

Glossary of Terms

The Duke of Edinburgh's International Award Foundation

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Relevant policies

1. International Award Association (IAA) Memorandum of Association (MOU)
2. Key Governing Documents Terms of Reference
3. The International Handbook for Award Leaders

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About this Glossary of Terms

We have produced this glossary to ensure that everyone involved with The Duke of Edinburgh's International Award Foundation understands our communications. We try not to use jargon when we communicate, however sometimes we need to use technical terms associated with the structure of our organisation, or the Award's format and delivery. We hope this glossary will ensure clarity on what these terms mean, why we use them, where we use them and how they relate to each other.

The list is configured by category, then sorted alphabetically using the shortened or most commonly found version of a term, title or concept. The second column shows the full version of a term, title of concept as appropriate. As a general rule the full form should be used the first time a term, title or concept is mentioned in a document. There is a quick reference guide at the end of the document, sorted by the categories of:

- **Delivering:** Those terms which relate to the day-to-day delivery of the Award.
- **Documents:** Key documents of note from within the Association and wider Award framework.
- **Gathering:** Events and activities where people come together – these could be in person or virtual.
- **General:** General terms of note relating to the Award.
- **People:** The people involved in the Award – from those who deliver it on the ground, to the wider Association and Foundation functions.
- **Processes:** Some of the key processes which drive the licensing and delivery of the Award around the world.
- **Regions:** Terms relating to the specific regions of the Award and their supporting activity.

This glossary is intended as a reference tool which can be used by anyone who is involved with the Award. This includes Award Operators, participants, partners, supporters, International Award Foundation staff and Trustees.

If you feel that there is anything else which should be included in this document, please contact the Foundation's Communications team (brand@intaward.org).

This glossary will be reviewed annually and updates will be available in the Branding and Communications group of the Award Community (previously known as the Online Learning Hub/OLH).



Capitalisation






The use of capitalisation within this document is intended to show whether terms should be capitalised elsewhere. A breakdown of key points can be found below:


- **The Award:** The Award should always have a capital A, in any context. However, you don't need to capitalise the t in 'the', unless it's the start of a sentence. Please see the description below for further detail on when to use the full name of the Award and when you can shorten it.
- **Sections:** Whenever you are referring to the title of a section (e.g. Skills section), you should use a capital for the name of the section, but the word 'section' is always written in lower case.
- **Award Operators:** Whenever the term 'operators' is used as a title (e.g. National Award Operators, Award Operators), it is a capital O. If you are using 'operators' more generally (e.g. the Award works with operators around the world), it will be lower case.
- **Independent Award Centres:** Independent Award Centres, Award Units, Award Groups etc. should be capitalised.
- **Titles of Award roles:** All titles (including Leaders, Coordinators, Assessors, Instructors etc.) are always capitalised. Similarly, Secretary General, Chair, Trustees etc. are also capitalised. As 'participants' is not a title, it should be written using a lower case p.
- **Titles of documents:** If a document has a specific title (e.g. Association Brief), it will be capitalised.
- **The Foundation:** As the Foundation is a title, the F should always be a capital.

As a general rule, if the term is a specific title, it should be capitalised. If it is referring to something in a general way, it should be typed in lower case.

Glossary of Terms

Term	In full	Category	Definition
14 – 24		Delivering	The eligible age range for participants, specifically between their 14 th and 25 th birthdays.
Adventurous Journey [AJ]	Adventurous Journey section	Delivering	One of the four sections of the Award. The aim being to encourage a spirit of adventure and discovery whilst undertaking a journey in a group. Also referred to as an 'expedition' in some countries. Section colour: green (please see the Brand Guidelines for more detail). 
Award Centre or Open Award Centre		Delivering	Usually a single entity in a single location, sub-licensed by a National Award Operator or Operating Partner, to operate the Award, run by a Coordinator. An Award Centre has an exclusive access policy while an Open Award Centre has an open access policy. Both can run multiple Award Groups/Units. In previous editions of the Handbook and glossary, an Award Centre has been referred to as an Award Unit.
Award Community	[previously known as the Online Learning Hub]	Delivering	The principal resource for adults in the Award, administered by the Foundation. It provides online training, news, information, a forum for discussion, contact links and other resources.
Award Group (also known as Award Unit)		Delivering	A group of participants undertaking the Award within an Award Centre. The adult contact is the Award Leader.
Award Unit [also known as Award Group]		Delivering	A group of participants undertaking the Award within an Award Centre. The adult contact is the Award Leader.
Bronze Award	The Duke of Edinburgh's International Award Bronze Award	Delivering	Refers to the first of three levels of The Duke of Edinburgh's International Award, comprising four sections and requiring a minimum of six months participation. 

