

Minutes of the NCA CIC Panel Meeting held on 4th September 2001  
at 23 Farfield Road, Shipley at 7.30 pm.

Present: Nigel Ball [NB], Dave Edwards [DEd], Dave Elliot [DEl], Paul Ramsden [PRam] (all CIC Trainers/Assessors), John Cliffe [JHC], Bob Mehew [BM] (NCA Treasurer).

(In the absence of any distributed agenda DEd had produced one. He will also do this, and distribute them in advance, for future meetings.) Action: Ded

1 Apologies for Absence: Tony Flanagan [TF]

2 Minutes of the last meeting -held on 7th July 2001 at Ingleborough Hall. These were accepted as a true record.

3 Matters arising.

a) 3Q4g Revalidation of CIC Trainers/Assessors.

b) It was agreed that following the running of a CIC revalidation workshop a CIC Trainer/Assessor would have the option of paying the NCA £15.00 to have their own CIC revalidated for a further 3 years from the date of the workshop.

c) Contracts to CIC Trainers/Assessors to run CIC Revalidation Workshops.

(i) Contracts will be offered to CIC Trainer/Assessors on a rota basis agreed by the CIC Panel.

(ii) Fees (VAT inclusive) will be based on a daily rate to take into account the organisation, preparation and running of the 2 day workshop plus travel and accommodation expenses. Bills for the hire of facilities to run the workshop may be either reclaimed from the NCA or forwarded to NCA for payment.

Assistant directors of courses will be contracted if required, at a lower rate.

(iii) Future workshops will be organised on target numbers of 6 per workshop.

(iv) Programmed workshop dates are:

6th & 7th October 2001 - Dave Elliot and Geoff Barber

May 2002- Paul Ramsden

September 2002 - Nigel Ball

4 NCA Training Committee Input.

a) The NCA AGM required the Training Committee to investigate the implications of the NCA Training Schemes being run without external grant aid.

b) The NCA have been contacted by Ian James, Specialist Caving Advisor to the Scouts Association. He is investigating how to improve the system of approving cave leaders. A meeting has been held with him. Further discussions are expected.

5 Operation of CIC Panel: Chairing role, taking of minutes.

It was agreed that agendas for the meetings be drawn up by Dave Edwards and Associates and that minutes be taken and distributed by members of the panel on a rota basis.

6 Recent Involvement with the CIC Scheme.

(This item is intended to be a report of the progress of candidates in the scheme. i.e - names of new candidates registering  
names of candidates completing

- queries from Ram Business Services.

Note to Ram Business Services. Can you provide this information prior to CIC Panel meetings? (Subject to contract of course).)

a) DEd reported that in Derbyshire Phil Baker and Graham Jones had recently registered.

b) DEd reported that Owen Lynch will be undertaking his final assessment module in November 2001.

It was also reported that Iain Rennie was still experiencing difficulties in completing his CIC assessment due to Foot and Mouth problems.

7 Exemption Applications.

a) Barry Albutt has LCMLA Levels 1 and 2 and has applied to upgrade/transfer his army CIC to NCA CIC.

It was agreed that the precedent set by Chris Jackson be followed. i.e. subject to satisfactory current logged experience he may undertake a 2 day instructing module to check out his competence over a broad range. If there is any concern about whether he meets the requirements of the CIC the assessor is to discuss this with the CIC Panel.

b) Some formal comparison of the standards of the two schemes was thought to be desirable.

8 Assessor Validation Process.

a) Some changes were proposed to the paper distributed at the meeting. A copy of the Cave Instructor Certificate Assessors Validation Procedure (dated 5/9/01) agreed at this meeting was e-mailed by DEd to members of the CIC Panel on 6.9.01.

b) CIC holders to be circulated to seek applications from suitable persons to apply to be 3 new trainers and assessors. Action BM?

c) A ranking criteria to identify the best applications to be drawn up by JHC/BM/DEd. Action JHC/BM/DEd.

9 CIC Syllabus Revision.

a) Action: DEd to distribute the latest draft version to panel members (Note this done by e-mail on 7.9.01.) for comments to DEd by 1.11.01 at the latest.

b) It is noted that a section in the CIC Syllabus needs to describe the Scope of the scheme.

c) It was further noted that a Code of Ethics and Disrepute Policy needs to be incorporated into the new syllabus.

10 CIC Revalidations.

Dealt with under 3 Matters Arising.

11 Proposed CIC Professional Association - views of the CIC Panel?

If an association goes ahead then a dialogue between it and the CIC Panel is desirable and should be sought.

There is informal contact between the proposers of such an association and individual CIC Panel members at the moment.

12 Any Other Business

a) CIC Assessors<sup>1</sup> Workshops were thought to be necessary. The first to be run with the first intake of three new trainee assessors in 2002.

b) PRam expressed some concern about whether, in the light of the known problem of some relative novice cavers going out of control when abseiling, the CIC assessment module 6 might be too demanding. i.e. surface training followed by an underground SRT trip in one session.

Action: DEd to write an article on top tips for SRT Training for Speleoscene.

13 Date and Venue of next meeting.

Date: 22nd November 2001 at 7.30 p.m. Venue: to be decided.

Meeting closed at 11.00 p.m.