

<p>proceeds from the RAF100 Guildhall dinner and auction of the 2 drawings by Jeremy Houghton will be Section 40; this donation totals £80k and the Board agreed that it should be out towards the RAF Air Cadets Development Trust to secure the short-term future of the Trust pending further fundraising.</p> <p>b. The aspiration for 2019 still remains for the year to be one of respite post RAF100 and the Comdt was turning away some requests for support, whilst forwarding others for consideration only if the CFAV and staff were willing and able to support. .</p> <p>c. A date for National Cadet Week is still awaited; the majority of activity for this week is expected to be MPs visiting local Sqns.</p> <p>d. Comdt highlighted significant changes within the RAF SLT. AM Wigston, currently AMP, will become CAS, replaced by former AOC 22 Gp AVM Turner.</p> <p>e. Dacre/ATC 75/SJTM Sword and Lees Trophy nominees are awaited by HQ RAFAC prior to both the Honours & Awards Ceremony and Inspections taking place. Several national camps are now being allocated on a regional basis, doubling the number of places usually offer to Regions but on a biannual basis. Section 37</p> <p>f. The Staff Cadet policy has been reviewed and circulated to ACC members; formal approval from CAS, as Chair of the ACC, is still awaited, however, all other members of the ACC are content with the recommendations of the review.</p> <p>g. The planned OFSTED advisory visit on safeguarding to HQAC has now taken place; early indications are extremely encouraging, although the final report is still awaited.</p>	
<p>ITEM 2 – RECORD OF DECISIONS OF LAST MEETING</p> <p>3. The Record of Decisions of the last meeting was read and accepted as a true and accurate record.</p> <p>4. Matters Arising</p> <p>a. Appointment of Section 40 Section 40 has now been appointed and assumed post as Section 40. Closed.</p> <p>b. Personnel issues. Electronic process on updating DBS. Work remains ongoing with Section 40 to change the policy to allow RAFAC to make use of online DBS services following the implementation of GDPR. Discussions have taken place between Section 40 and Section 40 however, progress had stalled following DBS involvement. Ongoing.</p> <p>Action – Section 40 and Section 40 to discuss how volunteers may update and access DBS Services via non-MODNET IT.</p>	<p>Section 40 and Section 40</p>

c. **Corps Trg/Record of Service book F3822A.** Covered as part of the Corps Training Officer's update. **Ongoing.**

d. **Approved insignia within RAFAC.** The ACMB had previously approved the recommendations made by Section 40 for the wearing of insignia earned during prior Regular or Reservist service, which was considered appropriate to wear with RAF AC uniform. Section 40 was asked that these be staffed to the RAF Dress Policy Committee for them to note our intentions. A response was awaited. On a related note, there had been contact from the RAF Regt Dress Policy Team regarding the wearing of RAF Regiment insignia, suggesting a different policy for RAFAC CFAV to those in Regular/Reserve service. This had been rejected, given the wishes of the ACMB to remain aligned with the parent Service. There had been significant changes of personnel at RAF DPC but contact has now been established and outstanding RAFAC issues will be addressed as soon as possible. Section 40 would continue to hasten.

Action - Section 40 will continue to hasten a response from RAF DPC so that policy on insignia could be confirmed and promulgated.

Section 40

e. **Funding of PTS Badges.** A Business Case submitted by Section 40 for consideration by the GPF, had been approved. It has also been agreed in principle that, pending the submission of data regarding PTS badge requirements, the GPF would continue to fund badge purchases non-publically. **Closed.**

f. **AEF Opportunities.** Work continues with RAOs to ensure equal access to flying opportunities for both ATC and CCF cadets and will remain ongoing. **Closed.**

g. **CFAV Retention.** CFAV retention would be discussed as part of Item 10 in the agenda. **Closed.**

h. **Key Data Performance Indicators.** Following the inclusion of RAG assessments for all AFI reports, clarification was still awaited by the Cmd Bd as to metrics that should be provided as part of an AFI Report and also to support 1* and 3* SG work. Section 40 had circulated some suggested KPIs and all RCs were invited to comment, ensuring a focus on key data which would also be shared with the ACC, whose new members had recently requested some data on key cadet stats. Following the inclusion of RAG assessments in all regional AFI reports, feeding into an overarching RAG submitted to Section 40 to inform his FSV, it was decided that the RAG system should continue to be used rather than KPIs for further reports. **Closed.**

i. **2FTS/JSAT Gliding.** During previous discussion, concern was expressed by ACMB members regarding the inclusion of JSAT Gliding at RAF Syerston and its potential impact on Air Cadet Gliding. The Section 40 had been tasked to issue an IBN to update and inform the wider organisation of potential gains/impacts of JSAT Gliding. However, the Section 40 briefed the Board that he did not foresee any significant impact on cadet gliding and that Section 40 was fully aware of the situation and monitoring thru 2FTS. **Closed.**

j. **WO Progression.** Following discussion at the last ACMB regarding WO's and established posts **Section 40** provided the following update to ACMB:

At the last ACMB I was asked to confirm the policy for promotion to WO. There was some concern that WO's were time promoted and there was potential that sqns could have too many WO's. As outlined at the meeting, promotions to FS and WO are not automatic (i.e. they are not time related) and are only actioned on the recommendation of the individual's chain of command. The minimum time it would take to be eligible for promotion from Sgt to FS is 4 years and a further 4 years from FS to WO. All promotions to WO are approved by the Regional Comdt. The current policy is, by design, flexible and enables Wgs and Regions to decide whether to promote an individual or not. The establishment scales are flexible and, in my opinion, rightly so. For all establishment scales, officer, WO's and SNCOs posts can be converted from one to the other to suit local requirements. All adjustments are authorized by the appropriate Wg or Regional HQ. Furthermore, uniformed volunteers may be appointed to individual squadrons in excess of the scales provide that the total uniformed strength remains within the wg's overall establishment allowance. My personal opinion is that we have got the balance right as far as WO promotions is concerned. The authorisation is at the right level and affords the wgs and Regions the ability to make local decisions to deliver the output. I do not support a more structured establishment for WO's across the Corps it would be near impossible to develop and even harder to administer. The current policy is admin light and empowers the wgs and Regions to, within reason, make decisions based on the local requirements.

It was felt by ACMB members that parity was required for both the commissioned and non-commissioned cadres and this was seen as the opportunity to adjust elements of policy accordingly. ACMB members suggested that retrogression in rank from WO, once achieved, was a demotivator and should not be enforced. They also felt the same principle should apply for offs up to the rank of flt lt. However, those of sqn ldr or wg cdr rank moving from an established post in that rank to a lower one would be required to accept a lower rank in order not to distort the senior management of a Wg. They also felt that those CFAV (commissioned and non) prepared to run a sqn should be allowed to take on the rank above the one held as recognition of their additional responsibility and commitment.

Action – **Section 40 will draft a proposal encapsulating the above points for circulation to the Cmd Bd.**

Section 40

k. **WO Rank Badges.** Approval has now been given by AMP for all CFAV WO's to wear the Royal Coat of Arms. Implementation is expected circa Oct 20 to allow time for the public badge contract to be amended to include this provision. . **Closed.**

l. **Standardisation of NCO Training.** **Section 40** will re-circulate the IBN previously written regarding the standardisation of NCO training. It was clarified that the IBN was not issued and was not fit for purpose since work is on-going with a WG of Trg CFAV who are trying to

<p>standardise the approach to NCO trg courses across the organisation.. Ongoing.</p> <p>m. Risk Assesor Training. Section 40 has now obtained authority to train more CFAV as Risk Assesors. Closed.</p> <p>n. Parachuting. Work remains ongoing to assess the feasibility of assuring BPA sites for cadet static line parachute activity. Ongoing.</p>	<p>Section 40</p> <p>Section 40</p>
<p>ITEM 3 – MOD UPDATES</p> <p>5. MOD updates as outlined:</p> <p>a. CEP. CEP remains on track and the focus is now shifting towards boosting attendance numbers within existing CEP schools. Ministers are targeting to grow CEP numbers to around 60k by 2024 from the current figure of approximately 40k. Projected growth within the existing anmd planned CEP Contingenrs would take the overall total to aprx 54k so there is still a delta to find, which is unfunded.</p> <p>b. Cadet Healthcheck. The recent Cadet Healthcheck report focussed on safety and communications and was largely positive. Due to the report themes being so broad, next year's report will also focus on the same areas. ACMB members could expect to host Health Check teams at cadet events throughout the year.</p> <p>c. Safety Day. The focus of the upcoming Safety Day will be how to share best practise across the Cadet Forces. Once attendance figures are confirmed Section 40 will circulate a suggested programme of events.</p>	
<p>ITEM 4 – RESOURCES UPDATE</p> <p>6. The resource updates for this ACMB were based around the Public Budget, the GPF, and Manpower:</p> <p>a. Public Budget and Manpower. Section 40 provided a public budget and manpower update which is supported by the report found at Annex A. Following the update, Section 40 highlighted previous concerns regarding radioactive holdings across the organisation and how this may present a financial liability to RAFAC.</p> <p>Action – Section 40 is to provide the ACMB with an update regarding radioactive holdings and what guidance exists currently with regard to their disposal.</p> <p>b. GPF Update. The GPF continues to be in a good position, with significant amounts of money inbound from high profile RAF100 livery company events and artwork sales. The update is supported by the report found at Annex B.</p>	<p>Section 40</p>
<p>ITEM 5 – CADRE UPDATES</p> <p>7. Updates from the respective cadres:</p>	

