

19 February 2006

**MINUTES OF ADVENTURE TRAINING OFFICERS' MEETING  
HELD AT 492 SQUADRON ON SUNDAY 12<sup>TH</sup> FEBRUARY 2006**

Present;	Sqn Ldr B Coats	Wing Adv Trg / DoE Officer
	Flt Lt S Iles	WATTO
	WO D Gates	8F
	Flt Lt I Crewe	121
	WO C Booton	163
	WO K Hart	165
	Sgt H Hart	165
	Flt Lt P McCauley	479
	Sgt R Coates	485
	CI J Weston	487
	CI F Pook	492
	Plt Off D Atkinson	493
	CI J Wilson	495
	Plt Off D Pink	497
	CI A Pink	497
	CI G Slade	1289
	CI L Hewer	1368
	CI J Evans	1368
	Flt Lt N Watson	1459
	WO J Collins	2286

**Item 1; RHQ ADV TRG APPROVALS - UPDATES**

Over 100 applications submitted to RHQ since April 05, none refused a couple modified. Main areas to draw attention are:

- a. Programmes – need to be complete and easy to read – and have full details of any named exercises.
- b. Night Exercises; Must not be too Militaristic – Too involved or too Airey Fairey! No physical contact , No staff teams acting as hunters with implied use of violence – taking prisoners / hostages etc!, and confines of area used should all be explained and highlighted.
- c. Use correct and up to date forms – Sqn Ldr Shorter is now the ARC ( Asst Reg Cdmt) and this is on the latest versions.
- d. Explanation of how 1:5 and 1: 10 ratios worked out. For Wild Country automatic 1:5. For Non Wild is 1:10 unless you do something hazardous – canoeing etc – or an activity during darkness inc night exercises.

- e. Female Supervision; Adult female IS required if cadets in permanent accommodation – if in tents min 2 female cadets and Instructor ( female) Cadet ( over 18) tasked with providing cover. On occasions RHQ have agreed this for permanent accommodation but not always. ( For a Night Ex they insist on a female supervisor).
- f. Cadet Supervisors – Cadets with BELA awards. Can be used to supervise but they themselves must also be supervised and cannot be counted towards staff ratio. Until they become a CI or uniformed adult member of staff.

**Item 2; HQ 143 BRIGADE – NEW LANDOWNERS CONSENT FORMS**

New forms issued by the above have recently been circulated and are to be used as of now. They will allow us a short time when they will accept old forms, but will then only accept the new ones. Forms available via WHQ. Wing has Block Clearance Certificates for 2006 for Upton Warren, Earlswood and Elan Valley. 143 Bge will continue to pay units £1.50p per person per night camping charges – but only if a receipt is submitted with a letter making it absolutely clear you are only claiming the £1.50p per night – if not clear they will bounce the claim.

**Item 3; ARMY APPLICATIONS – GREEN FORM SYSTEM**

HQAC have recently circulated the amended procedure for obtaining Army approval for Adv Trg on public land. In essence if undertaking DoE Expeditions in WILD Country ( except WALES remains old system) you now do not need to go to the Army District HQ for approval. You can submit the DoE Green Forms ( available via DoE website), to the appropriate DoE Panel and they will clear your routes and get authority for the routes from the Army. Advantage is they will accept email forms and memory map routes. Disadvantage – Army will not pay for any sites used on that system.

For Non Wild Country and Non Expeditions in Wild country situation remains unchanged.

**Item 4; UPTON WARREN SAILING CENTRE – NEW SYSTEM**

Units were advised and recently circulated that booking at the above centre were now to be done direct by the unit – and payments etc. They would also now submit their own Adv Trg application etc. This move prompted by the small number of units using the centre and their new billing procedures via the council!.

**Item 5; HMS BRISTOL DATES 2006**

HMS Bristol booked for 2 weekend camps this year : 9 – 11 June and 20 – 22 Oct 06. Both camps 30 + 6. Highlighted new billing procedures which will result in us having to have the cadets contribution in on time!.

**Item 6; DoE 50<sup>TH</sup> YEAR 2006**

A concert in Windsor Park 22- 23<sup>rd</sup> July 06. For all award holders and helpers. Free 2 day event details via DoE website. Will be open to public after allocations to participants.

Birmingham Canal Challenge 15 – 16 July 06 details via Birmingham DoE website.

Both these and other items in recently issued DoE Regional magazine.

Possible new venue for Gold Presentations – Buckingham Palace? And a special 50<sup>th</sup> year certificate – neither confirmed at this stage.

**Item 7; DoE SILVER SERVICE SECTION NEW OPPORTUNITIES**

Have been able to confirm 2 other options for this section which may be of use to units as only special exception we have is for the candidate to be a cadet Cpl for 6 months.

