



New Zealand Search and Rescue

Notes from the SAR Training Governance Meeting

Held 26 September 2013

Attendees:

Duncan Ferner	NZSAR Secretariat Manager
Phil Burgess	NZSAR NSSP Coordinator
Nigel Clifford	RCCNZ
Joe Green	NZ Police Headquarters
Samuel Blight	Tai Poutini Polytechnic (TPP)
Dave Ritchie	Tai Poutini Polytechnic (TPP)
Harry Maher	LandSAR NZ (via SAR-NET)
Paul Dalton	SLSNZ
Phil Pollero	Coastguard NZ
Martin McLean	EMQUAL
Trevor Crozier	Xperts (Consultant for NZSAR)

Apologies:

Nil

Welcome. Duncan welcomed everybody to the meeting. The meeting was opened at 11.00am in the Hinemoa Room, Level 5, SAS House, 89 The Terrace, Wellington on 26 Sep 13.

Review. Notes of meeting held on 4 June 2013 were review and deemed accurate.

Matters Arising. Question from Martin McLean on EMQUAL being a member of the Governance Group (GG) as it was not in the Terms of Reference. The Governance Group agreed to include EMQUAL as a member.

Governance Group (GG) Terms of Reference (TOR). GG TOR confirmed with EMQUAL as a member of the GG.

Action: NZSAR amend the TOR, distribute and post online.

Delivery of Training update. Dave Ritchie – TPP. Briefed to the slides presented to the GG prior to the meeting, various discussion. Samuel Blight discussed creative commons and represented the Attribution-Non-commercial-Sharealike as the best contender for the sector. Various discussion and explanation followed by endorsement by GG for Attribution-NonCommercial-Sharealike creative commons for the NZSAR Sector.

Action: All SAR training material prepared by TPP or NZSAR will have Attribution-Non Commercial-Share alike Creative Commons licensing.

Suggested Process – Notification of Training Need. Duncan presented draft document. Various discussion and key points from Harry as follows:

- Robustness around need;
- Justification of need;
- Robust narrative around need; and
- Does this training exist elsewhere; why is this better??

After further discussion the Notification of Training need form was accepted in modified form.

Action: NZSAR to modify the Notification of Training need form and publish it.

Possible Training Needs:

- ATV Training – *Decision:* Accepted.
- Train the Trainer – *Decision:* Accepted in broad concept. Referred to the PAC to better define the detail of the SAR Sector need and context.
- CDEM Core Skills – *Decision:* Not Accepted (May be reconsidered if put through correct process).

Identification of Training Needs for 2014. This is a priority for the Sector and after discussion around dates and ongoing collection of relevant data and training needs; all organisations agreed to the timetable as follows:

- LandSAR GPT data is currently being collected and it will be confirmed for the 2014 plan on 7/8 Nov 13. **LandSAR/NZSAR**
- NZ Police has agreed to have all data to NZSAR on or before 7/8 Nov 13. **NZ Police/NZSAR**
- RCCNZ has agreed to have all data to NZSAR on or before 7/8 Nov 13. **RCCNZ/NZSAR**
- Coastguard NZ has agreed to have all data to NZSAR on or before 7/8 Nov 13. **Coastguard NZ/NZSAR**
- SLSNZ has agreed to have all data to NZSAR on or before 7/8 Nov 13. **SLSNZ/NZSAR**
- NZSAR will collate and prioritise the Sector's Training needs for 2014 by the 15 Nov 13 for distribution to TPP. This will include a process (to be determined - meeting, SAR-NET or e-mail) for the GG to approve prior to receipt by TPP by 15 Nov 13. **NZSAR/GG**

Quality Assurance Process - planning and prioritisation. Concerns were raised around our quality assurance processes and the deficiencies of post course student assessments. A lengthy discussion followed.

Decision: A minimum of 4 courses will be quality assured per year; 1 per quarter.

Actions:

- PAC will nominate and prioritise the course it wishes to see moderated and advise the GG for decision.
- TPP will arrange moderation and report results.
- NZSAR will make the reports publically available (possibly in some redacted form)
- EMQUAL will share information on SAR material/training it moderates.

Minimum Course Numbers. TPP (Dave) explained that course minimum numbers varied for a range of reasons. After discussion it was agreed that the planning process for the 2014 TY will alleviate many of the problems encountered this year thus creating less turbulence.

Actions:

- TPP will attempt to ID minimum course numbers in advance & as the programme is developed.
- SAR sector will endeavour to meet or exceed identified minimums to ensure planned courses can be run.
- PAC and GG will closely monitor course numbers and cancellations.

TROQ. Brief from Martin McLean (EMQUAL). It was suggested that a SAR representative be on the TROQ Governance Group and Working Group as the Sector was under represented through the initial process.

Decisions:

- Duncan will join the TROQ Governance Group as the NZSAR representative.
- Representatives from the Co-ordinating Authorities should also be considered by EMQUAL.
- Phil will continue to attend the TROQ Working Group as the NZSAR representative.
- TROQ updates are to be a standing agenda item for the SAR Trg Gov Gp.

Credit Rationalisation. Concerns were raised about how and when credit values would be examined and rationalised. Samuel (TPP) gave his thoughts and rationale; followed by general discussion. Noted that TROQ will form part of the solution.

Decision: Too premature to resolve at this time. TROQ needs further time to operate. An ongoing item to be looked at again next year..

Other items from the minutes from the PAC Meeting. Nil

Updates – Various. Updates completed.

Other matters. Samuel updated the meeting on the legal challenge from the USA. All has gone very quiet since and initial letter and response from TPP.

Actions.

- Meeting Notes to be completed & circulated. **NZSAR**
- Amend the TOR, distribute and post online. **NZSAR**
- All SAR training material prepared by TPP or NZSAR will have Attribution-Non Commercial-Share alike Creative Commons licensing. **NZSAR / TPP**
- NZSAR to modify the Notification of Training need form and publish it. **NZSAR**
- ATV package to be put together for delivery to LandSAR. **TPP/LandSAR**
- **(PAC endorsement)**
- Train the Trainer package to be put together for delivery to the Sector. **TPP/SAR Agencies (PAC endorsement)**
- Quality Assurance Process:
 - **PAC** will nominate and prioritise the course it wishes to see moderated and advise the GG for decision.
 - **TPP** will arrange moderation and report results.
 - **NZSAR** will make the reports publically available (possibly in some redacted form)
 - **EMQUAL** will share information on SAR material/training it moderates.Moderation programme to be developed and presented to GG. **PAC**
- Minimum Course Numbers:
 - **TPP** will attempt to ID minimum course numbers in advance & as the programme is developed.
 - SAR sector will endeavour to meet or exceed identified minimums to ensure planned courses can be run. **NZSAR**
 - **PAC** and **GG** will closely monitor course numbers and cancellations.
- TROQ representation.
 - Duncan will join the TROQ Governance Group as the NZSAR representative. **NZSAR**
 - Representatives from the Co-ordinating Authorities should also be considered by EMQUAL. **EMQUAL**
 - Phil will continue to attend the TROQ Working Group as the NZSAR representative. **NZSAR**
 - TROQ updates are to be a standing agenda item for the SAR Trg Gov Gp. **GG**