered at least one Leader from every group
- Messages can also be sent from the Help Desk to all members of any staff team
- Number for the Helpdesk: **+44 7354 693 411**





Richard Williams & Terry Kingham
9-Days Before Arrival Day
Sunday 3rd August

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Baggage Drop-off



09:45 – 14:30

Group Check-in Team

- Monitor who drops kit off as they arrive at CLC
- Collect Delivery Forms

Baggage Handling Team

- Unload delivery Vehicles
- Collect Bags into Containers at CLC





Scouts 



6-Days Before Arrival Day

Wednesday 6th August

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Baggage Load on to Trucks



Early Evening Loading

Admin Team

- Confirm Final Load Documentation with Truck Drivers

Baggage Handling Team

- Load Kit & Bags into Trucks





Scouts 



2-Days Before Arrival Day

Sunday

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Advanced Party

- Flying: Mostly Network Team Members with Terry Kingham as flight lead
- Driving: Core Team Leaders plus others
- Aim to have everyone at the site by 7pm
- Check in at KISC Reception – staying in Kanderlodge that evening
- We will be eating at Des Alpes restaurant
- Food Order for the Meal
- We need to Pre-order
- We will be sending the menu to you next week
- Please tell us what you want by 14th July 2025





Scouts 



1-Day Before Arrival Day

Monday

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Main Staff Team

- Flying: Staff team with Neil Docherty as flight lead
- Time to eat dinner planned into the schedule in Zurich Airport
- Aim to have everyone at the site by 8pm
- New Arrivals Check in at KISC Reception – team staying in Sunneblick & Kanderlodge that evening
- Team already on site will be eating in Sunneblick



Baggage Arrival and Initial Set-Up

- Advanced Party breaks into teams
- Baggage Team 1: Unload Personal Baggage into Kanderlodge
- Baggage Team 2: Unload Group Camping Equipment into Eagle Lodge on the Main Campsite
- Food Team begin set up of Food Delivery point
- Staff Catering Team and others not in Baggage/Food teams
- Open up Sunneblick and prep for Monday Meals





