

BAPCO LTD

EXTRAORDINARY GENERAL MEETING

TO BE HELD AT 1400 HOURS ON TUESDAY 27th JULY 2010

AT

YEW LODGE HOTEL, PACKINGTON HILL, KEGWORTH, DERBY, DE74 2DF

DOCUMENTS AND ACTIONS FOR APPROVAL

**EXTRAORDINARY GENERAL MEETING
27th JULY 2010
YEW LODGE HOTEL, PACKINGTON HILL, KEGWORTH, DE74 2DF**

Agenda Item Cover Page

Agenda Item No 1

- Subject:*** Minutes of the Sixteenth Annual General Meeting held on 22nd April 2009
- Purpose:*** For the Membership to receive and approve the Minutes of the Annual General Meeting held on 22nd April 2009 at the Business Design Centre, Islington, London
- Presentation:*** Hayden Newton, President of BAPCO
- Discussion:*** The Minutes of the Meeting are attached
- Recommendation:*** This Meeting receives and approves the signing of the Minutes of the Sixteenth Annual General Meeting of the Association held on 22nd April 2009

**BRITISH ASSOCIATION OF PUBLIC - SAFETY COMMUNICATIONS OFFICERS
(BAPCO Ltd)**

**MINUTES OF THE SEVENTH (SIXTEENTH) ANNUAL GENERAL MEETING
held at
BUSINESS DESIGN CENTRE, ISLINGTON, LONDON
on
WEDNESDAY 22nd APRIL 2009**

The meeting was called to order at 1640 hours

PRESENT

Ian Readhead	-	BAPCO President /ACPO
Olaf Baars	-	BAPCO President Elect/CFOA
Ray Trotter	-	Immediate Past President
Terry Johnson	-	NPIA
Maurice Worsell	-	BAPCO Life Member
Keith Phillips	-	BAPCO
Alan Lindfield	-	Ministry of Justice
Kevin Robson	-	Life Member/BAPCO NE Region
Jim Irving	-	Life Member/BAPCO NW Region
Neil Storey	-	East of England Ambulance NHS Trust
Paul Bassett	-	East of England Ambulance NHS Trust
David Seelhoff	-	OCG Buying Services
Colin Dalziel	-	Scottish Government
David Fountain	-	East of England Ambulance NHS Trust
Steve Dobson	-	Lothian & Borders Fire and Rescue Service
Mike Bartlett	-	East of England Ambulance NHS Trust
Gary Black	-	The Highland Council
David Worsley	-	East of England Fire RCC
John Anthony	-	London Fire Brigade
Aaron Goddard	-	Northamptonshire County Council
Tony Morris	-	West Sussex County Council
Shaun O'Neill	-	Manaton Consulting
Colin Evans	-	CIT Services
Gordon Ross	-	Arqiva Ltd
John Blundell	-	Autopage Solutions
Chris Paddock	-	Microbus
Rich Edwards	-	QinetiQ
David Allen	-	Aimtech
Paul Roberts	-	DSTL
Allen Beattie	-	Airwave Solutions

In Attendance:

George Rice	-	APCO Intl
Chris Fisher	-	APCO Intl
Maureen Schmidt	-	APCO Canada
Brent Schmidt	-	APCO Canada
Gerard Cusick	-	APCO Australasia
Ken Mott	-	BAPCO Executive Director

Tracey Mott	-	BAPCO Admin Manager
Paul Hirst	-	BAPCO Project Officer

Before the meeting was opened the President introduced the visitors from APCO Intl, APCO Canada and APCO Australasia.

He also advised the Meeting that no applications had been received for absentee voting but as the election of officers was uncontested this facility was not necessary. No applications for voting by proxy had been received.

The meeting was also reminded that this was the Seventh Annual General Meeting of BAPCO Ltd following incorporation of the Association as a company limited by guarantee although it was the Sixteenth Annual General Meeting of the Association in total.

6.1. MINUTES OF THE ANNUAL GENERAL MEETING HELD ON 23rd APRIL 2008

The Minutes of the Sixth (Fifteenth) Annual General Meeting held on 23rd April 2008 having previously been circulated were accepted and signed as a true record. The motion for acceptance was made by Maurice Worsell and seconded by Olaf Baars. The motion was carried unanimously.