<p>a. Section 40. The Section 40 highlighted the issue of the processing backlog for Chaplain applications. This was acknowledged by Section 40, who assured ACMB members that these applications would be processed very soon and had been delayed due to UNIVERSE issues. It has also been decided that little, if any, utility is seen by issuing membership cards to all chaplains within RAFAC due to the anticipated admin burden this would create. This update is supported by the report found at Annex C.</p> <p>b. Section 40. The notes from the WO Conference held in Jan 19 will be circulated to ACMB members for comment at Annex D, and thereafter to the Wg WOs. Memberrs were asked to staff any observations on the report to the author for consideration prior the final version being issued.</p> <p>c. Section 40 updated that the latest draft of the updated Form 3822 has been received and required clarification of a number of issues from ACMB. A cadet's full date of birth, currency of weapons handling tests and visits to RAF/military establishments will still be recorded in the revised Form 3822. Excellent collaboration between RTOs was highlighted, which has led to ownership of areas for training development, for instance the integration of STEM activities to support the cadet syllabus, through the Corps STEM Co-Ord. Also highlighted was ongoing work on learning methods into blended learning environment and theory-based learning supported by experiential learning. The latter supported by practical activities, videos, interactive downloadable and presentable apps utilising virtual and augmented reality programmes and interactive learning aids. It was also proposed that a reduction in minimum age of achieving Master Air Cadet and BTEC in Aviation Studies from 16 to 15 should be considered. This proposal was agreed by all ACMB members. This update is supported by the report found at Annex E.</p> <p>d. Civilian Committees. Section 40 reminded ACMB members the importance of the Civilian Committee pillar and Reg Chairs and provided an overview of his report, highlighting that personal data input onto SMS remains ongoing, in order to register Civilian Committee members in effectively the same manner as Civilian Instructors. Also highlighted was that financial transactions solely via electronic means may not happen in at least the foreseeable future as some Sqns still operate with cheques, which does add an extra layer of security given that two signatures are required to authenticate. In the same manner as the Chaplains, little, if any, utility is seen in providing Civilian Committee members with ID cards, so the decision has been taken to not pursue the issue of these cards. Form 60 returns are required from Sqns by the end of June. Section 40 proposed that registered Civilian Committee members at Wg and Sqn level should be entitled to claim mileage expenses in order to attend meetings, it was decided that a business case should be presented to the Comdt via Section 40 setting out the proposal in full.</p> <p>e. Section 40 proposed that registered Civilian Committee members at Wg and Sqn level should be entitled to claim mileage expenses in order to attend meetings. Following discussion it was decided that Section 40 would initially scope viability as new</p>	<p>All</p>
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<p>entitlements may not be possible and may throw into question payment of existing allowances..</p> <p>Action – Section 40 to liaise with Section 40 to propose changes once current entitlements are confirmed.</p> <p>f. Section 40 update is supported by the report found at Annex F</p>	<p>Section 40 7 Section 40</p>
<p>ITEM 6 – CCF UPSATE</p> <p>8. Section 40 updated that his main focus is maintaining and growing CEP contingent numbers. Integration between CCF and ATC is going well with more and more examples of collaborative work being shown. Unfortunately, summer camps in Cyprus have been postponed; this is due to passenger classifications on RAF AT, places on flights to Cyprus could not be guaranteed, and the cost of civilian flights proving prohibitive. CCF involvement in camps has increased significantly, with 15% of national camp places allocated to CCF cadets. Manning of CCF posts was also looking good, with almost all posts now filled for the first time in many years.</p>	
<p>ITEM 7 – 2FTS UPDATE</p> <p>9. Section 40 paid tribute to Section 40 and also to the hard work of Section 40. The return to flying programme is well advanced with VGS now operating at five sites and significant work ongoing to bring the remaining four sites back online. It is expected that 50 gliders will be return to flying activity following the 'get well' plan. The engineering support contract renewal process has now begun and will be out to tender soon. Scoping work within Project Venture, future glider replacement, will begin soon and Section 40 will consult with the Cmd Bd to scope requirement for a future glider fleet. Section 40 also stressed that he was also focussed on ensuring that JSAT gliding would not impact on RAFAC flying opportunities. Work is also beginning to review the Aviation PTS and howto maximise the availability of AEF opportunities to all cadets. Section 40 also updated that work with the glider TAA is ongoing, the aim of this is to explore how the OSD of Viking may be extended.</p>	
<p>ITEM 8 – SAFETY/SECURITY/SAFEGUARDING</p> <p>10. The following recent incidents were brought to the ACMB attention:</p> <ul style="list-style-type: none"> a. Section 40. NSTR. b. Section 40 reported that the recently gapped RSA post has now been filled. c. Section 40. NSTR. d. Section 40. NSTR. e. Section 40. NSTR. f. Section 40. Section 40 updated that the 2FTS Air Safety Management plan is about to be re-written. 	

<p>g. Section 40. NSTR.</p> <p>h. Section 40 provided an update on a recent 'near miss' involving cadets on a lowland training area which is currently being investigated.</p> <p>i. Section 40. NSTR.</p> <p>11. Section 40 provided an update on weapon storage issues. Three Regions have now completed the return of Sqn held weapons to approved storage facilities, with the remaining three Regions expected to be completed very soon, in time for the end of April deadline, ensuring full JSP440 compliance. Focus of activity will now be concentrated on making Sqn arms storage facilities compliant, to facilitate the return of weapons and resume regular shooting activity. Section 40 proposed a formal thanks to No 38 Gp for the support of Stn Armouries during the relocation of weapons.</p> <p>12. Section 40 also updated the ACMB on the situation surrounding DP weapons. RAFAC continues to explore the possibility of having DP weapons made safe by a proof house; this will enable these weapons to be used for ceremonial purposes.</p> <p>13. Section 40 provided an update on the following areas: external complaints, train travel, training strategy, recruitment for a Head of Safeguarding, VR(T) commissions for CS within 2FTS and nationality rules for CFAV recruitment.</p>	
<p>ITEM 9 – RISKS</p> <p>14. Section 40 provided a risks update. The top five risks for RAFAC reported on SAPPHIRE remain as follows:</p> <ul style="list-style-type: none"> a. Accident to cadets. This includes CFAVs and encompasses the 5 Risk to Life activities. b. Defence Estate Sole user. As the only service user for the estate if, subsequently, any environmental damage is found then RAFAC will be liable. An example was oil seepage at Kirknewton into the local farmer's field and we had to resurface the airfield. c. Infrastructure. Primarily a risk to output and there is a H&S element to consider. d. Provision of Gliding. A risk to cadet recruitment and retention until full recovery is achieved. e. CFAV Recruitment & Retention. Primarily a risk to output if insufficient staff are able to be recruited and retained to run individual sqns and activities. 	
<p>ITEM 10 – CFAV EXIT SURVEY</p> <p>15. The Comdt provided an overview of the CFAV Exit Survey, which will now run every 6 months. A positive theme of the recent survey was that most CFAV(83%) leaving the organisation were doing so because of a</p>	

<p>change in circumstances, and would consider returning at a point in the future.</p> <p>16. The Comdt stressed that we should look after our CFAV that choose to leave better than we do currently; encouraging dialogue with volunteers and exploration of options in individual cases that may retain them within the organisation. The Comdt also added that she wished to embed within RAFAC management process, some form of intervention by the CoC, preferably face to face interview, should a member of CFAV indicate that they wish to leave the Organisation.</p> <p>17. Section 40 proposed that the redacted survey results should be released to the wider organisation, which was agreed by the ACMB.</p> <p>Action – CFAV Exit Survey and report to be released via BADER by Section 40</p>	<p>Section 40</p>
<p>ITEM 11 – Strategy/Directive Updates</p> <p>18. 2025 Strategy Flier. The Comdt updated that most recent flier, produced following the publication of the 2025 Strategy paper in 2017, will be refreshed by Section 40 to include key workstrands such as CACE and STEM Strategy. This will also include a re-validation of the 2025 Strategy.</p> <p>19. CACE Update. Section 40 provided a Camps Activities Courses and Events (CACE) background update to ACMB. Reviews of national level activity will begin to take place within the next year, ensuring that they remain compliant with CACE principles. Junior Leaders and the Qualified Aerospace Instructors Course will be among the first to be reviewed by OF5 Cmd Bd members. Section 40 volunteered to conduct the review of QAIC from Jun onwards. The Comdt wished to pay tribute to Section 40 for their work in driving the CACE workstrand forward and opined that the Board was now thinking in a different way and beginning to consider the VFM and cost elements of all national-level activity in a way not seen in recent years. This change in approach would, in time, cascade throughout the organisation so that all activity, including sqn-based, would reflect the CACE Principles, which had now been distributed across the Organisation. .</p> <p>20. CFAV Recruitment. Section 40 updated that a document review of CFAV recruitment material is now complete and initial meetings with RAF HQ R&S have also taken place. Recruitment team members continue to be identified, they will focus on recruitment, retention and marketing, TORs for this team will be staffed to HQ RAFAC soon. Section 40 also updated that marketing equipment for national events such as RIAT and Cosford Air Show will be centrally held at Little Rissington and will also be available for Reg and Wg level events.</p> <p>21. Head of Media & Comms, RAFAC, had agreed to distribute the budget for marketing gizzits to Regions, each Reg sum will total £5k. However, it was decided that, to gain best VFM and standardisation of brand across the Corps, Section 40 should co-ordinate the purchase of all marketing gizzits on behalf of all RCs and centrally distribute to Regions.</p> <p>22. STEM Strategy. Not all members of the ACMB have had the opportunity to read the recently updated STEM Strategy.</p>	