Scouts 



Arrival Day

Tuesday

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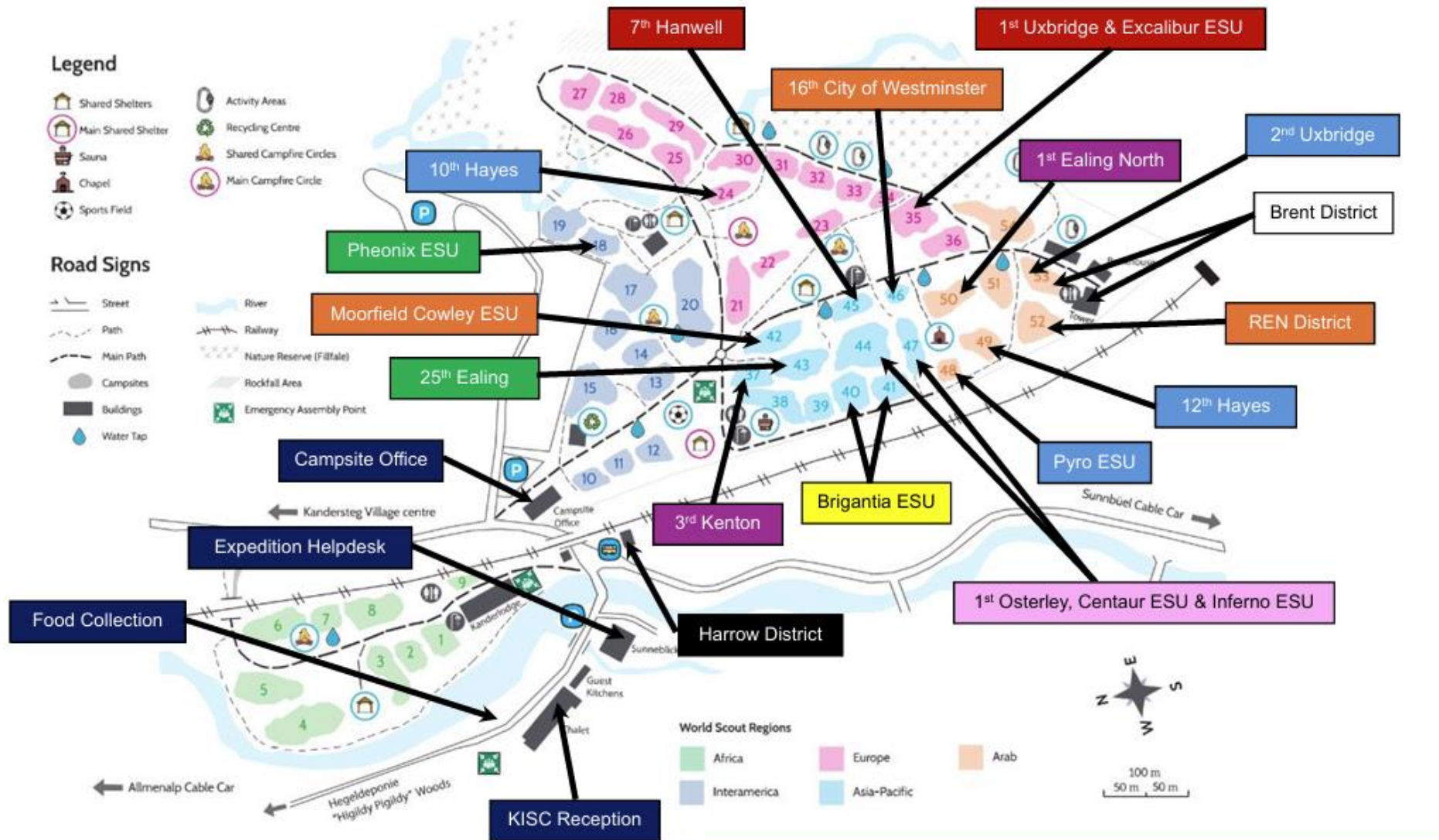


During the Morning

- Site Familiarisation
- Welcome Team – make sure you know where Reception and the Key Buildings on the site are
- Campsite Guide and Construction teams – Make sure you know where the campsites are for each of the Groups
- Arrival Day Catering Team – preparing arrival snacks & drinks
- Helpdesk Team – complete any set up in Sunneblick and prepare help desk & food tables on Football field
- Food Teams – final set up of Food Delivery Point