6.2. MATTERS ARISING

There were no matters arising.

6.3 REPORT OF THE EXECUTIVE COMMITTEE

Ian Readhead, the President of the Association, gave a verbal presentation of the Report of the Executive Committee for the period 1st January 2008 to 31st December 2008. A copy of this Report is attached as Appendix 'A' to these Minutes.

At the conclusion of the presentation it was proposed by Jim Iriving and seconded by Kevin Robson that the report be accepted.

This was unanimously agreed.

6.4 FINANCIAL REPORT FOR THE FISCAL YEAR ENDING 31st DECEMBER 2008

The Chief Executive Officer gave a verbal report to the Meeting outlining the Report of the Directors and Financial Statements for the period 1st January 2008 to 31st December 2008 shown in Appendix 'B' to these Minutes and advised the Meeting that the profit to be recorded before taxation was £21,849.00. There was a corporation tax liability of £1,120.00 giving a net profit for the year of £20,729.00

At the conclusion of the presentation it was proposed by David Seelhoff and seconded by Olaf Baars that the financial report be accepted and approved.

This was unanimously agreed.

6.5 ELECTION OF OFFICERS FOR 2009/10

The President reported that a call for nominations for Elected Office in the Association had been made in the Notice of Annual General Meeting that had been published in the January/February and March 2009 editions of the BAPCO Journal/E-Journal and posted on the web site.

There had been no nominations for Office received and at the meeting of the Executive Committee held on 18th March 2009 the following nominations were accepted for submission to the Membership:

President:	Olaf Baars Royal Berkshire Fire and Rescue Service
President Elect	Hayden Newton East of England Ambulance Service NHS Trust
Vice President	Andy Trotter British Transport Police

The President reminded the meeting that the President Elect automatically progressed to the Presidency. Olaf Baars was, therefore, confirmed as President for 2009/2010.

Olaf Baars then took over as Chair of the Meeting and thanked Ian Readhead for all his hard work, innovation and leadership during a year when the Association took great steps forward.

Ray Trotter proposed that Hayden Newton be elected President Elect. This was seconded by Peter Prater and agreed unanimously.

Ian Readhead proposed that Andy Trotter be elected Vice President. This was seconded by Ray Trotter and unanimously agreed.

6.6 BUSINESS PLAN FOR PERIOD 1st JANUARY 2009 TO 31st DECEMBER 2009

Olaf Baars outlined the Business Plan for the period 1st January 2009 to 31st December 2009, a copy of which is attached as Appendix 'C' to these Minutes.

After the presentation it was proposed by Jim Irving and seconded by David Seelhoff that the Business Plan be accepted.

This was unanimously agreed.

6.7 BUDGET FOR 2009

The Chief Executive Officer gave details of the Budget for the period 1st January 2009 to 31st December 2009. The Budget is shown as Appendix "D" of these Minutes.

It was proposed by Ian Readhead and seconded by David Seelhoff that the budget report be accepted.

This was unanimously agreed.

6.8 ANNUAL SUBSCRIPTION RATES

The Chief Executive Officer reported that the subscription rates had last been increased in 2006 but, in view the current economic climate, he recommended that the subscription rates remain unchanged for 2009/2010. These rates are:

Active Member	£40.00
Associate Member	£28.00
Commercial Member	£40.00
Life Member	Free
Honorary Member	Free
Corporate Membership	
- Bronze	£120 to £350
- Silver	£375 to £650
- Gold	From £750
International Associate	£50
International Corporate	
- Bronze	£150 to £450
- Silver	£475 to £825
- Gold	From £850

It was proposed by Ray Trotter and seconded by Maurice Worsell that the subscription rates for 2009/2010 remain unchanged.

It was agreed unanimously.

6.9 APPOINTMENT OF SOLICITOR

The nomination proposed by the Executive Committee was:

Solicitor: Mr Huw Edwards
Langleys Solicitors
Silver Street
Lincoln

It was proposed by Ian Readhead and seconded by Jim Irving that the nomination be approved.

It was agreed unanimously

6.10 APPOINTMENT OF ACCOUNTANTS

The nomination proposed by the Executive Committee was:

Accountant: Nigel Douglas
Newland House
The Point
Weaver Road
Lincoln
LN6 3QN

It was proposed by Maurice Worsell and seconded by Kevin Robson that the nomination be approved.