<p>Action – Section 40 to distribute STEM Strategy to all ACMB members, with observations and comments to be directed to [redacted].</p> <p>23. Cadet Alumni. Section 40 provided an update on initial work being carried out to create an Alumni with associated benefits and outputs to the organisation, and its current and past members. The ACMB was very supportive of this work and requested that a scoping paper be written and submitted via Cmd Bd to the ACMB, once a suitable volunteer to lead the project had been selected. It was felt by the ACMB that the project should be lead by a volunteer Wg Cdr on a timed, 2-year appointment. Whilst a willing and highly capable candidate had been identified, in order to be seen to be fair and open, the new, lifed post should be advertised and all suitable candidates considered before the role was allocated.</p> <p>Action – Section 40 to lead on the recruitment of a suitable CFAV for the Cadet Alumni project.</p> <p>24. CFAV CV. Section 40 updated on his work around CVs for CFAV. Following career pathway analysis for all CFAV ranks and the mapping of achievement statements and skills, the plan will be to eventually have an electronic CV contained within BADER, that CFAV will be able to access, and have endorsed to present at job interviews etc. He requested the support of fellow ACMB members in populating the database as requested in previous staffing.</p> <p>25. Valuing Volunteers/Cadet Portal. Section 40 provided a progress update to the ongoing work with Cadet Portal and the reduction of the admin burden. The Comdt also re-iterated the importance of nominating personnel for Honours and Awards, be those awards internal (state/non-state) or external (Women in Defence etc).</p>	<p>Section 40</p> <p>Section 40</p> <p>All</p> <p>All</p>
<p>ITEM 12 – AOB</p> <p>26. RAFCT. Section 40 provided an update on recent strategic bids to the RAFCT, following this, the Comdt asked the ACMB to consider how RAFAC may wish to bid strategically to RAFCT during the next financial year.</p> <p>Section 26</p> <p>[Large redacted block]</p> <p>28. RAFAC Conferences. Due to infrastructure issues at RAFC Cranwell it has become increasingly difficult to hold both the planned Cdrs and permanent staff Conferences in May 19. ACMB members wished to see these Conferences postponed, rather than cancelled, and a suitable alternative date would be identified.</p>	<p>All</p> <p>Comdt/ Section 40</p>

<p>Action – Section 40 to scope and provide alternative dates to hold both conferences later in 2019.</p> <p>29. Livery Company/RAF100 Artwork Donation. Donations from both the RAF100 Guildhall Dinner and auction of artwork, totalling £80k, will be presented to RAFAC at the concert at RAFC Cranwell on 19 Apr. The Comdt asked how this funding should be distributed and it was suggested by several members that the best use of this generous donation was the RAF Air Cadet Development Trust; this was agreed by the ACMB.</p> <p>30. DofE Approval. Section 40 proposed changes to ACTO 11 to remove ambiguity surrounding the funding of DofE activity, particularly the expedition elements. The vast majority of activity/skills that can be accredited by the DofE Award already take place within recognised publically-funded activity contained in ACTO 11. Work will begin with Section 40 and Section 40 to remove ambiguity as to what may, or may not, be funded by the public purse. ACMB members were in agreement of this.</p> <p>31. TG Recruitment Update. Section 40 asked Section 40 to provide an update on recruitment within TG. Section 40 updated that following Trade Union discussions an advert for the TG5 role is expected to be published very soon.</p> <p>32. Safeguarding Recruitment Update. Section 40 requested an update on the recruitment of staff within safeguarding posts within HQ RAFAC Pers Branch. Section 40 updated that these posts have now been advertised, with interest being shown in all posts (one new SQREP CS and one FTRS to replace Section 40).</p> <p>33. ACPS/Tayside Aviation Contracts. Following an enquiry from Section 40, Section 40 updated that work is ongoing to extend the Tayside Aviation contract for ACPS flying for a further 6 months, although final confirmation is still awaited. Section 40 within 2FTRS is monitoring this.</p> <p>34. Wooden Spoon Funding. Section 40 updated that £30k of Wooden Spoon funding for mobile flight sims, with full disabled access, has been approved. Work will begin to upgrade existing/purchase new equipment soon. Other RCs were reminded that this may open the door for similar funding for similar projects should they wish to consider.</p>	<p>Section 40</p> <p>Section 40/ Section 40</p> <p>Section 40</p> <p>Section 40</p> <p>All RCs</p>
<p>ITEM 11 – DATE OF NEXT MEETING</p> <p>35. The next ACMB meeting will be held in Sep 19.</p> <p>Action. Section 40 to provide the Wg Rep for the next meeting.</p>	<p>All to note</p> <p>Section 40</p>

Original signed

Section 40

Annexes:

- A. Financial Report to ACMB – Royal Air Force Air Cadets – BLB 4442.
- B. Air Training Corps General Purposes Fund Charitable Incorporated Organisation – Brief for ACMB 8 Apr 19.
- C. Section 40's Update.
- D. Meeting Notes of the RAFAC WWO Conference Held at RAF Wittering 11-13 Jan 19.
- E. Section 40's Update.
- F. Civilian Committee Update.

Distribution:

All ACMB for onward distribution

Section 40 for upload to SharePoint and BADER

Section 40

Section 40

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FINANCIAL REPORT TO ACMB – ROYAL AIR FORCE AIR CADETS – BLB 4442

FY 18/19 Outturn

1. Through the first two quarters of FY 18/19 public funding remained under close TLB scrutiny to drive more consistent and accurate forecasting and mitigate against final quarter fade. As the year progressed it became clear that tighter financial management and in-year control measures (primarily the Spend Management System) had achieved their objective in containing expenditure to essential core activity (as detailed in the Unit Business Plan) and restrictions including the Spend Management System (SMS) regime were significantly relaxed thereby enabling far greater flexibility for local spending decisions to be made during Quarter 4. As one of the 22 group Pillars that were operating within Control Total and demonstrating a high degree of financial control, RAFAC were also able to successfully table higher value bids for additional expenditure on IT equipment for VGS sites and to support CEP.

FY 19/20

2. It is too early to predict with any certainty what the opening Control Totals for FY 19/20 will be. Based however on the tone of the **Section 40** FY 18/19 final outturn meeting held on 6 Feb 19 it is likely that business as usual will continue to be funded in line with the Unit Business Plan which should enable all core activity to take place. There will be an AP0 position meeting (date to be set) at which we believe we will be in a strong position to provide continued assurance to the **Section 40** that the RAFAC Business Plan is sound, realistic and justifiable. Once this is agreed we expect to be authorised to manage business as usual against Business Plan activity within the broad financial limits of the FY18/19 outturn balanced against the agreed ABC19 year 1 position.

3. Although the message is largely positive it is important to recognise that the core funding baseline continues to reflect recent years' generally reduced levels of activity. Activity levels can therefore only be maintained at the 'business as usual' level as detailed in the Unit Business Plan but there is no scope for any significant growth which may present a challenge as gliding and flying opportunities increase. One notable Risk has been carried forward into FY 19/20.

- Final bills associated with the Glider recovery programme. Funding approved in line with Air Commercial as detailed in the Air IAC approval ceased at 31 Mar 19. Work on the final two aircraft was completed however some elements associated with final acceptance, documentation and delivery remain to be billed Apr 19. Whilst technically unfunded these are to be taken at risk.

ABC 20

4. Preparation work for ABC 20 is not anticipated to begin until late May or early June. It is assumed that the process will follow the pattern of recent years and focus on carrying forward the business as usual model with the associated opportunity to highlight known risk and issues. The ABC screening process will most likely mirror the in-year management forecast meetings, relying on justification of the latest forecast position against the previous ABC baseline with adjustments for known variances as required. As previously reported, some Issues & Risks identified and reported at ABC19 remain unfunded and may present future funding challenges if offsets or alternative solutions cannot be found:

- **Section 43**

- Removal of Radioactive Holdings (Issue – originally estimates were as high as £3M across the first three years of the ABC): Initial scoping work has begun, and some provision has been secured in the ABC however as the final cost remains unquantified there remains a risk against RAFAC funding. Future funding requirement will be re-visited when firm details are known.

Workforce Planning

5. The CS headcount reduction plan to reduce numbers by approximately 30,000 has now been withdrawn however this does not mean pressure on numbers is off as unfortunately the TLB headcount caps remain in place. RAFAC average civilian workforce strength remains above the cap and is continually being balanced against known and planned vacancies elsewhere across the group. TLB workforce team continue to advise that CS posts vacant for over a year without some form of recruiting action will be treated as unfunded and potentially available to cut so it is essential that appropriate action is taken within a reasonable time scale to ensure that valuable CS posts do not become vulnerable. Some measure of relief in workforce pinch-points has been achieved through the very successful use of Voluntary Ex-Regular Reserve staff, notably the appointment of the **Section 40**; an appointment that has led directly to a successful bid for the establishment of a full time **Section 40**.

6. In response to a TLB sponsored work-piece on forward planning CS workforce requirements, the BFM team are engaged in a significant baselining exercise. The task involves classifying all existing posts by grade, required experience, working pattern (FT/PT), segmentation (specialist, critical, Delivery or professional) and job family code as well as providing short narrative descriptors to aid understanding of the specific nature of the role. In addition, any known future requirements, either additional posts or post reductions are also required to be listed. Whilst we are reassured that this is for planning purposes only, every effort is being made to ensure that the data provided is as accurate as possible and specific enough to avoid broad brush assumptions that do not accurately reflect the unique roles of many RAFAC staff.