Gold Award	The Duke of Edinburgh's International Award Gold Award	Delivering	Refers to the third of three levels of The Duke of Edinburgh's International Award, comprising four sections, a project and requiring a minimum of 18 months as a direct entrant or 12 months if the participant has achieved their Silver Award. 
Gold Residential Project	Gold Residential Project section	Delivering	This is an additional activity required at the Gold level of the Award. The aim of this section is to broaden experience through living and working with others in a residential setting. This is also known as 'Residential' or 'Gold Project' in some countries. Section colour: purple (please see the Brand Guidelines for more detail). 
Online Record Book		Delivering	The digital system by which Award participants record their activities and Award Leaders keep track of their progress through each section and level of the Award, before their submissions are assessed and achievement validated.
Physical Recreation	Physical Recreation section	Delivering	One of the four sections of the Award. The Physical Recreation section aims to encourage participation in physical recreation and improvement of performance. Section colour: yellow (please see the Brand Guidelines for more detail). 
Record Book		Delivering	Generic term to describe the means by which Award participants record their activities and Award Leaders keep track of their participants' progress through each section and level of the Award before their submissions are assessed and achievement validated. This can be either on paper or digitally (see Online Record Book – ORB).
Silver Award	The Duke of Edinburgh's International Award Silver Award	Delivering	Refers to the second of three levels of The Duke of Edinburgh's International Award, comprising four sections and requiring a minimum of 12 months as a direct entrant or six months if the participant has achieved Bronze. 
Skills	Skills section	Delivering	One of four sections of the Award. The Skills section aims to encourage the development of personal 

			interests, creativity or practical skills. Section colour: red (please see the Brand Guidelines for more detail).
Voluntary Service	Voluntary Service section	Delivering	One of four sections of the Award. The Voluntary Service section encourages participants to learn how to give useful voluntary service to others in their community. Section colour: red (please see the Brand Guidelines for more detail). 
Brand Guidelines		Documents	One of the Key Governing documents; the Brand Guidelines sets out the elements governing the Award brand and application of the logo and supporting visual image. Can be found on the Award Community (previously known as the Online Learning Hub).
Code of Conduct		Documents	Sets out the practices and behaviour expected of all adults in the Award, especially when it comes to ensuring the welfare of children, young people and vulnerable adults associated with the Award. Can be found on page 36 of the Handbook.
Code of Practice		Documents	One of the 'International Agreements' enshrined within the IAA Memorandum of Understanding. It ensures that: All operators and deliverers of the Award must: <ul style="list-style-type: none"> • Maintain comparable standards of operating practice as advised by The Duke of Edinburgh's International Award. • Manage the Award fairly and impartially in all respects. • Ensure that the Award is open to all, subject to the age parameters.
Differential Pricing Policy		Documents	One of the <i>Key Governing Documents</i> , it sets out the method of being able to set specific prices for the Association in regards to events and services which may then be varied and made proportionate to different countries depending on their ability to pay.
Fundamental Principles		Documents	Part of the "International Agreements" enshrined within the IAA Memorandum of Understanding The Fundamental Principles are:

			<ul style="list-style-type: none"> • The criterion for gaining a Duke of Edinburgh's Award is individual improvement through persistence and achievement, taking into account the participant's initial capabilities, and without any element of competition between participants • Participation is entirely voluntary and the individual participant has a completely free choice in the selection of locally available options within the four sections as specified under the Operational Principles • Subject to age parameters, the Award is open to all.
IAA Global Strategy	The Duke of Edinburgh's International Award Global Strategy 2018 - 2023	Documents	A document that sets out the strategy for the Association as a whole in developing and growing the Award worldwide. The current strategy projects forward to 2023. Can be found here.
Guiding Principles		Documents	The ten principles that underpin the philosophy of the Award. They are designed to ensure that a young person has a meaningful and purposeful journey through their Award, as well as ensuring that the impact of achieving their Award provides a lasting personal legacy. The Award's guiding principles are: individual, non-competitive, achievable, voluntary, development, balanced, progressive, inspiration, persistence and enjoyable. See Handbook page 14 for further information.
Handbook	International Handbook for Award Leaders	Documents	The essential source of advice and guidance for Award Leaders, to help them run the Award effectively within their Award Centres or Groups. Can be found on the Award Community (previously known as the Online Learning Hub).
IAA MoU	The International Award Association's Memorandum of Understanding	Documents	The document that governs the establishment of the Association, its purpose and principles of operation. It must always be referred to in full and only ever be shortened to the IAA MoU. Can be found here.
International Agreements		Documents	These are the five common rules and principles enshrined within the IAA Memorandum of Understanding that all Award Operators, in particular, must adhere to, to ensure reciprocity across the Association:

			<ul style="list-style-type: none"> • Name • Declaration • Fundamental Principles • Operational Principles • Code of Practice
International Declaration		Documents	<p>One of the “International Agreements” enshrined within the IAA Memorandum of Understanding.</p> <p>The Award concept is one of individual challenge. It presents to young people a balanced, non-competitive programme of voluntary activities which encourage personal discovery and growth, self-reliance, perseverance, responsibility to themselves and service to their community.</p>
International Gold Event Concept and Guidelines		Documents	<p>One of the Key Governing Documents, sets out role, purpose and methodology for this training event and associated conference when Emerging Leaders engage with the International Council and select their representatives.</p>
Key Governing Documents		Documents	<p>These are the seven documents enshrined within the IAA Memorandum of Understanding whose contents are pertinent to the way the Association operates or which govern the way in which the Award is managed and delivered. They set out principles, policies and guidelines which, if changed, will impact on a significant number of constituents of the Association so it is incumbent on the Foundation to ensure that the Association is aware of any proposed change, its implications and its application. These documents are all gathered on the <i>Award Community</i> for reference under <i>Key Governing Documents</i>:</p> <ul style="list-style-type: none"> • <i>Operating Licences</i> • <i>Differential Pricing Policy</i> • <i>International Gold Event Concept and Guidelines</i> • <i>Brand Guidelines</i> • Glossary (this document) • Terms of Reference for IAA Forum, Conferences and subsidiaries
Operating Licences		Documents	<p>One of the Key Governing Documents, the set of three types of licence – National Award Operator, Independent Award Centre and Operating</p>

			Partner – that form the basis of the relationship between the Award Operator and the Foundation. They set out the role, responsibilities, terms, conditions and minimum standards expected of any organisation wishing to deliver the Award.
Operational Guidelines		Documents	One of the <i>Key Governing Documents</i> , clarifies and interprets the International Agreements, helping Award Operators to deliver the Award in a manner suited to their circumstances while maintaining the ethos and principles outlined by the Founder.
Operational Principles		Documents	Part of the “ <i>International Agreements</i> ” enshrined within the <i>IAA MoU</i> . The Operational Principles are that: <ul style="list-style-type: none"> • Participants must be between 14 and 24 years of age • The basic structure of the Award consists of the four mandatory sections: Voluntary Service, Adventurous Journey, Skills and Physical Recreation • The three levels of Award are: Bronze (for those over the age of 14), Silver (for those over the age of 15) and Gold (for those over the age of 16) • The minimum period of participation for direct entrants to qualify for an Award is six months for a Bronze, 12 months for a Silver and 18 months for a Gold • At Gold level participants undertake a Gold Residential Project away from home.
Safeguarding policy		Documents	Sets out the practices and behaviour expected of all adults in the Award, especially when it comes to ensuring the welfare of children, young people and vulnerable adults associated with the Award. Can be found on the Award Community.
Terms of Reference		Documents	One of the <i>Key Governing Documents</i> , these govern the establishment, purpose, authority, scope, composition and meetings of bodies set up by the Association or their subsidiaries, specifically: <ul style="list-style-type: none"> • <i>Forum</i> • <i>International Council</i> • <i>Regional Advisory Panels</i>