It was agreed unanimously.

There being no other business applicable to an Annual General Meeting the President, Olaf Baars, closed the Meeting at 1730 hours.

President

Chief Executive

**BRITISH ASSOCIATION OF PUBLIC- SAFETY COMMUNICATIONS OFFICERS
(BAPCO Ltd)**

**EXTRAORDINARY GENERAL MEETING
27th JULY 2010
YEW LODGE HOTEL, PACKINGTON HILL, KEGWORTH, DE74 2DF**

Agenda Item Cover Page

Agenda Item No 2

Subject: Matters arising from the Minutes of the Sixteenth Annual General Meeting held on 22nd April 2009

Purpose: For the Membership to raise and discuss any matters arising from the Minutes of the Annual General Meeting held on 22nd April 2009 at the Business Design Centre, Islington, London

Presentation: Hayden Newton, President of BAPCO

Discussion: The Minutes of the Meeting are attached as Agenda Item 1

Recommendation:

**BRITISH ASSOCIATION OF PUBLIC- SAFETY COMMUNICATIONS OFFICERS
(BAPCO Ltd)**

**EXTRAORDINARY GENERAL MEETING
27th JULY 2010
YEW LODGE HOTEL, PACKINGTON HILL, KEGWORTH, DE74 2DF**

Agenda Item Cover Page

Agenda Item No 3

Subject: Annual Report of the Executive Committee for the period 1st January 2009 to 31st December 2009

Purpose: For the Executive Committee to report to the Membership on the work of the Committee and the development of BAPCO for the period 1st January 2009 to 31st December 2009

Presentation: Hayden Newton, President of BAPCO

Discussion:

Recommendation: This Meeting receives and notes the report of the Executive Committee for the period 1st January 2009 to 31st December 2009

**EXTRAORDINARY GENERAL MEETING
27th JULY 2010
YEW LODGE HOTEL, PACKINGTON HILL, KEGWORTH, DE74 2DF**

**Report of the Executive Committee
for the period
1st January 2009 to 31st December 2009**

1. Introduction

Through its USER led educational and information exchange fora and expertise within the membership, BAPCO, as a totally independent and autonomous body, is able to influence the development and effective use of integrated ICT as a means to facilitate seamless business change and effective service delivery for Civil Contingency Act responders.

The continuing challenges caused by extreme weather conditions, earthquakes and acts of terrorism serve as a constant reminder that civil contingency responders require to be prepared for any type of disaster, whether man made, natural or accidental.

The downturn in the global economy during 2009 also produced a raft of new challenges for all civil contingency response agencies and BAPCO has to meet this new challenge to enable it to maintain the high levels of credibility achieved over the past few years.

This needs to be driven and understood by all members of BAPCO as the Association moves into the dynamic, challenging and uncertain time ahead. The Government is demanding more value for money with an ever increasing agenda of change and this requires civil contingency agencies and personnel to adopt a flexible approach to achieve the targets and responses that the public demand of them.

Each year the BAPCO Strategic Development Strategy published in 2008 is the basis on which the Executive Committee produces an Annual Business Plan against which it is to be accountable to the Membership.

This report details the activities of the Executive Committee under the 2009 Business Plan.

2. Executive Committee 2009/2010

The Officers of the Association elected at the Annual General Meeting on the 22nd April 2009 were:

President	-	Olaf Baars Royal Berkshire Fire and Rescue Service
President Elect	-	Hayden Newton East of England Ambulance Paramedic Service
Vice President	-	Andy Trotter British Transport Police

Past President - Ian Readhead
Association of Chief Police Officers

Unfortunately, because of promotion to Chief Constable of the British Transport Police, Andy Trotter was unable to commit time to his role of Vice President and he resigned that position in June 2009. As a consequence, and using the authority given under the Constitution of the Association, Tony Morris of West Sussex Council was co-opted by the Executive Committee as Vice President with effect from 17th July 2009.