Governance & Compliance Audit

7. The Public Accounts Compliance Review (PACR) team visited HQ RAFAC in March and whilst they were generally content they have raised a negative observation on the shortfall in the number and frequency of CS local audits being conducted and assessed RAFAC at 'Limited Assurance' (System of internal control operating effectively, except for some areas where significant weaknesses have been identified). As failure to address the shortfall will result in an automatic overall audit rating of 'No Assurance' at the next PACR (due Sep/Oct 19) we intend to divert BFM team effort from other tasks to conduct a greater number of audits. To assist in achieving this it is imperative that we have the full support of senior management in ensuring all staff are fully au fait with relevant policies and guidance, particularly the RAFAC local policy guide available through the BFM shared area in Sharepoint ([Link](#)) The BFM team will be issuing further guidance regarding the increased frequency (and therefore likelihood of selection) of audits and will highlight the main areas of weakness identified to date:

- Ignorance of policy particularly local (RAFAC) and TLB policy documents: RAFAC policy is circulated periodically, is available in Sharepoint and contains up-to-date links to all other relevant policy and guidance. It is essential that all new staff are directed to this policy on appointment.
- Insufficient audit trail. At audit, staff are required to provide evidence of prior approvals particularly for all overtime and related allowances and any Detached Duty visits of 2 or more nights duration.

- Incorrect calculation of the day detached duty period. Despite clear guidance in the CS PRG and further detail in local policy, staff are continually miscalculating the detached duty day in their favour resulting in recovery action. Further policy reminders will be circulated.
- Claiming in excess of CS subsistence rates: The CS PRG clearly states that prior approval must be sought. No such requests have been received and if they had they would have been refused in accordance with the directive in the RAFAC local policy document.
- CS with uniformed roles taking advantage of Service rates: Despite very clear guidance in the local policy document and clarification in the policy letter dated 1 Dec 17 ([Link](#)) we are still seeing incidents of CS staff incorrectly identifying themselves by their uniformed rank at Service Messes. It is always going to be difficult to ensure that charges are raised correctly but all CS staff must correctly identify themselves by their CS Grade and make every effort to ensure that charges are raised correctly. This is particularly important at 'home' Units as CS Mess members pay non-entitled rates for lunch etc. As these costs would not be claimable deliberate mis-identification by Service rank would in such instances constitute a fraudulent act.

Sponsorship

8. As part of a mandated reporting requirement the BFM Office is required to declare sponsorship against '**core**' activity to TLB Air every quarter (Core activity is defined as legitimate charges to the Defence Budget in the delivery of agreed Defence objectives). This is part of a regulatory and statutory obligations placed on the MOD to disclose information and is also open to scrutiny by the National Audit Office. The reporting requirement covers any sponsorship with a value in excess of £5K (ex VAT) or accumulated individual amounts against one activity to this value. Sponsorship is deemed as being where an agreement exists that benefits both parties including 'Benefit in Kind' where products or services are offered instead of cash. To date RAFAC has reported a 'Nil Return', as we have not been advised officially of any sponsorship agreements within the organisation against 'core' business, and no Business Cases for official sponsorship have been staffed through the mandated route (Business Case for TLB agreement and Commercial involvement to set up the agreement).

9. Having recently been made aware of financial donations to support high profile activities (e.g. QAIC) we have become concerned that sponsorship agreements may have been entered into without our knowledge that may potentially breach MoD regulations. It is therefore essential that any such arrangements are identified, reviewed and where necessary formalised. Further guidance will be issued in line with the following key principals:

- There are many benefits associated with accepting sponsorship, such as offsetting costs to the public purse where an activity may otherwise be unaffordable; improving recreational/welfare facilities; enhancing RAFACs profile in the public eye; enhancing relationships with industry/local community etc. Care must however be exercised that any such benefits are set up correctly and in the case of 'public/core' sponsorship, this means setting up an official agreement through Commercial to ensure that all angles have been considered and that both the department and the sponsor has a clear and agreed framework of what is expected from each party and that the departments interests are not compromised.
- When considering offers of benefit in kind sponsorship, it is important to take account of any liabilities, risks, guarantees etc that may be taken on together with the value of any additional enduring costs that the organisation would incur, such as training, maintenance, possible replacement, consumables etc.

- To avoid any suggestion of preferential treatment towards any organisation (particularly in the case of Defence contractors) the organiser for any potential sponsorship must ensure that the proposal is dealt with in a fair, equitable, open and transparent manner. In all cases where the sponsorship is in support of a core activity, the staffing of a Business Case through **Section 40** to Comdt/TLB must be carried out to secure appropriate financial approval. It is also important to ensure that Commercial staff are involved from an early stage to advise on the suitability of the Sponsor and provide advice regarding Financial background, Risks and Liabilities, Insurance etc. Sponsors are not permitted to use the MOD's activity as a direct sales channel for their products or services.
- Where gifts are offered the default position should be the recording of full details (including reason for acceptance/refusal) in the RAFAC electronic hospitality book.

Non-Public Sponsorship

10. Recently the mandated reporting requirement has been expanded to include non-public sponsorship. This will include any sponsorship funding that is being received into non-public funds or 'Benefits in Kind' supporting non-public activity. Where such agreements are considered, the same broad principles of JSP 463 Ch 7 must be followed, but any agreement and correspondence must be carried out on behalf of the non-public organisation involved (i.e. Sqn Civilian Committee) and not under official title of the parent organisation or under the individuals MOD status. Likewise, whilst the receiving body logos and name can be used, any reference to MOD owned logos or names cannot be used without the agreement of the Defence Intellectual Property Rights (DIPR) as required for public sponsorship. We will seek further guidance regarding non-public sponsorship as we believe this is where the majority of RAFAC benefit is received however, it is possible that some if not most may fall into the donation category if the donor of the funding/service does not receive an exchange of benefits in return.

Further Developments

11. Work continues to expand the support given to staff across RAFAC in better understanding and applying value for money principals to all relevant business decisions, particularly in support of activity delivery. An initial policy has been circulated and has generated some discussion. The BFM team have received a number of case referrals for consideration and to date the majority of expenditure requests have been supported as the value of the training activity has been deemed to justify what may seem excessive cost. As a theme however, late booking and insufficient time to staff approvals leads to avoidable cost increases. All staff responsible for the planning and approval of activities should be reminded of the importance of securing best value deals through early booking.

Section 40



**AIR TRAINING CORPS GENERAL PURPOSES FUND CHARITABLE INCORPORATED
ORGANISATION – BRIEF FOR ACMB 8 APR 19**

1 Apr 19

Background

The ATC General Purposes Fund Charitable Incorporated Organisation has the same mission and aims as the ATC and is specifically for cadet activity that is not supported by public funds including sports and welfare. The fund supports ATC adult personnel and cadets.

Income

The funds income and expenditure for a FY is circa £1.5M derived from subscriptions, investments and donations.

Expenditure

The principal activities supported by the fund are: 7 Corps Sports (athletics, soccer, rugby, cross-country, swimming, netball and hockey), BTEC in Aviation Studies for all cadets, Duke of Edinburgh Award to bronze, silver and gold levels for all cadets, Regional and Wing Activity Centres – support for equipment for 13 Regional Activity Centres (RAC) to enhance the cadet syllabus, Personal Accident Insurance for all cadets and all adult volunteers (to Scheme A), Production of the “Air Cadet” Magazine, International Air Cadet Exchange, Flying Scholarships (primarily from income from restricted donations), Corporate Clothing for Civilian Instructors and Chaplains (polo shirts) along with grants for Sports Facilities, Squadron Admin, RAC and Sports Equipment.

Budget/Current Position

As at Feb 19 the Trustees have forecasted at total income of £1.1M in subscriptions and donations with an equivalent spend. The income figure has been boosted for FY 18/19 with restricted donations from the RAFCT including Motivational Flying Opportunities, Aerospace Camps and IACE branded kit along with a RFCA WM donation for cadet flying experience and RAF 100 expeditions. The fund also has some £300K (Will Trust, Grants and agreed Projects) held and committed for future overseas expeditions that fulfil the specific criteria etc.

The fund is in a healthy financial position at the end of the FY with expected early spend for Corps Sport, Training Ground activities, Sports Grants, BTEC and DofE.

To date as at Feb 19 – income is £1,131,298.36 with net actual spend of £819,561.03 with £700K holding in Trusts, on-going projects and cash flow.

Future Plans

Trustees have made available funding for events/parades/activities to enable cadet involvement in RAF 100, additionally the RAF 100 team have agreed to fund certain training projects and overseas expeditions. As with all new projects a Business Case was required to justify the expenditure (both public and non-public), this funding will subsequently be subject to strict scrutiny by the National Audit Office. The Treasury have also paid an MOD LIBOR grant of £368,676.00 which is currently being distributed for specific approved sqn grants.

The Trustees are looking forward to another productive year continuing support for leadership courses, flying courses, BTEC in Aviation Studies, Duke of Edinburgh Awards, the International Air Cadet Exchange programme, Administration Grants for squadrons, the continuation of the funding of the "Air Cadet" magazine and the ATC insurance schemes. The Trustees have reviewed their "roundel" to depict the priority spending for the fund for this and the coming years. New areas of the curriculum are being developed to ensure that air cadet training remains relevant, modern and fun - cyber, Science, Technology, Engineering and Maths (STEM) training courses have been delivered and, alongside the established band camps, the RAF Air Cadets National Choir is going from strength to strength as well as significant growth in the Drill & Ceremonial arena and the Aerospace camps. These areas have been added to the roundel of activities to ensure they are supported financially where appropriate.