			<ul style="list-style-type: none"> • Dispute Resolution Panel • Brand Management Panel • Special Projects Panel • <i>Regional Conferences</i>
Award Holders Association [AHA]		Gathering	General term to describe Award alumni associations. Some are formally constituted; others are established by NAOs; others are more ad hoc. Their main aim is to help Award holders in their future lives and careers as well as enabling them to remain engaged and in touch with the Award.
Committee		Gathering	Used to describe a body which is appointed for a particular business, usually from a larger body – such as the Foundation’s Trustees – which meets regularly and has a defined membership. See also Group and Panel
Forum	The International Award Association Forum	Gathering	In essence, it is the general assembly of the Association; it’s held every three years and hosted by a <i>National Award Operator</i> [NAO]. A full description can be found in the IAA Brief. It functions under its Terms of Reference.
Group		Gathering	Used to describe a body which is appointed by the Foundation staff team for a particular business or assisting the staff team with a particular business, usually delivering a service See also Committee and Panel
International Council	The Duke of Edinburgh’s International Award Association International Council	Gathering	A representative body of the Association, which meets once a year. Its key task is to track and progress business stemming from the Forum. The IC is composed of the Founder, Foundation Trustees, Award Operators Representatives, Emerging Leaders Representatives and the Deputy Chairman of the Association. A full description can be found in the IAA Brief and it functions under its Terms of Reference.
International Gold Event (IGE)		Gathering	This happens every three years, normally in the year prior to a Forum. It is the Association’s way of identifying the next generation of leaders, be they staff members, volunteers or trustees. Attendees, referred to as Emerging Leaders, are individuals who have made an impression on their local Award Operator and whose commitment might be

			strengthened by attending a skills development programme in an international context.
Panel		Gathering	Used to describe a committee with a defined purpose, but which only meets as and when it is required and its membership is determined by that requirement. So if the panel is tasked to deliberate on a dispute then the members must be independent and impartial See also <i>Committee</i> .
Regional Conferences		Gathering	Regional Conferences provide a means of gathering together all Award Operators and other constituents within their territorial areas. Attendees are senior leaders, generally drawn from National Award Operators and Independent Award Centres. Their key task is to discuss, consult and encourage mutual cooperation, including the challenges and opportunities facing the Regional Director and staff as well as to consider any relevant business stemming from the Forum or the International Council.
Regional Meetings		Gathering	These occur in the margins of the Forum and are essentially opportunities to gather those attending the Forum in their Regional groupings.
Regional Support Groups		Gathering	These comprise adult volunteers working on behalf of the Foundation, managed by Regional Directors, to support the development of Award Operators within a region.
Service Support Groups		Gathering	These comprise adult volunteers working on behalf of the Foundation, managed by Foundation staff, to support the development of specific services (for example: IT; research; training).
the Big 6	The Alliance of Youth CEOs	Gathering	The Foundation is a member of The Alliance of Youth CEOs – also known as the Big 6 - an informal group of CEOs of non-formal education youth organisations comprising: <ul style="list-style-type: none"> • World Organization of the Scout Movement (WOSM) • World Association of Girl Guides and Girl Scouts (WAGGGS) • World Alliance of Young Men's Christian Associations (YMCA International)

			<ul style="list-style-type: none"> • The World Young Women's Christian Association (World YWCA) • International Federation of Red Cross and Red Crescent Societies (IFRC) • The Duke of Edinburgh's International Award Foundation
working group		Gathering	A group of constituents from across the Association, who work together to develop a specific strategy or project.
Emerging Leaders Conference [ELC]		Gatherings	This is a joint event for the Emerging Leaders who have been attending the International Gold Event and the members of the International Council during which the Emerging Leaders report back on the activities and tasks set for them, which usually involves exploring aspects of how The Award runs in the host country, generating useful discussion on operational matters and how the Award adapts to different cultures.
Access		General	One of the three focus areas of the Global Strategy 2018-2023 or one of the three types of Special Projects alongside <i>Reach</i> and <i>Impact</i> . This is a general term, which is used in relation to actions or initiatives which help to improve access to the Award for new and diverse groups of young people, or help to overcome barriers to the Award, particularly for those from at risk and marginalised communities.
an Award a Bronze, Silver or Gold Award	<p>a Duke of Edinburgh's (International) Award</p> <p>a Bronze, Silver or Gold Duke of Edinburgh's (International) Award</p> <p>a Bronze, Silver or Gold Duke of Edinburgh's Award</p> <p>a Duke of Edinburgh's Award</p> <p>an International Award</p> <p>a President's Award</p>	General	This is what a young person strives for and achieves. The full form should always be used to clearly identify the importance and value we place in the Awards we issue whether internationally or nationally, although it isn't necessary to use 'International'. (See below dotted line for national examples).
Association International Award Association	The Duke of Edinburgh's International Award Association	General	The collective name for all the constituents of the Award. Is established by the mutual consent of all the parties concerned through the IAA's Memorandum of Understanding. This includes the <i>Founder</i> , the