The Regional Representatives, who were elected locally by their membership, are as follows:

- Scotland - Brian Carlin
Strathclyde Fire and Rescue Service
- North West and North Wales - Jim Irving
Cumbria Police (Retired)
Jim Irving resigned in May 2009 and his place was taken by Damian Parkinson of Greater Manchester Fire and Rescue Service
- North East - Kevin Robson
North East Fire Service Control Centre
- West Midlands - Maurice Worsell
West Midlands Fire and Rescue Service (Retired)
- East Midlands - David Seelhoff
OGC Buying Solutions
- South West and South Wales - Keith Phillips OBE
HM Fire Service Inspectorate (Retired)
- South East and London - Tim Marjason
Metropolitan Police Service
Tim Marjason resigned in April 2009 and his place was taken by Tony Morris, West Sussex Council who also in July was co-opted as Vice President of the Association and performed two roles in the Executive Committee.

Other members of the Executive Committee are:

- Commercial Advisory Group - David King
Telent

3. Report on the BAPCO Business Plan for 2009

In the changed environment in which BAPCO is now operating it is important that a position and credibility is created and maintained that clearly demonstrates that the Association is able to meet and be in front of new challenges facing public safety/civil protection service delivery. The changing environment, and advances in technology, is not only seen as a challenge but, more importantly, as an opportunity for the Association to pursue its Mission Statement as contained in the Strategic Development Strategy published in January 2008.

This Mission Statement is:

“To be the centre of excellence in the British Isles, Isle of Man and Channel Isles for the provision of information, advice and support relating to public safety/civil contingency integrated information management and communications technologies (ICT) for the benefit of the public and the safety of users.”

The Association must, therefore, continue to develop a high level of credibility to enable it to play a major part in advising Government Ministers, policy makers, regulators, standard making bodies, user stakeholders and key opinion formers as to the best way forward to meet the requirements and demands of communications and information management systems in the future.

At the heart of the strategic plan is a driving force to shape the Association in a way that enables it to respond, in a timely manner, to emerging changes and challenges to achieve its Purpose as defined in the Constitution and Bye-laws.

The 2008 Strategic Development Strategy had a number of Strategic Goals and associated objectives which were incorporated into the Annual Business Plan for 2009.

Strategic Goals

The Strategic Goals contained in the 2007 Strategic Development Strategy are:

- To position BAPCO as the major influencer and source of expertise in the development and use of public safety/civil contingency integrated information management and communications technologies (ICT) in the British Isles, Isle of Man and Channel Isles:
- Deliver a consistent level of member benefits across the British Isles, Isle of Man and Channel Isles:
- Support and influence the development of a pan-European public safety/civil contingency user’s forum.

Key Objectives

The Key Objectives and areas of focus of the 2009 Business Plan related to six areas of operations that were vital to the future of the Association. These are as follows:

- a) Marketing and Recruitment
- b) Maintaining and Enhancing Credibility
- c) Training and Accreditation
- d) Relationships with other organisations
- e) International matters, including European Developments
- f) Internal and External Communications

The Objectives contained within each section are detailed and examined below.

(a) Marketing and Recruitment

Marketing and recruitment continues to be the first priority and the following Objectives were set in the Business Plan:

Objective One

By 31st January 2009 complete the re-design and implementation of the web site and prepare and issue a Policy Paper relating to the processes to be followed to ensure that the web site is maintained to a high standard and fulfils the requirement to promote the Association, be an effective communications and consultation media and a source of up to date and accurate information.

The website and web page are completed and active.

3.3. Training and Accreditation

Provision of member benefits is one of the primary aims of the Association and the participation in the identification and promotion of training and accreditation that is applicable across all emergency call handling organisations is seen as critical in the delivery of an effective service to the public and which can provide a direct benefit to individual members of the Association.

The Association, in partnership with ACPO and Centrex, has been active in this arena over the past three years and this culminated in the launch in October 2007 of a call handling training manual that has now been adopted by all police agencies in England and Wales.

Promotion of this manual to other emergency call handling bodies has commenced and will continue during 2009.

Objective Two

Prepare and publish a Position Paper on training and accreditation by 31st March 2009 and present the proposals at the BAPCO 2009 Annual Conference.

The Immediate Past President Ian Readhead has developed and presented a delivery plan in association with the Police Service and will continue to work with other Emergency Services and Partner Agencies with a view to introducing the Call Handling Standards Training to be adopted by the other agencies.