The Trustees also agreed to continue to fund 12 (12-hr) Flying Scholarships, 2 overseas expeditions along with the expeditions funded from the Anne and John Singleton legacy fund. However, the Trustees are conscious of the potential impact of the Strategic Defence and Security Review and may need to reconsider their priorities in terms of agreed activities and the way the Fund supports cadets in the future. The Commandant RAFAC has a robust RAFAC Strategy to take the organisation to 2025 and beyond. The Strategy is aimed at ensuring that the RAF Air Cadets endures as a world class uniformed youth organisation and will review the key elements of the cadet and adult volunteer experience.

Finally, the Trustees have recruited three further independent Trustees who were formally **Section 40** meeting (Sir David Tweedie and **Section 40**

with **Section 40**

The increase of Trustee strength from five to seven is to ensure that the best interests of the Fund are represented and it is hoped that this will increase the diversity of the Trustees.

Donations to the Fund for FY 18/19

The Corps has benefitted greatly from various donations (received and pledged) including:

- **HRH The Duke of Edinburgh** - General - £1K - received Nov 18.
- **RAFCT** - Motivational Flying and Gliding Opportunities = total £50K - £25K in FY 15/16 and £17.5K FY 16/17, £7.5K received in Sep 18.

- **RAFCT** - Equipment to support Aerospace Camps - £10K – received Jun 18.
- **RAFCT** - IACE Branded Equipment and Clothing (for 3 years) - £4,242 x 3 = £12,726 – All instalments received.
- **RAFCT** - “Air Cadet” magazine sponsorship £10K - received.
- **RAFCT** – Sir Michael Knight Flying Scholarships £90K received.
- **RAFCT** – Aerospace Equipment administered by ACRHQ C&E £7,896.73.
- **RAFCT** – Air Rifle Ranges and Rifles £35,500 received. Plus, £35,500 ATC GPF Matched Funding.
- **RAFCT** – Agreed that the unused balance of the Rifle Ranges £6.69 and STEM Equipment £4.00 total £10.69 to go to the RAF Air Cadet Development Trust – actioned.
- **RAFCT** – Leadership Funding £50,000 received. Plus £50,000 ATC GPF matched funding.
- **ACRHQ SW** (on behalf of SW Sqns) – Rgnl Backpack donation to the RAF Air Cadet Development Bursaries of £12,641.61 received.
- **Sir Michael Marshall** £475 for the prize for the winner of the Marshall Trophy.
- **Authors Wg Cdr Ray Kidd and Ms Denise Parker** have donated all the royalties from the Horizons Book (History of the ATC) issued in 2014 (50% to IACE and 50% to Educational Bursaries) £1,779.83 so far.
- **RAF Air Cadet National Choir** Performance at the Lincoln Drill Hall – total £968.00 raised and distributed as follows – ATC GPF £327.20, RAF100 £387.20 and Lincoln Drill Hall Community Assistance Charity £193.60 – received.
- **The National Service (RAF) Association (Truro)** - £300 to the RAFAC National Marching Band – received.
- **No: 129 (Tunbridge Wells) Sqn ATC** - £333 to the RAF Air Cadet Development Trust Bursaries – received.
- **The Air League** – Prizes for the Lees and Morris Trophy winners (including use of aircraft simulators at Heathrow Airport).
- **Duke of Edinburgh Diamond Fund Grant** - £7,167.36 for eDofE Accessibility – received.
- **MOD LIBOR Funding** - £368,676.00 for specific approved sqn grants received.
- **RAF100 Backpack Cash Cadet prizes** - £15K – received.
- **RAF100** - Further significant funding is anticipated during this financial year from the **Guildhall Dinner** (£20K) and artist **Mr Jeremy Houghton** (£60K). The RAF Museum have also pledged £150K to be spent on a RAF100 legacy heritage project and we plan to link to the joint venture bid for an accommodation block at RAF Syerston.

- **BAE Systems** have pledged £15K per annum for 3 years (total £45K) - pledged.

The Aviation Skills Partnership - RAFAC Convention 2018 £2.5K - pledged.

31 Mar 19

Section 40 UPDATE FOR APRIL ACMB MEETINGS

Recruitment - Problem: Fewer than 75% of Units have a Chaplain (Approx 750 chaplains in post)

- Continuing to improve retention with more training and communication
- Delays in appointment led to loss of some chaplains. Processing should now be monthly but seems to be 3-monthly (Feb 18 – 21; Aug 18 – 37; Sep 18 – 12; Dec 18 – 14 = 84 appointed in 2018))

Training – Induction and CPD

- Initial Training at Amport House (held annually) - last one at Amport to be 16-19 Sep 2019. Chaplaincy moving to Beckett House, Shrivenham. To include Mental Health Awareness
- No progress on review of ACP23 (Chaplains' Handbook)
- **Safeguarding** - Chaplains engaging with training at region/wing/unit level

Development of Chaplaincy

RAF Air Cadets – Involvement with CCFs and Other Cadet Forces

- Other chaplaincies are different in structure and numbers (80 Army and 300 Sea Cadet chaplains)
- Policies and training for chaplaincy poorly established by comparison with Air Training Corps
- Met with the Bishop to the Forces (Rt Revd Tim Thornton, based at Lambeth Palace) on 14 Nov 18. The Bishop offered to encourage his Army/RN contacts to make contact with us

Camps

- Camp coverage by Chaplains in 2018 improved – but not complete
- Early notification of camp dates and locations was helpful in 2018 and dates for 2019 shared
- National camps – chaplaincy teams seem to have been valued (eg RIAT and D&C)

Diversity of Chaplains – Improving, but Wing Chaplains are key in local contacts (Approx 30% female and just over 50% Anglican). **Section 40** on Corps Chaplain's Committee

Communication and Resourcing

- **Facebook Closed Group** – membership now 23% of all chaplains (15% in July 2017)
- **Spiritual Support of Cadets** – 'Cadet Prayer Book' – revision and reprint planned for 2019

- **Cadet Promise** – Now to be made by all CFAVs when at Cranwell. Chaplains to invite new staff (and old!) to remake promise at cadet enrolments and Parades/Services when appropriate

Support of Chaplaincy

- **Chaplains' Cloth Badges** - received and distributed, new supply now received
- **Membership Cards** –Decision made to abandon idea for chaplains (cards not recognized at units and issue process painful)
- **Ethics Cards** – 1000 packs received and being distributed. Successful use of this training resource needs to be shared across all chaplains – Facebook Group proving useful
- **The Bishop to the Forces** has offered to visit ATC events (I suggested RIAT and he suggested Amport House). Also, he has agreed to liaise with Ecclesiastical Authorities where there may be a problem (eg South Wales)
- **Wing Chaplains' Convention** 18-20 June 2019 – planned to be at Cranwell in Daedalus Mess

Section 40

Meeting Notes of the RAFAC WWO Conference Held at RAF Wittering 11-13 Jan 19

Minutes taken by **Section 40** and **Section 40**

H&S/Admin – **Section 40** gave briefed conference on H&S and admin matters.

Introduction – **Section 40** is not attending and has been ill for quite a while so has sent his apologies for the conference. Conference send their best wishes for a speedy recovery.

Section 40 gave an introduction to the conference, with an address from **Section 40**
Section 40

Promotion Matrix amends has been withdrawn due to disagreement with some of the changes.

Work Streams to encourage WWO development:

Drill & Ceremonial. **Section 40**, **Section 40** + 3 new members (TBC)

Uniform & Badging. **Section 40**, **Section 40**
Section 40

Training. **Section 40** + 3 new members (TBC)

On the admin order for conference “normal working dress” could lead to people arriving in different uniform. Dress need to be specified. **Action:** **Section 40**

Training Update – **Section 40**

Issues still ongoing:

Utilearn. RAFAC HQ have an issue with updating the software with the updates unable to be completed but this is in the process of being resolved. Course material is being written to update and amend, still gathering ideas for further updates.

Development. Looking at Cadet NCO training and development, working group of volunteers made 6 months ago of Wing Training Officers looking at some interesting ideas. Looking at the entire process, what do we expect? How do we develop them train them etc? WO to be identified to be part of the working group going forward.

MOI. Being totally rewritten from scratch. A progressive progress starting with presentation skills moving through to some form of MOI and then further development and consolidation along the life cycle of them being a cadet. Looking at 1-day courses.

Section 40 Q. Are there plans to use more modern techniques? **A.** Yes, there is a recognition that there are different methods and techniques. Again, there is the opportunity to join this working group if people want to contribute. Some of the training is being trialled in a couple of wings currently.

Section 40 Q. Originally it was CMOI and then merged for MOI. Is the new version to be just for cadets? A. There is an adult version being developed as well which could be done as modules. It will be basically same as cadet version.

Section 40 Q. Is there any plan to bring ATF on board to ensure they are delivering the same style that is being delivered across the corps. A. There is different method that ATF deliver to so probably not.

RAFAC HQ are looking into the **feasibility of Cadet PTS training gaining UCAS points**. There is currently the BTEC in Aviation Studies, but there could be the option to expand our subjects we train to attract UCAS points. There is already a Level 3 qualification on projects which has UCAS points and there is potential for delivery to be online (distance learning) or delivered as a package.

Section 40 Q. Is there any way to map the education to the English system as it has been for SQF in Scotland. A. Yes, but it is not easy to do as the systems are different. It seems to work well in Scotland, but the flip side is not as simple.

Level 3 Qualification for extended projects – available in Wales and England only. It attracts UCAS points but isn't widely delivered across RAFAC.

Anyone who wants to contribute to its development please contact **Section 40**.

STEM / Space / Cyber – all ongoing developments.

Government directive for Cyber and First Aid training for Secondary aged young people. We are ahead of the game and have delivered this training to a wide range of cadets.