[IAA]			Foundation, Award Operators, participants, volunteers, Award winners and financial supporters.
at risk and marginalised [AR&M]		General	<p>Those young people for whom the Award can have the greatest transformational benefit. Through participation they can change their circumstances so that they are no longer at risk and be fully engaged in society. The Foundation defines 'at risk' and 'marginalised' as:</p> <ul style="list-style-type: none"> • At risk – Those young people whose circumstances mean they are vulnerable to negative influences or consequences and who, through the Award, can reduce many, if not all, the risks and permanently change their circumstances for the better. • Marginalised – Those young people experiencing isolation from society either physically or psychologically and who, through the Award, can feel included and become positive contributors to mainstream society. The application of these definitions can differ from operator to operator due to local circumstances.
Award Framework		General	<p>One of the three key deliverables expected of operators licensed by the IAF. This encapsulates not just the principles, activities and conditions which a young person undertakes in order to achieve a Bronze, Silver or Gold Award, but also the guidelines and good practice expected of trained Award Leaders when delivering the Award.</p> <p>The other two deliverables are <i>Governance Framework</i> and <i>Operating Framework</i>.</p>
Award Impacts	The impacts of the Award	General	<p>The long-term effects or benefits of Award participation on young people and their communities. They are: improved employability and earning potential, improved physical health and fitness, improved mental health and emotional wellbeing, increased engagement with charitable and community causes, improved environmental impact, increased social and community cohesion and reduced offending. These impacts have been identified as perhaps the most relevant, important or measureable, but others may exist. Please see Case for Support publication at intaward.org/case-support for more information.</p>

			See also <i>Awards Outcomes</i> .
Award Learning Policy		Documents	A document which provides guidance on minimum requirements with which National Award Operators should comply in accordance with the Foundation's licensing standards relating to the training of adults. Previously known as the Award Learning Framework.
Award Operator Award Operators		General	A generic term to describe an organisation or agency which is licensed to operate or deliver the Award. More specifically, it is one licensed by the IAF so can be either a <i>National Award Operator</i> (NAO), an <i>Independent Award Centre</i> (IAC) or <i>Operating Partner</i> (OP). Most commonly used in the plural as a collective term for NAOs, IACs and OPs.
Awards Outcomes	Outcomes of the Award	General	The short and medium-term benefits of Award participation for young people. They are: confidence, managing feelings, resilience and determination, relationships and leadership, creativity and adaptability, planning and problem solving, civic competence, intercultural competence, personal and social wellbeing and communication. These outcomes have been identified as perhaps the most relevant, important or measureable, but others may exist. See also <i>Award Impacts</i> .
Foundation [IAF]	The Duke of Edinburgh's International Award Foundation	General	The charity at the heart of the Award internationally. The Foundation is the legal owner of the brand and intellectual property rights. The Foundation is composed of a board of ten Trustees referred to as the <i>Foundation's Trustees</i> , a Chief Executive, who is also the <i>Secretary General</i> of the Association, and a staff team who are located in four regional offices with London as the headquarters. A full description can be found in the IAA Brief. The full form should always be used to introduce the charity; the shortened form can be used thereafter. It has become common practice to use this shortened form, although the abbreviation 'IAF' is also acceptable.

Impact		General	One of the three focus areas of the Global Strategy. One of the three types of Special Projects alongside <i>Access</i> and <i>Reach</i> . Essentially this is a general term, which is used in relation to actions or initiatives which help to improve the impact (as in experience) and quality of delivery for the participants and volunteers within the Award family.
Independent Award Centre [IAC]		General	Refers to a single location, such as a school or youth club, directly licensed by the Foundation to deliver the Award exclusively to its own students / members, run by a Coordinator. If a centre wishes to deliver the Award to any young person willing and able to attend it is licensed and classified as an Open Independent Award Centre. The IAC is run by a Coordinator, may have multiple units, has no powers to sub-licence and reports directly to the Foundation. Normally, IACs only exist where there is no National Award Operator.
National Award Operator [NAO]		General	An organisation licensed by the Foundation to promote, manage and deliver the Award throughout a specific country or territory. An NAO has the power to sub-license and approve Awards. It is run by a National Director who reports to a board of directors or trustees.
Operating Partner [OP]		General	An organisation or agency sub-licensed by an NAO or the Foundation to operate the Award and approve Awards within the organisation or agency's remit. It can register multiple Award Centres or Open Award Centres.
Partner	Award (National) Operating Partner or Global Partner	General	'Partner' can be used as a collective term to refer to any external organisation which works with or is licensed by the Foundation or a National Award Operator. This work can be as varied as, but not limited to, undertaking research, providing a contracted service (e.g. training or advice) or being an advocate. The full form (e.g. Award Operating Partner/Global Partner) is used to distinguish an organisation which delivers / operates the Award from one that supports the Award financially. For instance, the Scouts or Guides could operate in partnership across a country as they would

