



HQ Warwickshire & Birmingham Wing  
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28 Mar 11

OC Squadrons

**WING ADV TRG / DoE OFF CONFERENCE  
2030 SQN SUNDAY 17<sup>th</sup> APRIL 2011 - AGENDA**

1. OC Wing has authorized an Adv Trg / DoE Officers Training Conference for the above date to be held at 2030( Elmdon & Yardley) Squadron from 0930 x 1730. Units are requested to send their representatives for an opportunity to be updated on these ATC subject areas especially Adv Trg applications on Bader & EdofE, and to assist all units in achieving even more in these areas. Dress will be civilian dress. It is appreciated that some staff will only be attending for 1/2 days due to unit responsibilities. ( Those attending for 8 hours are eligible for Form 80's). 1771 claims are authorised but economy is expected.

Proposed agenda for the day:

Adventure Training

0900 – 0930	Introduction / Administration	Sqn Ldr Coats
0930 - 1030	Adventure Training Updates a. Bader ADv Trg Presentation b. Army Approvals c. HMS Bristol 2011 d. Fieldcraft Update	Sqn Ldr Coats Flt Lt Upton / Sqn Ldr Coats
1030 - 1045	Break	
1045 - 1130	Elan Valley Apr 11 & Llanbeddr 2011 Staff Training / RHQ list BELA 2011 Update Wing Expeditions/ Explorations 2011 Other Open Wing opportunities	Sqn Ldr Iles    Sqn Ldr Iles
1130 - 1200	Open Forum Unit difficulties with Adv Trg	
1200 – 1300	Lunch No catering facilities so packed lunches advisable, Tea / Coffee available.	

Duke of Edinburgh's Award / V Scheme

1300 – 1430	DofE Updates a. EDOFE presentation b. DoE Record Books – errors c. Problems / solutions	Sqn Ldr Coats / Sqn Ldr Flynn
1430 – 1455	DofE Assessors / Currency New DofE Expedition Assessors DofE Panels / Procedures/ Costs (£ 30, £45 & £60 per group) Green Forms	Sqn Ldr Iles
1455 – 1500	V Scheme outline + future	Sqn Ldr Coats
1500 – 1515	Break	
1515 – 1600	Expedition / Explorations 2011 Unit Opportunities / difficulties	Sqn Ldr Iles
1600 - 1630	Open Forum	
1630 – 1730	AOB / Assistance / Difficulties	Sqn Ldr Coats
1730	Close	

- Units that require DoE Record Books, Prices are Bronze £7.00, Silver £12.00, Gold £18.00), to inform the undersigned of their requirements prior to the meeting and bring cheques / cash on the day.
- This is a gated site so anyone arriving late or at lunchtime will need to contact the undersigned on 0797 689 6079 to effect entry.

B Coats  
Sqn Ldr  
Wg Adv Trg / DoE Off

Copy to

OC Wing  
WSO's  
Sqn Ldr Flynn RHQ