Site Familiarisation



Contact number for Expedition Helpdesk: +44 7354 693 411



The Arrival Plan

For Groups Building their Site

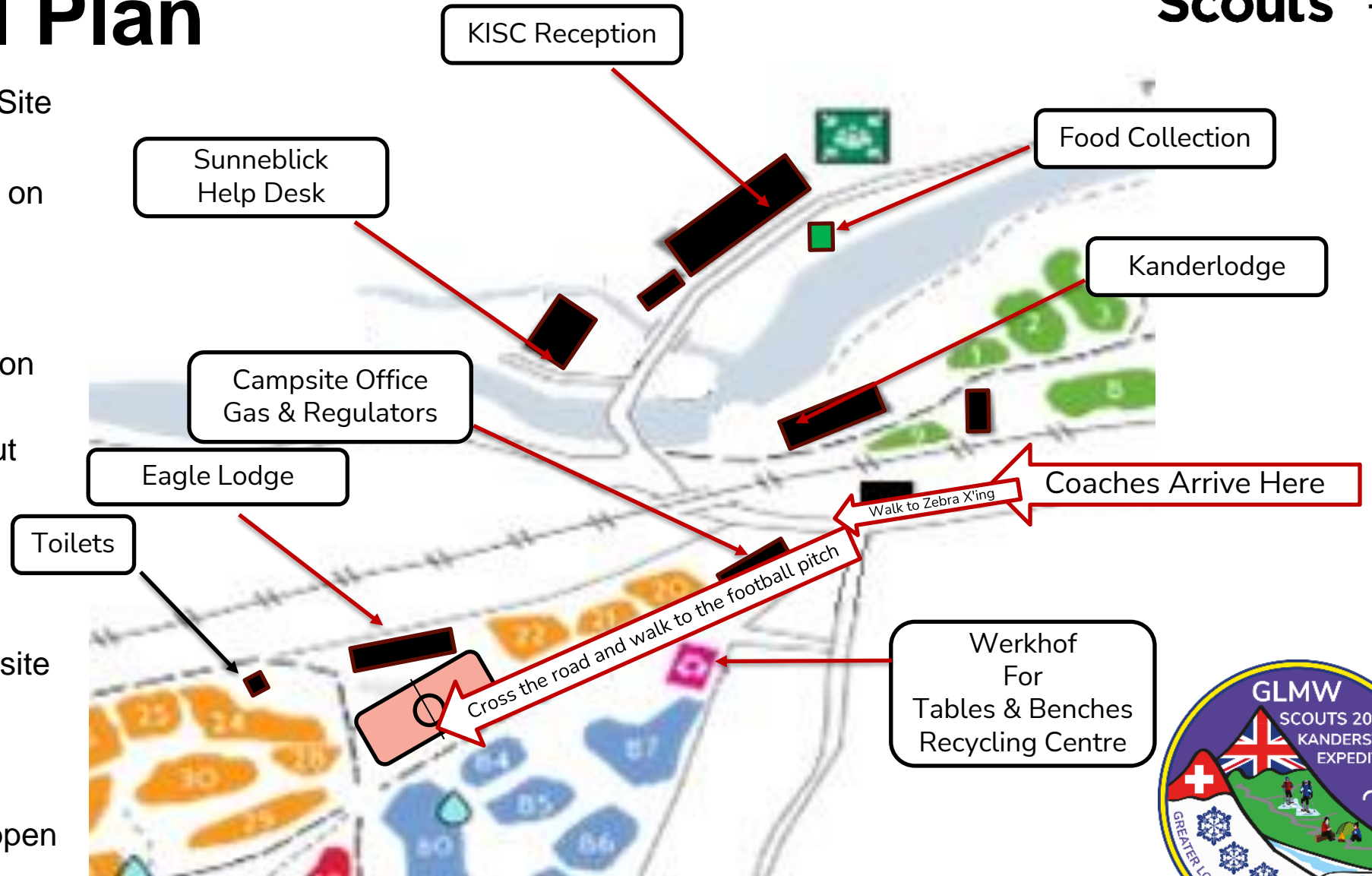
- We will have team members on hand to help if they need it
- The Help Desk will be at the Football Pitch for the afternoon
- Any problems give us a shout

For the Later Arrivals

- We will be helping with their evening meals
- We will be helping with their site construction

And if it Rains!!!!

- All the welcoming bit will happen in the Kanderlodge Hall



Teams for the Arrival Process

The Welcome Team:

- To gather each team together when they get to the football pitch and give them a HUGE "Welcome and Well done"
- Explain to them what happens next:
- Show them where the snacks and drinks & Toilets are
- Guide the Group Lead to the Check-in Team
- Find out who will be Leading the rest of the group while the Check-in Leader goes to KISC Reception
- Explain to them how to get their Camping Kit and the things they have pre-booked to hire from KISC
- Hand the Group over to the person who will walk them to their site



Teams for the Arrival Process

The Check-in Team

- To guide the Group Lead to KISC Reception so they can check-in
- Show them where Campsite Office is so that they can collect Gas and Gas Regulators that have been pre-ordered
- Show them where the Kanderlodge Hall is so they can get their Group to pick up their personal Bags
- Show them where the Sunneblick is for the Help Desk
- Show them where the Food Delivery Point is
- Come back to pick up the next Group Lead



Teams for the Arrival Process

The Campsite Guides Team

- To guide the Group to their Camp site
- Show them where the Werkhof building is so that they can collect Benches and Tables that have been pre-ordered
- Show them where the Eagle Lodge is so they can get their Group to pick up their Camping Equipment
- Come back to pick up the next Group



Teams for the Arrival Process

The Cooking Teams

- To prepare lunch for the Arrivals
- To prepare the Evening Meals for Harrow District and 25th Ealing
- To prepare the evening meal for the staff team