			<p>only deliver to their own members, so a National Operating Partner is inappropriate, but they could be a National Operating Partner.</p> <p>This term is most commonly used in the plural and in conjunction with Award Operators to encompass all who deliver/operate the Award.</p>
Reach		General	<p>One of the three focus areas of the <i>IAA Global Strategy 2018-2023</i> or one of the three types of <i>Special Projects – Three Funds</i>, alongside <i>Access</i> and <i>Impact</i>. This is a general term, which is used in relation to actions or initiatives which help to increase the societal and geographic reach of the Award. So ensuring that the Award has the people, the tools and the locations to manage higher numbers of young people, from a wider diversity of backgrounds, participating on a regular basis.</p>
Regions		General	<p>The Association is currently grouped into four geographic regions: <i>Africa Region</i>[AFR]; <i>Americas Region</i> [AMR]; <i>Asia Pacific Region</i> [APR]; Europe, Mediterranean and Arab States [EMAS]. Each has its own regional office, run by a Regional Director and support staff, through whom the Foundation manages its relationship with operators.</p>
Special Projects	International Special Projects	General	<p>Collective term for those developmental activities funded wholly or in part through the grant aid scheme run by the Foundation known as the <i>Special Projects – Three Funds</i>. The three types of Special Projects are <i>Access</i>, <i>Reach</i> and <i>Impact</i>.</p>
Special Projects – Three Funds	Special Project – Three Funds Grant Process	General	<p>The Foundation's grant aid scheme and process for administrating <i>Special Projects</i>. See further information on the application portal: https://threefundsgrants.intaward.org/</p>
the Award	<p>The Duke of Edinburgh's International Award</p> <p>.....</p> <p>The Duke of Edinburgh's (International) Award [The DofE]</p> <p>The International Award for Young People [IAYP]</p> <p>The President's Award (Scheme) [PAS]</p>	General	<p>This is both the charity, as in the organisation, as well as the set of ideas, principles, structure and standards which forms the non-formal education framework that the charity delivers and is of public benefit.</p> <p>The full form should always be used to introduce the charity and the Award either internationally or nationally (see below dotted line for national examples); the shortened form can be used thereafter.</p>

	The National Youth Achievement Award [NYAA]		
their Award their Award programme ----- their DofE programme their HoSA programme their President's Award programme	their Duke of Edinburgh's International Award (programme)	General	<p>This is what young people do; it reflects their individual choice of activities through participating in the Award, hence it's differentiated by using 'their' to precede it at all times and 'programme' is never capitalised. In the full form it isn't necessary to add 'programme', but the shortened form must always include 'programme'. (See below dotted line for national examples)</p> <p>Avoid referring to the Award as a programme in the singular. The point being that each 'programme' is particular to a young person, therefore there are hundreds of thousands of programmes. So, we refer now to the Award framework.</p>
Activity Coach [Instructor]		People	<p>An adult who conducts specific training for participants in any section of the Award. The role of an Activity Coach or Instructor can be carried out by an Award Assessor or Award Leader.</p> <p>A further explanation of responsibilities is provided in the Handbook.</p>
Adventurous Journey Assessor [AJ Assessor]		People	<p>The Adventurous Journey Assessor usually assesses the group during their Qualifying Journey, however please note that the regime of supervision and assessment of Adventurous Journeys may vary in your country, subject to your own national laws and regulations.</p> <p>A further explanation of responsibilities is provided in the Handbook (page 86 – 90).</p>
Adventurous Journey Supervisor [AJ Supervisor]		People	<p>The Adventurous Journey Supervisor is responsible for the group's safety while on the journey. They need to be familiar with the Award and must be satisfied that all group members are properly trained and equipped to undertake any journey.</p> <p>A further explanation of responsibilities is provided in the Handbook (page 86 – 90).</p>

