



Agenda for a meeting of the Development Committee on Tuesday 17 April 2018 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.

- D - Decision** *Decision/approval required at meeting*
A - Advice *Issue needing discussion to advise/inform future direction/decision*
I - Information *Update - requires brief feedback only, no detailed discussion*
R - Ratification *Confirmation of decisions taken electronically between meetings, or by a Committee*

Item nr	D/A/I/R	Time	Business	Lead	Pre-read paper
1	I	15:30	Apologies for absence Andy Pointer	Chair	-
2	I	15:32	Declaration of any conflicts of interest	All	-
3	R	15:35	Minutes of the meeting held on Tuesday 13 February 2018, previously approved electronically by the Committee and ratified by Council and published on the BPA website bpa.org.uk/member/agendas-and-minutes/	All	Minutes
4	I	15:40	Matters arising from the minutes not covered elsewhere on the agenda 4.1 Min 5.2 Staff training on Office 365 - Secretary 4.2 Min 5.3 DZ Operators' SIG meeting 2019 - Secretary 4.3 Min 8 Training day for PTO safeguarding leads at BPA HQ on Friday 16 March - COO 4.4 Min 12 Publication of archive minutes on the BPA Archive Project website - Secretary	Chair	Minutes
5	I	15:50	Liaison with official agencies for sport Sport England has commissioned the Sport and Recreation Alliance to lead a project to help the sector meet the legislative requirements of the General Data Protection Regulation (GDPR). The first stage of the project will focus on producing a suite of GDPR compliant template documents for use by organisations across the sport and recreation sector. The second stage will focus on providing more detailed support to organisations as they seek to become GDPR compliant.	Secretary	-

Item nr	D/A/I/R	Time	Business	Lead	Pre-read paper
6	I/D	15:55	<p>Insurance</p> <p>6.1 Paper from COO on response to request for information on 3rd party cover by other European skydiving NGBs</p> <p>6.2 To note that the broker has advised BPA that on 5 March, XL Group Ltd entered into an agreement to be acquired by AXA. The broker does not expect that this will have any effect on BPA's current policy with XL Catlin. XL Catlin will become part of an AXA division on acquisition.</p> <p>6.3 Correspondence from Grant Richards, DZO, UK Parachuting (Sibson)</p>	COO Chair/COO	Paper on 3 rd party cover from NGBs in other EU member states Correspondence from Grant Richards
7	I/D	16:10	Duties and responsibilities of volunteers	Chair	Draft duties and responsibilities of volunteers
8	I/D	16:25	BPA Star - award criteria	Chair	BPA Star award criteria
9	I/D	16:35	<p>Development Action Plan: 1 July 2017 to 30 June 2018</p> <p>9.1 Personal Information Management System (PIMS) - new invitation to tender http://www.bpa.org.uk/about-us/invitation-to-tender-2018-new-bpa-membership-database-and-bpa-web-hub/</p> <p>9.2 Customer service at PTOs > Possible BPA-arranged visit to UK of James La Barrie of Beyond Marketing - Andy Pointer's report on response to his letter of invitation to Affiliated PTOs</p> <p>9.3 Grass root talent identification</p>	Chair	See weblink on the left Andy Pointer's Report
10	I/D	16:50	<p>Development Action Plan: 1 July 2018 to 30 June 2019</p> <p>To consider Action Plan targets to recommend to tonight's meeting of Council</p>	Chair	-
11	I	17:10	<p>GDPR training day for Affiliated PTOs</p> <p>A training day by Tara Jay of ClearComm consultants is being held on Friday 6 April, 30 DZ personnel are expected (as at 28 March). See also item 5.</p>	Secretary	-
12	I/D	17:15	<p>BPA membership survey 2018</p> <p>A survey of the membership is planned, about the design concept for the British Skydiving logo. Holding a survey gives an opportunity to ask other questions, say two per committee. To consider whether there are any survey questions from this committee.</p>	Chair	-

13	I/D	17:20	BPA Council election 2019 (3 seats) Quote from Mi-Voice (circulated), prices held from the previous election. Includes new online protocol for proposers and seconders.	Secretary	Mi-Voice quote
14	I/D /R	17:25	IT Strategy Group (ITSG) Notes on the IT Strategy Group meeting on Tuesday 27 February.	ITSG Chair	Notes on ITSG meeting on Tuesday 27 February
15	I	17:30	BPA Archive Project	Chair	Archive Project update
16		17:35	Any other business to be notified to the Secretary by no later than noon on Friday 6 April	Chair	-
17	I	17:40	Dates of next meetings Tuesdays at 15:30 at BPA HQ: 12 June, 7 August, 2 October and 27 November 2018.		-