



Development Committee

Minutes of the meeting held on

Tuesday 1 October 2019 at 16:00

at the BPA HQ, Glen Parva, Leicester LE2 9TF

Present:	Craig Poxon	-	Chair
	Paul Applegate		
	Adrian Bond		
	Tash Higman		
In attendance:	Tony Butler	-	Chief Operating Officer (COO)
	Debbie Carter	-	Treasurer
	Angel Fernandez	-	Communications Manager
	Jon Gretton	-	Financial Administrator & Company Secretary
	Jeff Montgomery	-	Safety & Technical Officer (STO) & STC Chair
	Martin Shuttleworth	-	Secretary-General (Secretary)
Apology for absence:	Yassi Molazadeh		

Item Minute

54/19 Declarations of interest

Any declarations of interest would be made at the item/s to which they relate.

55/19 Minutes

The Committee approved the minutes (previously circulated) of the meeting held on Tuesday 6 August 2019 as a correct record.

Approved

56/19 Matters arising

56.1 Ad hoc research / surveys undertaken by BPA (minute 41.4)

The Chair had still in mind, as time allowed, to collate information from previous surveys as a background to any possible further research on inclusivity in the sport (minute 45).

Action: Chair

56.2 A licence statistics and identifying trends (minute 48)

This would now be an item on the agenda of the DZO Specialised Interest Group meeting to be held at EMCC, Nottingham, on Expo industry day, Friday 24 January 2020.

Action: Secretary

56.3 Zero-based budget (minute 49)

The Committee's budget had been approved by Council at its meeting on Tuesday 6 August 2019 (Council minute 53.2 refers).

56.4 Duties and responsibilities of volunteers (minute 51)

Yassi Molazadeh, who was advising on this, was currently away.

Ongoing

57/19 Insurance

The COO reported that the DZO Specialised Interest Group, at its meeting on Tuesday 20 August, had been in favour of an increase in the third-party public liability insurance indemnity limit for the sport being increased from the current £5m per incident to a new limit of £10m. This would be subject to approval by the AGM to become effective from the new insurance year on 1 April 2020. The increase in premium was likely to be around £2 for a student provisional member and £7 for a full member.

The COO said he had a routine claims review meeting scheduled and hoped to have some idea of the premium rates for the next membership year to report to the next meeting.

58/19 Personal Information Management System (PIMS)

The COO said how invaluable the advice and co-ordination by Graham Spicer had been and still was, in the process to the launch of PIMS. Staff training was now taking place prior to a planned launch later this year. There would be no longer be physical membership cards for student or full members. Arrangements for the next stage payment to Eudonet were discussed.

Phase 2 of Eudonet's work, once PIMS was up and running, would include development of an online incident reporting system.

The Committee noted the rationale for, and agreed, to recommend to Council, to confer the status of 'agents' on Affiliated Parachute Training Organisations for the purpose of accepting eligible applicants for British Skydiving student membership. It was necessary for student membership to be confirmed before student training may begin.

Recommend to Council

[Secretary's note: Council accepted this recommendation (Council minute 77.2) but before taking this forward, further professional advice is being taken on any legal issues in relation to the status of agents.]

59/19 DZ Owners' and Operators' Specialised Interest Group on Tuesday 20 August 2019

Notes on this meeting had been circulated to the DZOs and to this Committee. Some questions were raised about the new BPA web portal about which Eudonet (UK), the contractor developing it, said they would report back. Their report back had been circulated to this Committee only. The Secretary would liaise with Graham Spicer, BPA PIMS co-ordinator, about circulating Eudonet's responses to DZOs. These responses would form an appendix to the previously circulated notes.

Action: Secretary

The COO reported that a modular approach was being trialled for the Friday industry day of the Expo on 24 January 2020 at EMCC Nottingham. The DZO meeting would be part of this, and current thinking was that it would be a module during the morning session. Other modules, of interest to DZOs, CIs and other 'industry' personnel such as instructors and riggers, would be offered in the afternoon. There would also be concurrent modules during the morning. All would require pre-registration with BPA HQ, and be subject to a limited number of places, although all DZOs could be accommodated.

A planned module on PIMS included: purchasing student memberships by PTOs, instructor/coaching rating renewals, and policy on electronic signatures.

60/19 Encouraging diversity and inclusivity in the sport

60.1 Research

The Secretary reported that academics at three universities had signified their willingness to discuss sociological research on gender and skydiving with the Committee or its representatives.

However, at the last meeting, the committee had decided (minute 45) to seek to cover sociological survey/research ourselves, and narrow our interest in possible external research to the biomechanical question of whether skydiving (or any/certain of its disciplines) was a gendered sport.

The Committee now discussed all options for research, noting that we would be in a better position to conduct sociological research once PIMS (minute 58) was up and running. There was some reflection on the wisdom of the decision at the last meeting to carry out sociological research in-house, reservations centering on possible confirmation bias.

There was no doubt that we were not in a position to carry out biomechanical research in house. Therefore, the Committee would put out a call for students or academics working in this area to contact us with a view to helping the Committee to formulate a possible research brief.