**Award Scheme Leadership** ( details on website) now available at Silver & Gold

**Fundraising** – For 2006 only candidates can fundraise for their own DoE Group ( not the Sqn – so in the write up you don't mention the squadron just their DoE Group). Normally this allows fundraising for any charity except their own – this year it doesn't – will revert as from 2007. Circulated to units.

**Item 8; DoE AWARD SUBMISSIONS**

Minor errors that have been appearing :

- a. When pasting paper inserts into record books – they do come off – suggest address labels
- b. Candidates starting sections too early and finishing too early!. They can start a section early – but that time Does NOT count and as such any time spent on that section is from the correct age date.
- c. Gold Notification Forms – required at Gold – obtainable from website – and example of correctly filled in form is in ACP 17.
- d. Attention to Detail – Full names are required ( for certificates!) and dates of Birth – to ensure eligibility.
- e. All Adult staff can sign any section at Bronze and Silver. For Gold must be approved by WHQ – Drill Instructors, RCO's etc.
- f. Progress table at rear of book must be completed for Silver and Gold \_ I will accept Bronze without it. New books don't have it in!.

**Item 9; MILLENNIUM VOLUNTEERS SCHEME**

Wing doing well still top of the ATC with 67500 hours. Aim is for next certificate for 75,000 hopefully by Wing Field day?. Then the enormous achievement of 100,000 hours – maybe by Wing Dinner in October?. Does mean we need a lot of awards so hope all can assist.

Scheme has funding till 2008 – possible rename at some stage, and they are considering a 500 hour individual award.

All forms now available on DoE website – or via me – but must be sent via me to get registered.

**Item 10; OLD STYLE NESSCLIFFE**

Discussed at some length at WHQ, and has been place on hold as it would have an effect on some of the very good work already being undertaken.

**Item 11; LLANBEDDR 2006**

Nomination paperwork for this camp will be circulated after Easter 2006. Places available will be 20 male and 10 female. The option for extra places will be dependant on staffing and bids received. This camp will offer Gold assessments / practice opportunities at Gold level for Expeditions and Explorations.

**Item 12; BELA 2006 / 2007 UPDATE + STAFF QUALIFICATIONS**

Fourth course currently running, only 10 places taken up out of the 15 available. This year's candidates are the youngest yet, so expect future courses will be taken up with 17/18 year old candidates. New course for next year 2007 will be starting in January and will cover 2 evenings and 4 weekends.

**Item 13; COOKING STOVES UPDATE**

Use of stoves with methylated spirit has been subject of H&S enquiry and directions for use have been previously circulated. New non spill bottle shown and recommended. Flt Lt Iles doing RA in due course.

**Item 14: ELAN VALLEY UPDATE**

Our centre at Elan Valley has now had an extension of the ease till Dec 2010. The continued use is dependant on our units using the centre and ensuring it is self funding. Only 5 bookings for 2006 so far. New routes being prepared and will be circulated when they get the required approvals.

Units must contact MR Baker the Elan Estate manager to arrange collection of keys before 12 noon on the Wednesday prior to arrival – if you don't you will not get the keys. Also units reminded to contact Flt Lt Crewe on 02476 385260 to obtain up to date briefing and any DIY work that you can help with.

Elan Valley Update pack circulated.

**Item 15: DOE GOLD ASSESSORS**

Joining Flt Lt Iles as a DoE ratified Gold assessor are WO K Hart 165 Sqn, Flt Lt Hemes 492 Sqn and CI Groen 492 Sqn.

**Item 16: HIGH LEG BOOTS**

Sgt H Hart gave a presentation on the medical problems associated with High Leg boots, and that they are not 100% suitable for expeditionary training.

**Item 17: WING DoE OPPORTUNITIES 2006**

The following are planned for 2006 :

a.	Llanbeddr	12 – 19 Aug 06	Gold Expeditions / Explorations
b.	North Yorks	Easter 06	Gold / Silver Expeditions
c.	Elan Valley	May 06	Silver Expeditions / Explorations
d.	Elan Valley	Oct 06	Gold / Silver Exped / Explorations

**Item 14; AOB**

- a. Discussion on need for large scale DoE Bronze expedition. This was agreed in principle and a small scale trial will be undertaken to check routes and site etc ( based at Kingsbury), if successful then will be open to all. An opportunity to get a bucket load of Bronze awards and maybe win the Sir Roger Austin Sword again!
- b. DoE Expedition Panels – up to date list circulated.
- c. ACP 16 – Manual of Fieldcraft Training – not yet issued but will be soon.
- d. New ACP 17 being prepared and will also be issued soon.
- e. Formation of WASP – Wing Adv Support Panel – being co-ordinated by Flt Lt Iles who will publish more information in the near future.

Meeting closed Thanks to 492 Sqn for the use of their premises, and the refreshments provided.

B Coats  
Sqn Ldr  
WATO

Copies to;  
OC Wing  
WSO's  
OC Sqns