The Coach Welcoming Team

- To Greet people off their Coaches
- To show the Group where to go so that they head off to the Football Pitch



Teams for the Arrival Process

Other Teams for the Day

- Personal Baggage Handover – Kanderlodge Hall
- Camping Kit Handover – Eagle Lodge
- Zebra Crossing Team – Outside the Crystal Bar!
- Airport Teams – Zurich and Geneva
- Campsite Construction & Support Teams





Finance and Admin

David Carlen & Phil Power

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Payment Schedule



- 1st July – Balance payment due, individual emails have been sent advising how much is due
- Activity costs – These will be additional payments for you once we know what you want to do and who you are going to be doing it with.
- The expectation will be that you will pay direct to KISC prior to departure
- Cable car tickets payable upon purchase from KISC Reception Desk

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How to pay



- Account number: 61793888
- Sort code: 40-16-23
- Account Name: Greater London Middlesex West County Scout Council
- Bank: HSBC
- Payment reference: Your K number

This is a specific account for the expedition - details are different from the main county account

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Insurance

Travel insurance

- Unity Insurance overseas travel policy - <https://www.unityinsuranceservices.co.uk/scout-insurance/travel>
- No COVID cancellation cover
- Cover only valid whilst on an official part of the trip



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Next of Kin details



Learning

[My profile](#) —

Award preferences

Disclosures

Diversity and Inclusion

Medical details

My qualifications

Personal details

Roles and accreditations +

News & announcements +

Alternate emergency contact

Update using the Scouts membership system – complete the Medical Details section

Complete the **Emergency Contact** and the **Alternative Emergency Contact**

Please also double check all the data we have on your individual printout

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UK - Kandersteg badge



Worn permanently on uniform by any UK Scout who has visited KISC

Worn below District and County badges

Donation from sale of each badge given to support the future of KISC

Collect your badge at end of the meeting

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Expedition information



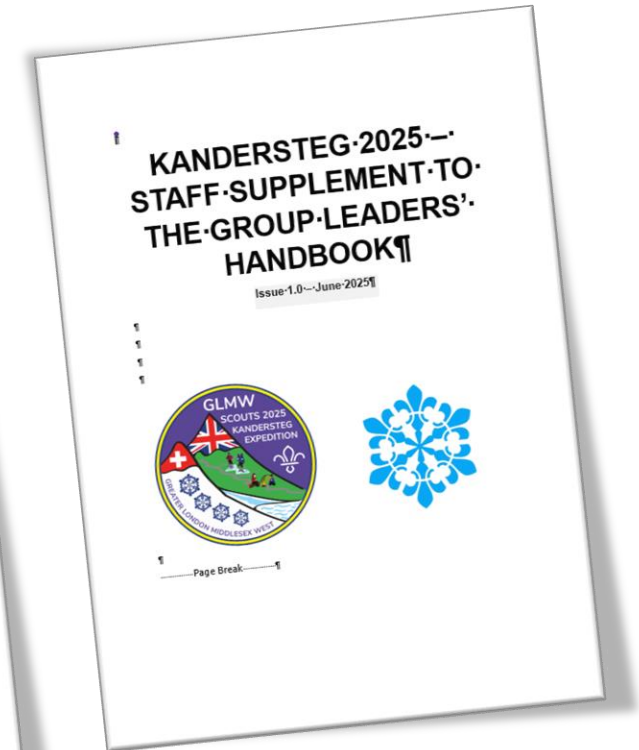
- Information Hub for Group Leaders on the website:
<https://www.glmwscouts.org.uk/international/kandersteg2025>
- Download copies of slides from presentations
- Frequently asked questions
- Group Leaders' Handbook
- Staff Supplement

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Don't leave without....

- Checking the data we have for your passport, GHIC, diet etc..
- Your scarf and badge
- Your wristband
- Baggage tags for personal bag
- Merchandise you have purchased
- Copies of:
 - [Group Leaders Handbook](#)
 - [Staff Supplement](#)





Any Questions?