3.6. Internal and External Communications

If BAPCO is to achieve its Purpose as stated in the Association's Constitution and Bye Laws it must be able to communicate and interact with its membership to formulate policies relating to civil contingency ICT issues and then effectively promote them to policy makers, regulators and standard making bodies.

As the structure through which civil contingency services are delivered is undergoing many changes at present it is appropriate that the Association now undertake a review of how it communicates with its membership and those entities for which for it seeks to be a centre of excellence. For this purpose a working group will be established to prepare a strategy for internal and external communications for the future.

Objective Three

Prepare and implement a strategy to improve internal and external communications by 30th April 2009.

The Board of Advisors held their Inaugural Meeting in November 2009. BAPCO also continued to work with other organisations on lobbying Government about Spectrum allocation and harmonisation. A Spectrum analysis paper was produced on behalf of BAPCO and was presented to a Standing Committee on Spectrum allocation. The Association continued its relationship with the Cabinet Office Emergency Planning College at Easingwold and planned a joint event for early in 2010.

Three Regional Roadshows took place in October and November, which were on the whole well attended. And feedback indicated that the audiences were very happy with the content and organisation of these events.

Objective Four

By 28th February 2009, Regional Committees to prepare an Action Plan to:

- **improve communications with members within their areas,**
- **arrange a programme of regional members meetings, and**

- **target local civil contingency response agencies to recruit new members and implement such plan by 30th April 2009.**

The response to a Call for Action Plans was spasmodic as was the programme for Regional Meetings despite the best efforts of the Administration Manager who worked closely with the Regional Chairs. That said, the plans that were produced were of good quality and the meetings were on the whole, very successful.

(b) Maintaining and Enhancing Credibility

The Association must continue to provide a meaningful and timely response to consultation documents having robustly sought members inputs to ensure that all responses are a good representation of all members' thoughts and views.

It is also imperative that the Association continues to work with the User and IT Community to ensure that the emerging technologies are developed in such a fashion that will enhance the Users effectiveness and safety.

During the past year, the Association together with the TETRA Association, provided responses to consultation documents on future proposals for spectrum sharing in the UK and Europe and also provided an input to the harmonisation of the spectrum allocation for public safety use debate across Europe.

This initiative will be taken forward into 2010 and together with our partners in the APCO Alliance for Global Co-operation and Development this topic will form a subject for global discussion and possible action.

The Civil Contingencies Act of 2004 mandates that civil contingency response agencies should share information to enable a more effective response to civil emergencies to be provided.

Integrated ICT technology is the facilitator that can make this happen but technology alone does not enable interoperability. The *raison d'être* for the Association is to promote the exchange of information and influence the development of technologies that will enable that and the high regard in which the Association is held is reflected in the number of consultation documents that have been received during 2009 for comment.

However, the Association cannot afford to become complacent.

Credibility can only be enhanced if the Association provides a timely response to consultation documents that are based on member's inputs and it is therefore imperative that all members are involved in the consultation processes.

This can only be achieved through a strong regional structure with each region providing regular members meetings through which consultation processes can be achieved and demonstrated. This is a continual challenge but is one that must be pursued with vigour.

(c) Training and Accreditation

In furtherance of the British Association of Public Communication Officers (BAPCO) and the Association of Chief Police Officers (ACPO) a joint approach was taken on developing enhanced procedures for call handling. Although adopted across the police service with some other emergency agencies also migrating to the key proposals, it was recognised that there was a requirement to develop the learning for staff in contact management roles and through an appropriate national package to enable such staff to become accredited according to their role and function.

During 2009, BAPCO, ACPO and the NPIA agreed to progress a National Contact Management Learning Programme with the anticipation that it would be delivered to early adopter forces in August 2010. The plan is that the rest of the police service by 2011 would be using component parts of the plan.

The immediate Past President of BAPCO, Ian Readhead, is the ACPO lead for this work and is also the lead for BAPCO on this Programme.

This project continues to make good progress and there is a clear delivery plan which will present to the police service an accredited scheme. This would then be made available to other emergency services and partner agencies.

Provision of member benefits is one of the primary aims of the Association and the participation in the identification and promotion of training and accreditation that is across all emergency call handling organisations remains a strategic vision of the Association.

