



**Agenda for a meeting of the  
Development Committee  
on Tuesday 6 August 2019 at 15:30  
at BPA HQ, 5 Wharf Way, Glen Parva  
Leicester LE2 9TF**

**Car parking**

Please do not park in the car parking spaces opposite the BPA HQ as these belong to our neighbours, All Weather Windows, who have asked us not to use their spaces during the daytime.

Supporting papers are issued with the agenda where available; others will be added to the meeting’s SharePoint folder as they become available, with the intention of completing the full set by at latest the Friday before the meeting.

Item nr	Business	Lead	Pre-read paper
1	<b>Apologies for absence</b>	-	-
2	<b>Declaration of any conflicts of interest</b>	-	-
3	<b>Minutes</b> To confirm approval of the minutes of the meeting of Tuesday 11 June that have been approved electronically and were published on 12 July.	Chair	Minutes
4	<b>Matters arising from the minutes not covered elsewhere on the agenda</b> 4.1 Min 30.1, SharePoint permissions - technical arrangements for restricted access to sensitive documents 4.2 Min 33, Eudonet PIMS project timeline - Chair 4.3 Min 33, PIMS client-side co-ordinator - COO to report on his meeting with Graham Spicer 4.4 Min 34.3, Approaches to gender and protected characteristics in airports - Secretary 4.5 Min 34.3, Ad hoc research / surveys undertaken by BPA from time to time - Chair 4.6 Cyber risks insurance - referral of Graham Spicers’s paper to BPA’s broker - Secretary 4.7 Any other matters arising.	Chair	Minutes
5	<b>Insurance</b>	COO	-
6	<b>Personal Information Management System (PIMS)</b>	Chair	Progress report From Eudonet

Item nr	Business	Lead	Pre-read paper
7	<b>Additional meeting of DZ Owners' &amp; Operators' Specialised Interest Group</b> 10:30-16:00 on Tuesday 20 August 2019 at BPA HQ.	Chair	DZO meeting agenda
8	<b>Encouraging diversity in the sport</b> Notes on the Secretary's meeting and subsequent correspondence with Dr Dominic Malcolm, Reader in the Sociology of Sport at Loughborough University, who has been invited to the meeting as a guest for this item.  Also see 'Women in FAI' paper from 2014 and <a href="https://www.fai.org/women-wings">https://www.fai.org/women-wings</a>	Chair	Notes on meeting at Loughborough University  Women in FAI paper (2014)
9	<b>Development deliverables / actions 2019</b> Contributing to the delivery of BPA Strategy 2019-2023  See appendix to the agenda. The status of deliverables 6.3, 6.4 and 6.5 has gone from green in June to amber now as the IT Strategy Group (agenda item 13) is currently quiescent.	Chair	See Appendix to this agenda - BPA 2019 objectives
10	<b>Council working group on committee structure, meeting frequency, etc</b> Consultation with committees on the number of meetings required per year, and their scheduling to provide written reports to Council.	Chair	Notes of working group virtual meeting on Tuesday 9 July 2019
11	<b>A licence statistics and identifying trends</b>	Chair	A licence statistics and identifying trends
12	<b>Zero-based budget for Development 2019-20</b>	Chair	Updated draft budget by Tash Higman
13	<b>IT Strategy Group (ITSG)</b> The Secretary has obtained proposals from Computerlink for proactive IT management (per the action in minute 36.2.2), including possible arrangements for a Secretary to ITSG.	Chair	Proposal from Computerlink
14	<b>Duties and responsibilities of volunteers</b>	Chair	v4 draft
15	<b>BPA Archive Project</b>	Chair	-
16	<b>Any other business</b> to be notified to the Secretary by no later than noon on Friday 2 August.	Chair	-
17	<b>Dates of next meetings</b> Tuesdays at 15:30 at BPA HQ: 1 October & 26 November.	-	-

## Appendix

### BPA Strategic Plan 2019-22 > 2019 deliverables > Development (as at August 2019)

Deliverable	Progress	Status
<b>Strategic Objective 1 - Engage with communities of our members and our other stakeholders, and beyond with the media and the wider public</b>		
Dev 1.1 Determine performance and participation metrics	Encouraging diversity in the sport (agenda item 8)	A
Dev 1.2 Produce stakeholder relationship map, comms plan and policies, membership survey and trial specialist group newsletter	Communications Committee taking lead but may require input from other committees, especially those that support Specialist Groups as the Development Committee supports the Drop Zone Operators' Specialist Group	A
<b>Strategic Objective 2 - Strengthen British Skydiving better to serve and support our members</b>		
Dev 2.1 Explore how BPA might increase support for its Affiliated PTOs - and whether they want this	Consult DZOs. DZOs most immediate requirement is for online membership – DZOs meeting arranged for Tuesday 20 August (agenda item 7)	G
<b>Strategic Objective 3 - Enhance perceptions of British Skydiving to inspire the passion of our members and encourage take-up of our sport</b>		
Dev 3.1 Introduce a new membership database that is fit for purpose to support BPA members' and BPA's business needs	Eudonet (UK) contracted to deliver this (agenda item 6)	G
<b>Strategic Objective 4 - Assure the financial sustainability of British Skydiving to 2022 and beyond</b>		
Dev 4.1 Better understand the membership journey and key influencing points/agents.	Not yet started. Input likely to be needed from Development. Council working party on committee structure may consider a 'membership journey'-type committee (agenda item 10).	A
Dev 4.2 Better understand factors affecting membership growth/decline	Not yet started. Input likely to be needed from Development. See 4.1 above.	A
<b>Strategic objective 5 - Represent British Skydiving by influencing on behalf of our members and other stakeholders</b>		
Dev 5.1 Develop the suite of specialist advisers to the Association	Remind Council of need for an equality champion on Council. Recommend to Council appointment of an Equality Adviser to the Association.	G

Deliverable	Progress	Status
<b>Strategic objective 6 - Make British Skydiving resilient by assuring that our governance structures are up to date, fit for purpose, and compliant practically and legally</b>		
Dev 6.1 Replacement of current BPA membership database (Development Committee) and web hub (Communications Committee)	Eudonet (UK) contracted to deliver this (agenda item 6)	<b>G</b>
Dev 6.2 Penetration testing of current IT infrastructure (BPA and third party)	First penetration test report received, and actions raised in relation to technical maintenance of current website (Communications minute 17.2) - to be replaced by new web hub (objective 3.1)	<b>G</b>
Dev 6.3 Optimise ownership and management of IT assets	IT Strategy Group. IT inventory and network diagram extant and regularly updated; IT roles and responsibilities document yet to be produced. <i>Status from green in June to amber now as ITSG is currently quiescent.</i>	<b>A</b>
Dev 6.4 Effective IT governance and compliance	IT Strategy Group - IT policies started; Data assurance audit completed, and action plan being formulated; some human factors with compliance of IT policies; training needs analysis of staff and volunteers yet to be carried out; change control process created <i>Status from green in June to amber now as ITSG is currently quiescent.</i>	<b>A</b>
Dev 6.5 IT-related risk management and business continuity	Disaster recovery plan needed (as noted in Council's business and financial risk register) <i>Status from green in June to amber now as ITSG is currently quiescent.</i>	<b>A</b>
Dev 6.6 Develop an information strategy	IT Strategy Group - Develop standards for the sharing, management and protection of information.	<b>A</b>