Section 40 Q. Is cyber going to be a compulsory part of first class training. A. It already is.

Section 40 Notes (delivered by **Section 40**)

TG Personnel changes. There is going to be a new TG desk officer replacing **Section 40**. Expectation to be an aviation led role. He is looking at reassigning the TG Training volunteer team roles across RAFAC HQ:

Functional Changes. Fieldcraft will transfer to FTRS Shooting Manager (new post (Flt Lt with Regiment background)) with a Super TSA position to support TSAs

In process of moving some of the tasks that TG1 has currently got back to more suitable areas:

- Weapons Logs to RAFAC HQ Logs
- AP1358C transferred to RAFAC HQ Logs
- Nijmegen to RAFAC HQ phys
- Tall Ships to Adv Trg
- Badge Procurement to RAFAC HQ Logs
- RAF Dress Regs Committee to RAFAC HQ Logs

Rocketry to 2FTS
Annual Award Ceremony cancelled
National Shooting Camp cancelled in favour of Region Camps

Badges Update. Problem was that badges were originally dispersed in a non-effective manner. Very important that cadet achievements are accurately recorded on SMS so RAFAC HQ can have sight of what badges are needed and where. Future orders and demands will be based on that. We have learnt from the previous process. It is believed that Regions will hold a stock and the order will backfill the region stock. £40,000 spent this financial year. £40,000 allocated for FY 19/20.

Section 40 Q. Are there plans to refund squadrons who paid privately. **A.** No

Section 40 Q. Is money stopped being spent on other badges as First class badges aren't in supply currently. **A.** It is a separate funding line, PTS is non public fund, others are MOD contract, which is out of date and being re done, so until new contract is in place there may be a shortfall.

Section 40 Q. Is ACP 47/48/49 being updated? **A.** Theoretically yes. It is part of the package. But the ACTO needs to be updated before the training materials can be written. There is no definitive timescale, but it will be sooner rather than later.

Section 40

Deputy Commandant and running of headquarters. The role of deputy commandant is to bring some coherence to the 6 region commandants. The nature and size of the organisation means that the role is not to just duplicate the work of the commandant.

Commandant meets **Section 40** & AOC 22 Group, **Section 40** works with MOD & CCF. AOC 22Gp has sent out a directive to each of his pillar commands for a focus for 2019. There is now a **Section 40** who has been in post for a short period of time. **Section 40** could be good to invite to future conferences. AOC 22Gp "Operate safely, inclusively and fairly" "Supporting a national cadet week while taking the opportunity to recuperate from ATC75 and RAF100" (RAF100 over 20,000 cadets, 3000 CFAVs supported over 150 RAF 100 events, major parades some had over 500 cadets on parade). The idea is for RAFAC to do what it wants to do not what others want it to do! "Improve security, further develop the training syllabus particularly in Cyber, STEM and Space".

Minister focus on Cadet Expansion Programme with a target of 64,000 CCF cadets (from 260 to 500 units) by 2024. National Cadet Week is a ministerial initiative – as yet not designed and thought through fully – potentially May / June time. And will include all 4 Services.

Section 40 Q. If there is a ministerial highlight can there be something they can do about recruitment e.g. TV advertising? **A.** There is no central budget for advertising. Campaigns work best locally rather than nationally but if the feeling is that focus should be put on recruitment that is something I can take back.

Section 40 **Q.** There is a feeling that some things should be paused at RAFAC HQ and focus resources to spend on recruiting. **A.** Is what we do too much? Are there others ways to achieve? Safety is paramount, if it is not safe it shouldn't happen, this includes ratios for staff.

Q. Everyone in the room and the OCs of Sqns, are dealing with pressures the same as if they were running a small business. What adds to frustrations is the policy level side of things coming down from RAFAC HQ. Badges is an example, things coming out without being ready. **A.** The Badges will haunt us, but we are trying to learn from where we go wrong.

Q. Also, staff burn out much quicker because we don't 'look after' each other. Ease the frustrations by not making rushed decisions but making good decisions. **A.** I will take things back but give me solutions where you can.

Q. Will Halton moving to Cranwell affect the RAC Accommodation? **A.** I doubt it, but I am not sure.

ASPIRE - Section 40 and Section 40

PowerPoint to be circulated separately.

Cadet Portal - Section 40

Volunteer Development Team (VDT) software lead. PowerPoint to be circulated separately. A live demo of the system was also provided.

- Every Cadet in the ATC will have an account.
- Cadets will go direct to the portal via Bader.mod.uk so now when cadets' details are put on BADER SMS an email and phone number will be required. Logon and password will be sent out directly to cadets.
- When they sign in will be required to accept PIO501 (Code of conduct) and change their password.
- The system is linked through SMS, Cadets can only see their own details.
- As long as SMS is kept up to date then all of the information on the portal is live.
- Cadets will be able to put in planned absences if unable to attend at future dates.
- They will be able to apply for courses and once their place is confirmed, reserved or denied a confirmation will be sent to the cadet. Whoever is running the event can attach JIs, then the cadet can print off a partially completed TG 22 form.
- All downloads will be the latest version of the document.
- The portal requires videos of BASIC (shape berets, polish shoes etc. **Section 40** leading.

Q. Is there a vision for parents to have access? **A.** At the moment NO. Would we like to yes, schools can do it but we need to prove to RAF Legal that it is safe.

Q. Is this web based or an app? **A.** Web based only.

Scotland & Northern Ireland:

- Just under 150 SNCOs, 16 DIs & 5 ADIs.
- 3 awaiting weapons DI course. 6-7 Potential Foot DIs for 2019/2020
- Region CDC ran in 2018 – was a success
- Engaged with CCF effectively. There is an issue around the CCF understanding who the RAFAC are.
- Training a CCF banner team – including them in Region activity day
- Logistics – now have a DF in Shetland Islands.
- Drill & Ceremonial – most cadets attended D&C from SNI. Selected an arms drill team from D&C and they attended National Championships. There are limitations around training and this is linked to the logistics e.g. flying cadet from NI to mainland.
- Aim for 2020 – Camp at Gordon Barracks for 55 cadets – skills camp for arms / foot / banner / CDC / shooting / Blue Syllabus / part task trainer. Awaiting sign off from RC. Adults who want to be DIs as well to be trained up who are keen to be DIs. Support for this is key and if SNI staff not available, open call to RWO/WWO network for support.
- Difficulty on time as assisting at Sqn level, Wing level as well as doing the Region role.
- Thanks to North Region for supporting Regional Field Days and judging. Potential to have an individual Arms Drill Competition.
- Officers booking at ATF without assessments – did cause some issues.
- Drill Competitions – max of 4 teams at a wing consisting of 12 cadets.
- CWOs Course.

North:

- Changing HQ – Linton is closing, will be moving to RAF Leeming.
- RAD was held at Leeming in 2018.
- Wing DI numbers vary across the region. (DI 15 & ADIs 2)
- **Section 40**
- CDCs have ran well across the region
- DIRA – 2 have been run so far. When run at wing level it is more effective.
- Banner Training Days have been run at wing level.
- Arms Drill work is strong. GM / SWY have a strong team – performed at Preston Guildhall
- Staff courses not so effective at region level
- D&C biggest numbers than last year.
- Standards are improving and upturn in Banner Drill however, Foot Drill teams are finding it hard to get a team of 12.

Wales & West:

- 276 SNCOs, 30 DIs & 11 ADIs.
- 1 DIRA COURSE

Central & East:

- New to post, looking at collaborative working.
- **Section 40** for Herts & Bucks.
- Video coverage shown.

- 95 WOs, 71 FS & 146 Sgts.
- 42 DIs & 13 ADIs.

South West:

- 319 WO & SNCOs.
- 53 DIs & 17 ADIs.
- Year dominated by RAF100 events. Biggest event was parade by 500 Cdts and 140 Staff through Windsor.
- **Section 40**
- Changes amongst personnel – **Section 40**.
- Involved in staff and WWO boards.
- DIRA course held.
- Attended all conferences or Wing Activity Days.
- Region Conference held.
- General consensus that some of the basics in the organisation are lacking, **Section 40** are starting to address the issues with officers and SNCOs in terms of addressing by ranks maintaining the military ethos across the region.

London & South East:

- Powerpoint circulated separately.

Drill & Ceremonial - **Section 40**

National Drill Competition. 2019 sequence to remain as per 2018, should enable teams to improve. Will change for 2020.

Continuity drill rules to be amended and agreed that the start and finish can be in any formation as long as you can reform and march off. Maximum numbers 24.

Trophies at nationals – agreement from members of the conference for this:

- Inspection trophy – doesn't count for overall marks on foot drill competition. Scrap the overall impression score box. Has to be the same team for inspection and foot drill even though the trophy is separate.
- Best overall Region
- Thought to scrap marking for brassards.
Banner scoring update
Foot Drill Scoring update
Continuity scoring update
Foot Drill / Banner Drill Sequences for 2020 – suggestions to be forwarded to **Section 40** by end of March.
Format of competition:
- Looking to run as 1 competition across the weekend for both drill and band.
- Winning teams will have medals for drill as per the band competitions.

Region & Wing Competitions. What is the ability to provide feedback to units?

- Extra scribe for notes on incorrect movements as a Sqn feedback sheet **Section 40**.
- Extra independent judge for 'movement' errors.

Progressive Training Syllabus. Framework designed, [Section 40] initial approval with trial in [Section 40].

Modular framework was shown to conference.

Virtual Badge only for use on cadet portal. Not looking at a new badge for brassard.

Next Steps:

- [Section 40] reviews
- Region BETA testing
- RAFAC HQ endorsement.