Assessor	Award Assessor Section Assessor	People	An adult who conducts specific training for participants in any section of the Award and signs off completion. An Award Assessor can also undertake the role of Activity Coach. The term Assessor can also be used in place of Award Assessor. A further explanation of responsibilities is provided in the Handbook.
Award family		People	A term often used to describe the constituents of the Association.
Award holders Award achievers		People	Also referred to as the alumni; anyone who has achieved a Bronze, Silver or Gold Award or any combination of the three. We never refer to Award winners. Sometimes also known as Awardees.
Coordinator	Award Coordinator	People	An adult volunteer or paid staff member who is the key contact at an Award Centre, Open Award Centre or IAC. The Coordinator is responsible for setting up and running the Award within the Centre, supporting Award Leaders, overseeing Award Groups / Unit and processing the authorisation of Awards. The Coordinator is often also an Award Leader or may take on the role of another adult Award volunteer.
Deputy Chair of the Association	Deputy Chair of The Duke of Edinburgh's International Award Association	People	Is the representative of the host organising committee of the next Forum, appointed at the previous Forum on the recommendation of the International Council. They are a member of International Council and have no specific duties or responsibilities on behalf of the Association beyond those relating to the organisation of Forum.
direct entrant		People	A participant who starts at the Silver or Gold level without having completed the previous level.
Emerging Leader Rep	Emerging Leader Representative	People	One of eight Emerging Leaders on the International Council; usually two from each region. Their role is to contribute to the discussions and debates, expressing their own personal views and opinions on the topics which will tend to reflect their peers' perspectives on such issues; they also provide a means of communicating with their peers and, if appropriate, sharing those views.
Emerging Leaders		People	This is how attendees at International Gold Events are referred to. While Emerging Leaders tend to be relatively young in age, there is no

			specific age requirement; they are typically usually, but not necessarily Gold Award holders, and have already shown an interest and aptitude for taking on greater responsibility. Emerging Leaders are considered to potentially be the next generation of leaders for the International Award Association.
financial supporters		People	Used to describe one set of constituents of the Association as defined under the IAA MoU. The others being the Founder, the International Award Foundation, Award Operators, participants, Award holders and volunteers.
Foundation's Trustees	The Duke of Edinburgh's International Award Foundation Board of Trustees	People	The members of the Board of Trustees of the Foundation. It comprises ten Trustees drawn from around the world who meet at least three times a year, there are at least two from each region.
Founder	The Founder	People	HRH The Duke of Edinburgh, the founder and creator of the Award. He chaired the UK's Board of Trustees from inception to 2000 and the Foundation's Board of Trustees from its inception in 1986 also to 2000. The structure, content and principles are largely of his making and the Award would not be where it is in the world or have achieved the status it now holds without him. As such, he retains a strong interest in its ongoing development and a say in its direction.
Friend		People	Generally used to describe a corporate or individual supporter of the Award, who is not a World Fellow. Support may be financial or 'in kind'.
Global Benefactor		People	A title in recognition of the Foundation's most significant supporter.
Instructor Activity Coach		People	An adult who conducts specific training for participants in any section of the Award. The role of an Instructor or Activity Coach can be carried out by an Award Assessor or Award Leader. A further explanation of responsibilities is provided in the Handbook.
Leader	Award Leader	People	An adult appointed by an Award Centre who is the contact and mentor for an Award Unit/Group. The Award Leader is responsible for engaging young people in their Award programme, inspiring, guiding and assisting them from start through to completion. The Award Leader can also be responsible for engaging and managing other volunteers. An Award Leader can undertake the roles of Activity coach, Adventurous

			Journey Supervisor or Adventurous Journey Assessor, properly qualified.
National Chairman		People	The Chair of the Board of a National Award Operator, usually a voluntary role.
National Director		People	The Chief Executive of a National Award Operator, usually a paid role.
new entrant		People	A participant who registers and starts a new Award, whether at the Bronze, Silver or Gold level. A new entrant may have just completed the previous level of an Award.
Observer		People	Someone invited to an Award conference or event who is not a constituent of the Association.
Operators' Representatives (formerly Regional Representative)	Award Operators Representatives	People	Either the National Director or Chair of a National Award Operator who is one of three to represent the region at the International Council. Operators' Representatives are in place for three years.
participants participant		People	A young person who has registered with an Award Operator and is working towards achieving a level of The Duke of Edinburgh's International Award.
Patron		People	Someone who agrees to lend their name to the organisation as a way of supporting it, usually because they are well known and able to add prestige and gravitas, get media coverage and/or encourage donations and support. In practice, a NAO often invites the Head of State of the country.
Regional Director		People	The member of the senior management team of the Foundation who has responsibility for relationship management of Award Operators within their region of the world.
Secretary General		People	Combines the duties of Secretary General of the Association and the Chief Executive of the <i>Foundation</i> ; as such is responsible to the <i>Foundation's Trustees</i> for the management and finances of the Foundation and is accountable to <i>Award Operator</i> for standards, services and support.
Verifier	Award Verifier	People	An Award Verifier is a nominated individual at an Award Centre or Open Award Centre who has been trained to review and conduct the final