(d) Relationships with other organisations

There are many organisations that have a role and responsibility to respond to civil contingencies and emergencies and it is essential that the Association establish a relationship and lines of communication with as many as possible and the Association continues to develop relationships and Memoranda of Understandings with other public safety entities.

Membership of ETSI has continued and the BAPCO Executive Director is the current BAPCO Representative on the ETSI Emergency Telecommunications (EMTEL) Technical Committee.

The relationship with the Civil Contingency Secretariat (CCS) continues to be developed and BAPCO is represented on the Cabinet Office Resilient Telecommunications Stakeholders Panel and has partnered with CCS to run resilient communications training programmes at the Cabinet Office Emergency Planning College at Easingwold on a regular basis.

The Association continues to be represented at meetings of Ofcom.

The Association continues to build relations with other organisations such as the TETRA Association, Communications Managers Association (CMA), Emergency Planning Society (EPS), Commonwealth Technology Office (CTO), Federation of Communications Suppliers (FCS), and Public Safety Communications Europe (PSCE) and others will be pursued in the future.

(e) International and European

Development of the APCO Global Alliance for International Cooperation and Development has continued during 2009 under the Chairmanship of BAPCO (Ken Mott the Executive Director of BAPCO) and BAPCO continued to play a major part in that initiative and propose topics for discussion.

Meetings were held at the annual conferences in Australia, the United Kingdom, USA and Canada and the BAPCO Executive Director led the drafting of a Memorandum of Understanding in which the right to publish material printed in another Alliance partner's publications was agreed.

The Association was also instrumental in proposing that the APCO Global Alliance should examine issues that were common to all areas and discussions are currently taking place on such topics as:

- telematics (European e-call initiative),
- the need for harmonised spectrum banding,
- the need for spectrum to enable broadband data to be delivered and
- notifications to the public in times of emergency
- common operating picture
- global knowledge portal via the Alliance web site
- impact of global economy downturn

- data mining i.e. international information exchange of records etc
- data standardisation
- training and accreditation
- APCO Alliance World Congress

The Global Alliance is currently exploring the possibilities of organising a World Congress, possibly in Dubai in June 2011. This will be discussed and hopefully finalised at the Global Alliance meeting in April 2010.

Involvement in research projects funded by the European Commission continues and during the year Project CHORIST was successfully concluded as was the project on Satellite Communications in a crisis funded by the European Space Agency.

Project SECRICOM₂ which is a project funded by the European Commission with the objective of the development of a reference security platform for EU crisis management operations with two essential ambitions:

- Solve or mitigate problems of contemporary crisis communication infrastructures (Tetra, GSM, Citizen Band, IP) such as poor interoperability of specialized communication means, vulnerability against tapping and misuse, lack of possibilities to recover from failures, inability to use alternative data carrier and high deployment and operational costs.
- Add new smart functions to existing services which will make the communication more effective and helpful for users. Smart functions will be provided by distributed IT systems based on an agents' infrastructure.

is now in its second year of a four programme and the involvement of the Association in providing inputs on user requirements and validation that proposed developments meet those requirements, continue at a high level of intensity and the positive response from the consortium partners to our involvement is very satisfying.

This high level of credibility is reflected in the fact that during the autumn of 2009 the Association was approached by four more consortia to represent user requirements in projects in which they were bidding for European Commission Research funds. At the time of preparing this report it is expected that at least two of these projects will be approved and commence in late 2010.

4. BAPCO Meetings and Seminars

The provision of regional members meetings and nationally organised seminars along with the annual conference and exhibition are a major component of the member benefit strategy.

Additionally, as the Association receives more and more requests to provide inputs to research projects and consultation documents issued by Government Departments and other organisations the ability to demonstrate a co-ordinated consultation process to establishing user requirements is of paramount importance.

Therefore, the provision of a structured programme of events is an essential element in maintaining the high level of credibility that the Association now enjoys.

(a) Annual Conference and Exhibition

In April 2009 the Annual Conference and Exhibition was held at the Business Design Centre, Islington, London. Following analysis of the feedback provided through the post event analysis of delegate and exhibitor questionnaires, the event was judged a success.