D&C Portal. Created to be a one stop shop for all things D&C.

D&C Camp 2019. Expected to be hosted at Otterburn Training Camp with the final parade at Catterick Garrison.

Training programme to include clay shooting, ceremonial tasters sessions (banner, pace stick etc), uniform upkeep sessions and PTS training modules.

ATF. [Section 40] to go back to ATF and ask about running 2 DI Courses per year and maybe running 1 during the school holidays to enable CFAV who are teachers to attend.

Dress Regulations – [Section 40]

- PowerPoint to be circulated separately.
- V3.0 now live on sharepoint.
- V4.0 updates started the day after publication with a focus on Chapter 5 – CIs and Padres.
- Chapter 1 Changes:
 - still will reference VRT for FTS personnel.
 - Amendment to PTS introduction. Removal of transition period as this has now passed.
 - Inclusion of paragraph covering CFC and RAFAC rebrand. Insignia may have changed, positions have not.
 - Beards still only on the grounds of religious / cultural or medical. Review at RAF SLT for decision.
 - No changes to the religion/cultural paragraphs.
- Chapter 2&3 changes:
 - Introduction of No3A Public Military Engagement (PME) dress. Driven by regular RAF but meets needs of RAFAC events such as RIAT.

Working Groups (Sunday)

Group Leads: [Section 40],

Subjects & Command WO Facilitator:

- Review of ACTO 007 Cadet NCO Training – [Section 40]
- Review of AP1358C Chapter 5 Civilian Instructors & Padres – [Section 40]
- Pre & Post AF Training – [Section 40]
- Review of SNCO Boards – [Section 40]

ACTO 007

- All notes made on copies of ACTO 007 and handed to **Section 40**.
- Collated amendments passed to CTO for inclusion and discussion by RAFAC Training Working Group.

ACP 1358C Chapter 5 Cis and Padres

- Provide a good representation of the RAFAC consummate to cadet's appearance.
- List all reasons why CIs can wear uniform in one location. Must be fully justified why uniform is necessary:
 - Band
 - Road Marching (including trg marches)
 - Should local orders require it, courses etc.
 - Fieldcraft trg (whilst in the field)
 - Obstacle Course Instructor (whilst conducting trg)
 - Not really required for shooting (confirm with **Section 40**)
 - **Section 40** to check and authorise if required.
- If uniform is worn it has to be in accordance with AP1358C (shaving, hair styles, jewellery, makeup).
- Rank Slides (50/50 split in opinions in the cadre):
 - No CI rank slides so that it doesn't encourage them to wear uniform more often.
 - Rank slide should be SNCO Blue with the words CIVILIAN INSTRUCTOR in silver text.
- Set the standard for parade evenings as relaxed dress as per mess rules. Suggestion that tailored shorts should be permitted for males.
- State that all clothes should be clean and in good repair, no ripped jeans etc.
- Padre's not to wear uniform at any time.
- Clerical dress only unless on field activities when appropriate civilian attire should be worn.

Pre & Post AF Training

- Have the process mapped out so individuals can see progress.
- Pre-Uniform taster course giving applicants an idea of what each role requires and allow them to make a better, more informed choice of which path to take.
- Development training pre-board:
 - Skills (Drill, Uniform Care, blue badge level leadership).
 - Service Knowledge (RAFAC & RAF Policy and Ethos, Mess etiquette, standards and behaviour).

- Pre-ATF Training:
 - Drill, Uniform, Public speaking skills - RAFC Cranwell mess layout, arrivals process, at the guard room and in the mess
- Training should build confidence, take them away from cadets.
- Try and get a few candidates together so they build “coursemanship” as they develop through training.
- Show them Pers Form 3-02 so they have an appreciation of what they need to do to gain promotion. Follow up with personal development review.

SNCO Board Questions

- Use P2 Filter card as basis with questions drafted to reflect SNCO roles and responsibilities not CFC.
- A large bank of questions for each category but select only a few for each board. Should protect the integrity of questions, make it difficult to memorise answers for dozens of questions and therefore prevent the question set being provided as a revision guide
- WWO to be written into policy as a board member for appointment boards (change in ACP20 to reflect).
- Clarification of what the Sector Commander should do when approving applications, prevent the applicant being put off by an "interview" at sector level which they are not prepared for (in-depth questions, board type approach). Potentially detrimental to the candidate and may make them reconsider applying for uniformed service.
- Use leading questions to get an understanding of candidates' full knowledge on the subject, let them talk, only ask "exam type" questions when they are struggling to convey information. For example, explain the Wing Structure, rather than how many Squadrons, Who is OCWg

CORPS TRAINING OFFICER'S REPORT TO THE ACMB MEETING 9-10 APR 19

F3822 Cadet Record of Service

1. The distributed F3822 update is the 5th update of the 3rd version, such has been the continuous back and forth with the printers. This version now has a 'DoB' box on page 3. Whether "DoB" clearly describes the month and year boxes that follow is to be decided.

Ultilearn

2. Following on from the Comdt's meeting with Ultimedia on 24 Sep 18, a second meeting was held at the HQ on 26 Mar 19. This provided a more detailed examination of what they may be able to provide, albeit with a cost.

3. The long awaited Ultimedia software update was successfully uploaded recently. This provides better accessibility for editing and will now allow updates to be made to the content.

4. Priorities:

- a. Functionality: Quick and easy to use, with clear and intuitive navigation using graphics where possible instead of text.
- b. Look and name: Complete redesign to the look and feel to be a part of the RAFAC set of branded products. Give it a name that reflects its purpose.
- c. Content: Revise how the content is made available to cadets. Use multimedia to demonstrate subject's principles and applications. Provide choice of group delivery, or online learning, or a mixture of both. Extend the practical activities library of resources for instructors' use.

5. To help with the development of Ultilearn, two CFAVs have volunteered to assist in their spare time. One, an IT developer and coder, will look at the programme structural framework and the other, a graphic designer, will look at how it looks and interacts with the user. Initial ideas should be available by 7 Apr 19.

Classification Syllabus

6. The content update continues, now made possible by Ultilearn editing access.

7. The principle of learning should be experiential, which is vital for the junior part of the syllabus, but has been a challenge for the senior part. Despite the Instructor Guidance for each subject containing a scheme of work, with practical activities, many instructors only rely on PowerPoint presentations.

8. For the junior part of the syllabus (First Class Cadet and Leading Cadet), more options for practical activities need to be added, but the confidence to be able to deliver these will need to be supported.
9. For the senior part of the syllabus (Senior Cadet and Master Air Cadet), the options for practical activities are limited. There are several ways of supporting the delivery with external resources, these include; videos, exploded diagrams, interactive digital experiences through downloadable apps, VR/AR, etc.
10. The priorities for a blended learning approach are:
 - a. Produce interactive practical activities and guidance on how they are used, particularly for First Class Cadet.
 - b. Identify existing videos and make them available to support the learning outcomes of specific subjects in all parts of the syllabus.
 - c. Create immersive digital content, mainly through external support.
 - d. Use sqn-owned flight simulators to demonstrate aspects of the syllabus (principles of flight, airframes, propulsion, navigation, communications, etc). This would allow a practical engagement with the taught principles, but would require some guidance (activities related to theory and minimum equipment specification).
 - e. Produce videos of taught lessons, particularly for those subjects for which the sqn may have limited technical knowledge.
 - f. As the aviation industry moves towards downloadable apps, rather than videos and still imagery for external engagement, these need to be embedded in the cadet's learning experience.
11. With primary school children being taught coding and robotics, in a few years the organisation will have highly technologically competent cadets, who will expect a level of delivery and resources that are currently not available. The challenges that need to be overcome in the next few years include:
 - a. Meeting the needs of young cadets, some of whom will have higher skills than the older cadets and the volunteers.
 - b. Managing the skills gap between cadets and many of the volunteers.
 - c. Managing the potential resentment from older cadets.
 - d. Considering those cadets who do not have the advantage of unlimited access to high levels of technology, particularly communications technology. The problems associated with no, or limited, access to smart phones, or home broadband, may be as relevant in the future as it is now.
12. TG is examining technologies that can better support the training syllabus now and that can be part of the forward planning to support a more technology savvy cadet membership in the near future.

Cadet NCO Training and Development Working Group

13. The Working Group will report back to the RTOs' meeting (6-7 Apr 19) with their proposals. These will be evaluated and recommendations made.

Revision of the Methods of Instruction Course and Instructor Cadet

14. A revised process and programme have been widely trialled and detailed feedback has been received. This feedback will be evaluated at the RTO's meeting (6-7 Apr 19).

15. Key points are likely to be:

- a. Presentation Skills programme to give cadets the confidence to speak in public or to a peer group. No minimum age.
- b. Revised Methods of Instruction course. No rank, classification or age restrictions, but with presentation skills as a prerequisite and the recommendation that they are suitable.
- c. Award of Instructor Cadet status will be on assessment of a delivered lesson at their sqn, or wherever they instruct. This is the current policy, so no change.
- d. Continuing development as an instructor will be expected and some form of log could be used to illustrate a developing competence, not a check but as a means of providing a support process.