60.2 Competitions paper to be presented to Council tonight

A paper by Georgie Vacher, for consideration at the Competitions Committee this afternoon and Council tonight, had been circulated with the agenda as it suggested a possible IPC rule change related to gender. This was related to this Committee's interest in encouraging diversity and inclusivity in the sport. Since writing the paper, Georgie Vacher had resigned from Council and from the Competitions Committee on which she had been FS Rep.

Tash Higman said it was too soon to consider proposing a rule change to IPC. IPC's structure meant that any such proposal would have to be considered by each of a number of IPC committees, one for each discipline, so it was no simple matter. There would be no harm, however, in informal consultation internationally by our IPC Delegate.

The Chair said that the Development and Competitions Committees needed to work together on areas of overlap, but that competition rules were a matter for the Competitions Committee and this Committee was working on a broader canvas. That said, Georgie Vacher's paper was a potentially useful input to our wider considerations, but it would be misguided to seek to rush any decisions without adequate consultation and research. The COO emphasised the need for proper process.

61/19 Development deliverables / actions 2019

An updated status report on Development deliverables 2019 had been circulated as an appendix to the agenda.

The IT Strategy Group remained quiescent. The Chair said this would be considered later in the meeting under the IT Strategy Group item (minute 62).

62/19 IT Strategy Group (ITSG)

As the May and September meetings of the IT Strategy Group had not taken place, there was now a pressing need to convene a meeting to cover IT strategy. The Development Chair had kindly agreed to take over the Chair, but there remained a vacancy for a Technical Secretary. The Committee agreed that Computerlink (Leicester) should be engaged to cover for the time being the role of Technical Secretary. The Committee understood that ITSG may need to contract Computerlink to do some proactive IT work. Adrian Bond kindly agreed to assist with contract negotiation where appropriate.

Action: Secretary / ITSG

A strategy was needed for the future of the physical server at HQ, bearing in mind that PIMS would be cloud-based but that the old database on the server would need to be retained for a while until PIMS had been fully validated. A policy and procedure needed to be considered to cover migration of other data on the physical server to the cloud. The organisation and structure of such data (information management) was a consideration, as this had built up over decades in an ad hoc way on the physical server, and would benefit from being re-structured from first principles. The Chair said it was likely that we would need to continue to maintain the existing server for the time being. It would need an upgrade.

The possible need for additional cyber risks insurance was another issue awaiting consideration by ITSG.

Action: ITSG

It was noted that some users of the BPA e-mail domain were having occasional access problems, typically related to Multi-Factor Authentication (MFA). The Computerlink helpdesk was available to assist in such cases.

MFA was an important security feature and nearly all users of the BPA domain were now using it. However, there were a few who had not yet adopted it. The Chair proposed, and the Committee agreed, based on security best practice, to arrange to switch on MFA for all with a 'two-week warning period' for those who were not currently enrolled.

Action: Chair

The date for the domain change later this year from bpa.org.uk to britishskydiving.org had yet to be decided. This was part of a wider project involving the new web hub and PIMS coming online, along with phase 1 of rebranding. Tash Higman asked that the date chosen should if possible not be on that of an international skydiving competition such as the World Cup of Canopy Piloting from 20-24 November 2019.

63/19 BPA Stars - judging panel

A paper had been circulated with the agenda. The Vice Presidents comprised the judging panel of nominations for a BPA Star award. The sad passing of Jim Croker earlier this year had left the judging panel with a complement of four judges. It needed to have an odd number to assure majority decisions. After discussion the Committee invited the Treasurer to become the fifth judge, and the Treasurer accepted on confirmation by the Secretary of the judging arrangements. The Chair thanked the Treasurer for volunteering to act in this capacity.

64/19 Uniform for examiners, etc

The STO said that examiners' uniform would need to be re-issued consequent on our re-branding to British Skydiving. There were some 47 examiners, who had indicated that they might typically need two or three polo tops for a five-day course. Polo shirts for Council members had also been provided in the past. Previously, the budget had come from Development. The COO said it could equally come from the Safety & Training budget, which in turn was part of general funds. Tash Higman said that budget allocation was not a key consideration, rather negotiation with the supplier to get the right quality and price mattered

most. In this respect, the Competitions Committee was the main commissioner of uniform, for our international delegations and judges, etc. The Chair said the Competitions Committee would therefore be the natural lead committee on commissioning of British Skydiving uniform, and the STO should liaise with them.

Action: STO

65/19 Date of next meeting

Tuesday 26 November at 15:30 at BPA HQ, LE2 9TF.

The meeting closed at 17:25 (duration: 1:25).

Appendix: BPA Strategic Plan 2019-22 > 2019 deliverables > Development (September 2019)

Appendix

BPA Strategic Plan 2019-22 > 2019 deliverables > Development (as at September 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 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
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 - DZOs consulted on online services at their meeting on Tuesday 20 August 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	Eudonet (UK) contracted to deliver this (agenda item 6)	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 Development. Council working party on committee structure may consider a 'member development committee'	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
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)	Eudonet (UK) contracted to deliver this (agenda item 6)	G
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)	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. <i>Status from green in June to amber in August as ITSG is currently quiescent.</i>	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 <i>Status from green in June to amber in August as ITSG is currently quiescent.</i>	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) <i>Status from green in June to amber in August as ITSG is currently quiescent.</i>	A
Dev 6.6 Develop an information strategy	IT Strategy Group - Develop standards for the sharing, management and protection of information.	A