British Parachute Association

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Agenda for a meeting of the
Development Committee
on Tuesday 26 November 2019 at 15:30
at BPA HQ, 5 Wharf Way, Glen Parva
Leicester **LE2 9TF**

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	**Apologies for absence**	-	-
2	**Declaration of any conflicts of interest**	-	-
3	**Minutes** To confirm electronic approval of the minutes of the meeting of Tuesday 1 October	Chair	Minutes
4	**Matters arising from the minutes not covered elsewhere on the agenda** **4.1** Min 56.4, Duties and responsibilities of volunteers **4.2** Min 62, Multi-Factor Authentication (MFA) requirement for all Office 365 accounts **4.3** Any other matters arising.	Chair	Minutes
5	**Insurance**	COO	-
6	**Personal Information Management System (PIMS)**	Chair	Progress report From Eudonet
7	**Rise Up mentoring scheme** Yassi Molazadeh to update orally, including consideration of future arrangements for administration of the scheme	Chair	-

Item nr	Business	Lead	Pre-read paper
8	**Encouraging diversity and inclusivity in the sport - gender** Paper from BPA Member Dr Mona Nasser of the University of Plymouth, who responded to our call for advice on research	Chair	Paper by Dr Mona Nasser, University of Plymouth
9	**Development deliverables / actions 2019** Contributing to the delivery of BPA Strategy 2019-2023	Chair	See Appendix to this agenda
10	**Proactive IT management**	Chair	-
11	**Any other business** to be notified to the Secretary by no later than noon on Friday 22 November.	Chair	-
12	**Annual routine review of Committee Terms of Reference** Council is planning a new committee structure from 2020 with a Member Development Committee, the Terms of Reference of which have been drafted by Council's Committee Structure Working Group, which includes the Chair and Secretary of this Committee.	Chair	-
13	**Date of next meeting** To be arranged	-	-

Appendix

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

Deliverable	Progress	Status
Strategic Objective 1 - Engage with communities of our members and our other stakeholders, and beyond with the media and the wider public		
Dev 1.1 Determine performance and participation metrics	Encouraging diversity and inclusivity in the sport (agenda item 7)	**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**
Strategic Objective 2 - Strengthen British Skydiving better to serve and support our members		
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 -new PIMS system due to go live late 2019	**G**
Strategic Objective 3 - Enhance perceptions of British Skydiving to inspire the passion of our members and encourage take-up of our sport		
Dev 3.1 Introduce a new membership database that is fit for purpose to support BPA members' and BPA's business needs	PIMS go live late 2019	**G**
Strategic Objective 4 - Assure the financial sustainability of British Skydiving to 2022 and beyond		
Dev 4.1 Better understand the membership journey and key influencing points/agents.	Not yet started. Input likely to be needed from new Member Development Committee from 2020	**A**
Dev 4.2 Better understand factors affecting membership growth/decline	Not yet started. Input likely to be needed from new Member Development Committee. See 4.1 above.	**A**
Strategic objective 5 - Represent British Skydiving by influencing on behalf of our members and other stakeholders		
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
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		
Dev 6.1 Replacement of current BPA membership database (Development Committee) and web hub (Communications Committee)	Go live late 2019	**G**
Dev 6.2 Penetration testing of current IT infrastructure (BPA and third party)	Eudonet have carried out a penetration test of their new system for BPA	**G**
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. *Status from green in June to amber in August as ITSG is currently quiescent.*	**A**
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 *Status from green in June to amber in August as ITSG is currently quiescent.*	**A**
Dev 6.5 IT-related risk management and business continuity	Disaster recovery plan needed (as noted in Council's business and financial risk register) *Status from green in June to amber in August as ITSG is currently quiescent.*	**A**
Dev 6.6 Develop an information strategy	IT Strategy Group - Develop standards for the sharing, management and protection of information.	**A**