16. A revised policy will be submitted for approval.

UCAS Accredited Qualifications

17. BTEC Level 3:

- a. Due to the complexity of creating a completely new qualification that has to meet DfE and Ofqual standards, and achieve accreditation by UCAS, the Comdt has agreed to extend the development period until Sep 20. Apart from creating the individual units and learning resources, it has to be supported by a number of HE institutions. All this work is being undertaken in parallel, with Pearson's support and guidance.
- b. Some of the subjects are a continuation of existing Level 2 classification subjects, for example; Airframes, Aircraft Navigation, Piston Engine Propulsion, Gas Turbine Propulsion, Rocketry, Avionics, Satellite Operations and Communication, Data Networking, Radio and Radar Technology, Principle of Aircraft Flight. Some are new subjects, for example; Air and Space Power Strategy, Human Factors in Aviation, Space Science, Cyber Security, Aviation Meteorology, Aviation Operations, UAS/UAV/Drones, Rotorcraft.
- c. Being able to offer those cadets who wish it, an A-level equivalent qualification in aviation, provides not only opportunities for those cadets, but also extends the RAFAC's credibility with aviation industry employers.

18. Level 3 Extended Project:

- a. This qualification current exists, attracts UCAS points and is widely recognised by universities as supporting academic qualifications. There are four ways in which this can be undertaken; making something (ie engineering, website, etc), performance (ie music, sport, etc), investigation (ie DofE Gold exped), written theoretical project and presentation (ie QAIC, JLC, etc). Work is ongoing to explore potential synergies with cadet activities.

Engagement and External Support

19. **Section 40** and the **Section 40** visited the Tablet Academy in Telford (27 Feb 19). They are providing knowledge and equipment support to the RAF STEM Engagement Team. They also support many schools. Their purpose is to provide experiential learning through IT. TG is engaging with them for advice and guidance on learning systems and their application.

20. **Section 40** and the **Section 40** visited the ASP Norwich Academy (28 Feb 19). Training methodologies, programmes, equipment and resources were discussed.

21. The **Section 40** attended the Ed-Tech Convention at the RAF Cosford Museum (5 Mar 19). Having an opportunity to use some of the digital learning resources currently available to schools was a valuable exercise in what could be achieved by RAFAC.

22. Through a resourceful CI, TG has acquired a detail cutaway poster of an Airbus A400M. This will be printed and sent to every sqn. The helpful contacts made through the **Section 40** will be exploited for more training aids.

23. The **Section 40** has contacted the Rolls Royce Head of Marketing and permission has been obtained to download material for training purposes. Still images are easy to acquire, but obtaining offline copies of web-imbedded videos are a more technically challenging. However, this is worth the effort as exploding and imploding animated diagrams are excellent training aids. The real move forward is with downloadable apps, with VR and some cases AR capability. TG will be trialling apps-based syllabus related material.

24. Collaboration continues with the Open University on the Space Launchpad programme. The Blue and Bronze level courses will be released first, following trials at selected sqns.

25. In order to engage with what the QAIC is achieving, **Section 40** and the **Section 40** visited the current course at RAF Cranwell (1-2 Feb 19) and attended the graduation at RAF Linton-on-Ouse (3 Apr 19).

26. The **Section 40** attended the WWOs' Conference at RAF Wittering (11-13 Jan 19) and had the opportunity to contribute and engage, which was much appreciated.

27. Since the last ACMB meeting, there have been two RTOs' meetings at RAF Cranwell (2-4 Nov 18 and 6-7 Apr 19). All Rgns have been represented, together with some guests and very positive outcomes have been achieved.

28. For the third year, the [REDACTED] has represented RAFAC at the ACF National Training Conference at Yardley Chase (14-16 Sep 18). The opportunity to understand the problems and solutions of the ACF (which are not really too different to the RAFAC), continues to be a valuable exercise.

Section 40 [REDACTED]

1 April 2019

CIVILIAN COMMITTEE REPORT TO ACMB – 9/10 Apr 19

1. Section 40

Section 40

2. Implementation of Change Initiatives

We continue to gather confirmation that constitution agreement forms and trustee declaration forms are being utilised throughout the Corps although there are still some units that have yet to fully comply. The agreed deadline set as 24 Dec 18 has passed but we continue to press for full compliance. The following chart depicts the position wef from 17 Dec 18.

REGION	Constitution Agreement Form	Trustee Declaration Confirmation	REGION	Constitution Agreement Form	Trustee Declaration Confirmation
S&NI			W&W		
N Ireland	Complete	Complete	No1 Welsh	Complete	Complete
SE Scot	Complete	Complete	No 2 Welsh	Complete	Complete
W Scot	26/29	24/29	No 3 Welsh	Complete	Complete
Highland	Complete	Complete	Staffs	Complete	Complete
NE Scot	Complete	Complete	Merseyside	Complete	Complete
			WMW	Complete	Complete
	3				
C & E			LASER		
SE Mid	Complete	Complete	Kent	14/33	15/34
Trent	Complete	Complete	London	27/28	27/28
WarksBhm	22/23	Complete	Middlesex	17/25	17/24
HertsBucks	Complete	Complete	Surrey	22/24	20/25

BedsCa mbs	Complete	Complete	Sussex	Complete	Complete
NorfolkS uff	Complete	Complete	Essex	Complete	Complete
	1			30	
North			SW		
CE Yorks	Complete	Complete	Dorset Wilts	Complete	Complete
CLancs	Complete	Complete	Bristol Glos	Complete	Complete
SW Yorks	Complete	Complete	Devon Somerset	Complete	Complete
GTRMC R	Complete	Complete	Plym Cornwall	Complete	Complete
DNL	Complete	Complete	HIOW	Complete	Complete
			TV	Complete	Complete

Number of completions/number of squadrons in the wing X/Y
Total constitution agreement forms outstanding to date is 34

3. Personal Data on SMS

It has been accepted across the civilian committee cadre that all individual members must submit their basic personal information for inclusion on SMS; Form 001 applies. Over recent months wg chairs have been encouraging all members to upload their personal details and good progress has been made with the majority of sqns participating. Once all possible details are added it is judged that some 5000-6000 civilian committee members will be on record. However, given the general turnover rate of members it is highly unlikely that 100% accuracy will ever be achieved. The reported position by region as of 15 Dec 18 was as follows:

REGIONS	S&NI	W&W	NORTH	SW	C&E	L&SR	TOTAL
Civ Comm	409	684	830	732	755	640	4050
Registered Civ Com	55	121	53	62	70	63	424
TOTALS	464	805	883	794	825	703	4474

4. Registered Civcom Volunteers.

As the Board is aware, in order to become ratified as adult helpers there are 2 levels of DBS and pan-Corps this seems to be working out effectively. Those enthusiasts who wish to support the cadets in a direct role seem content to undergo the process required to become registered and thereby expand their support function. It is therefore important that Registered Civilian Committee Members should be reflected in policy documentation as they conduct a similar role to a CI. The definition of a Registered Civcom member should now be reflected in all appropriate documentation thus indicating that they enjoy the same status as a CI.

5. Greater Access to SMS

It was agreed that certain civilian committee members who have a Bader account may be authorised access to SMS provided that there is a genuine requirement eg: sqn treasurers. An advisory note has been sent from HQAC to all WExOs requesting information on those individuals likely to require access to information. Progress to date to be advised by HQ staff.

6. Form 60 Progress

Despite the introduction of a revised F60 Process there remained a few sqns that failed to submit a completed F60 by the 31 Aug 18. Whilst this remains a disappointment it is pleasing that RCs are permitted to assess the degree of penalty to be applied locally; no sqns were disbanded as a result. For 2019 the **Section 40** as already written to sqn treasurers and chairmen (via **Section 40**) requesting submission of Form 60 to be no later than 30 Jun 19. It is hoped that bringing this initial reminder timeline forward will help energise sqn treasurers to begin the F60 process earlier and thus avoid last minute panic ... we live in hope! The table below shows the number of remiss sqns as at 30 Jun and 31 Aug 18.

Wing/Region	C&E	N	L&SE	SW	W&W	S&NI	TOTAL
30 Jun 18	27	32	18	17	29	1	120
31 Aug 18	3	8	1	5	16	0	33
No. of SQNS	169	165	159	152	156	15	816

If we assume that the total number of squadrons within the Corps is 909, less those located in Scotland (93) then the % of nil returns is 33/816 or 4.0%. **Conversely 96% have complied.**

7. Financial Transactions

The concept of reducing or eliminating both cash and cheque transactions has been discussed at length. It is clear that sqns and wgs are at differing levels of advancement and so changes are still underway at a local level. The Vision is for all sqns to have dual signature on-line bank accounts, cadet subscriptions to be withdrawn from sqns by direct debit and for wgs to invoice sqns to pay for camps and other organised activities on a monthly basis. It is also hoped that HQAC will accept electronic transfers rather than cheques. Progress continues to be monitored and reported.

8. Mishandling of Sqn Funds

Section 40



9. Identity Cards for Civilian Committee Members

Whilst there was agreement in principle to issue identity cards to rgnl and wg chairmen, and potentially to committee members whose unit is located on RAF sites, it is now agreed that the card would not be accepted as an official ID Card and would merely be a membership card. The **Section 40** has stated that Chaplains have formally agreed to withdraw from this request

because the card would not assist entry into MOD units. The rgnl chairmen concurred the limited value of this card and have agreed to withdraw from the process.

10. Civilian Committee Travel Expenses.

It has been proposed that all sqn and wg civcom members who are registered on SMS and therefore have a Computer Identification Number (CIN) should be able to claim home to duty mileage for attendance at sqn committee meetings. **The Board may wish to consider this issue and make recommendations.**

11. The Cadet Development Trust

There is concern that some cadets and CFAV are unaware of the Cadet Development Trust. Whilst some rgns have undertaken bag packs to support the Trust, rgnl chairmen agreed to enhance publicity to their wgs and sqns by extolling the potential benefits to applicants. It is hoped that more financial support will be forthcoming and more applicants will apply and gain benefit from the Trust; thus the whole process should grow.

Section 40