			<p>authorisation of Bronze and Silver Awards submitted by participants at that Award Centre.</p> <p>The role of Award Verifier can be fulfilled by an existing volunteer or independent to all other adult roles that have supported the participant in the Award Centre</p>
volunteers volunteer	Award volunteers adult volunteers	People	<p>Used to refer to adults (those people aged 16+, or as legally appropriate for your country) who undertake roles for the Award in addition to their paid job. Teachers and youth workers are viewed as volunteers, even if an element of their contract with a school or organisation is to run the Award. Staff members from National Award Operators, if undertaking additional duties to support the Association, are viewed as volunteers in that latter role.</p> <p>This is distinct from participants volunteering as part of their Award.</p> <p>We define an adult as someone aged over the age of 16. In some countries national legislation may require this definition to change.</p>
World Fellowship		People	<p>The World Fellowship is a, high-level global network that brings together its supporters at events and meetings around the world, to support the Award internationally. Admission to the World Fellowship is via donation and there are Platinum, Diamond, Gold, Silver and Fellowship levels of support. At the Silver Fellowship level and above, Fellows have the opportunity to restrict part of their Fellowship gift to a country where there is a National Award Operator present.</p>
Consultation process		Processes	<p>The process used within the Association and administered by the Foundation to ensure that proposals raised by any constituent, including the Foundation, receive due discussion and consideration before decisions are made whether or not to adopt them.</p> <p>The IAA Brief describes the consultation process in full.</p>
Governance Framework		Processes	<p>One of the three key deliverables expected of operators licensed by the IAF. This encapsulates the standards, guidelines and good practice that promote good, lawful and effective administration of an organisation or agency operating and delivering The Duke of Edinburgh's International Award.</p>

			The other two deliverables are Award and Operating.
Operating Framework		Processes	<p>One of the three key deliverables expected of operators licensed by the IAF. This encapsulates the standards, guidelines and good practice that provide a sound business model for the development and sustainability of the organisation or agency running of the Award.</p> <p>The other two deliverables are <i>Award Framework</i> and <i>Governance Framework</i>.</p>
Proposal		Processes	Used to refer to the formal way, as described in the IAA Brief, that constituents within the Association phrase a suggestion for development or action so that it can be properly considered and discussed.
Review		Processes	<p>Normally refers to the formal process of reviewing a Key Governing Document as described in the IAA Brief. Under normal circumstances the IC would be tasked with conducting a review of the relevant document so the context should make it clear e.g. of the Operational Guidelines or the Operational Guidelines Review.</p> <p>To avoid confusion, the process of checking compliance of an Operator with its licence should be referred to as a Licence Review.</p>
Africa Region [AFR]		Regions	A region which includes Sub- Saharan Africa, St Helena, Ascension and Tristan de Cunha territories and the Western Indian Ocean Islands. See <i>Regions</i> .
Americas Region [AMR]		Regions	A region which includes the Caribbean, North, South and Central America and all surrounding islands including Bermuda, Falklands, Galapagos and Hawaii. See <i>Regions</i> .
Asia Pacific Region [APR]		Regions	<p>A region that includes the areas bounded by:</p> <ul style="list-style-type: none"> - To the north: China, Mongolia and Japan - To the east: Pacific Islands - To the south: Maldives, Australia and New Zealand - To the west: Pakistan and Afghanistan. <p>See <i>Regions</i>.</p>

<p>EMAS</p>	<p>Europe, Mediterranean and Arab States Region</p>	<p>Regions</p>	<p>A region that includes the areas bounded by:</p> <ul style="list-style-type: none"> – To the north: Greenland, Iceland, British Isles, Scandinavia and Russia – To the east: Iran, Turkmenistan, Uzbekistan, Tajikistan, Kyrgyzstan and Kazakhstan – To the south: North Africa (Morocco to Egypt), Red Sea, Gulf of Aden, Arabian Sea and Persian Gulf – To the west: Atlantic Islands and coastline. <p>See <i>Regions</i>.</p>
<p>The Duke of Edinburgh's International Award for Young People</p>		<p>General</p>	<p>The full registered brand name for the Award. The working titles are either "The Duke of Edinburgh's International Award" or "The International Award for Young People" or the agreed local translation of these words. For further details see Brand Guidelines.</p>

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