As is customary at the Gala Dinner, a collection was made for a worthy charity and this year "Jane's Appeal" was selected. With a combination of pledges made prior to the Dinner from our commercial

colleagues and donations made on the night by individuals, a total of £5,000 was raised. Officials at the charity have asked that a note of thanks for the generous donation be placed on record.

In respect of the facts and figures, the conference and exhibitions from 2006 to 2009 comparator figures are provided below:

	2009	2008	2007	2006
Conference Delegates	210	227	240	205
Exhibition Visitors	1265	1211	1180	895
Floor Space	1,320sqm	Sold out	Sold out	Sold out
Profit to BAPCO	£135,603	£137,343	£131,597	£130,496

For 2009 this represents a decrease of 7.5% on conference delegates and an increase of 4.5% on total exhibition visitors compared 2008.

(b) Regional Road Shows

During the period under review three road shows were staged. The events took place during October and November 2009 at the following locations:

- Newcastle Racecourse
- Hendon Hall Hotel, Hendon, London
- Royal Court Britannia Hotel, Coventry

The theme for the events was, “Sharing Information”, and the following presentations:

- Project SECRICOM - (Seamless Communication for Crisis Management)
- Information Exchange Requirements
- The Ambulance Services Response to an Influenza Pandemic
- Interoperability Case Study: Developing Protocols for the use of Common Applications and Data Exchange formats for the use of Compatible Systems
- Interoperability Research, Information Sharing & Security
- Spectrum availability for the Emergency Services

In total 157 persons registered as delegates and 2 new members were gained.

A significant amount of information was collected via the feedback forms which indicated solid support for this type of event and provided valuable ideas for future road shows.

(c) Regional Members Meetings

Regional members meeting continue to be the backbone of the Association as it is through those that the membership can be reached and information, good practice and ideas can be exchanged and requirements identified.

It is pleasing to note that the support now being provided by the Marketing Advisory Committee and the central administration support services has resulted in a resurgence of interest in and the number of regional members meetings being held.

However, there remain disparities in the level of activity in some regions and this is a matter that will be urgently addressed during 2010.

The assistance of the Membership is urgently sought to ensure that these meetings are held regularly in all regions, they are well attended and constructive debate takes place.

5. Commercial Advisory Group

The Commercial Advisory Group (CAG) has continued to meet throughout 2009 in order to maintain and foster the close links that exist between BAPCO's users and commercial members; links that are fundamentally important to the success of the Association.

The membership, which is drawn from a number of companies represented within the Commercial membership, support BAPCO's activities in a number of ways and have been involved in the BAPCO 2010 Steering Group, the annual Chair and Secretaries Business Planning Meeting, the Marketing Advisory Committee and the working group established to implement the 2009 Autumn Road shows.

Commercial members also sit on Regional Committees to facilitate vital communication links between the Regions and the CAG and they also contribute regularly to the BAPCO Journal.

Commercial membership, participation and sponsorship of BAPCO is an important factor in the success of the Association

6. BAPCO Board of Advisors

During the year the inaugural meeting of the BAPCO Board of Advisors, which includes representatives from ACPO, CFOA, Ambulance Service Network, Association of Police Authorities and the Civil Contingencies Secretariat together with the Patron of the Association, Rt Hon Patrick Mercer MP and Lord Mackenzie of Framwellgate took place at the Royal United Services Institute (RUSI) offices in Whitehall.

The event allowed for free discussion which revealed some of the strategic communications issues and thoughts the UK's civil protection responders are – and will be – facing in the future. The report on the proceedings was published in the March 2010 BAPCO Journal.

7. BAPCO Governance

Following the retirement of Ken Mott as Executive Director, in May 2009, on which date he moved to the post of Life President of the Association, Ray Trotter succeeded Ken Mott as Executive Director on 1st May 2009 as approved at the Annual General Meeting as part of the succession plan for the Association.

8. Membership

At 31st December 2008 membership of the Association stood at 1356. On 31st December 2009 this figure had dropped to 1182, a net loss of 174 members. This reversed the trend at the end of the 2008 reporting period when there was a net gain of 130 members.

Membership was broken down into the following categories:

	<u>2009</u>	<u>2008</u>	<u>2007</u>
Active	594 (50.4%)	719 (53.0%)	714 (58.2%)
Associate	12 (1.1%)	10 (0.7%)	13 (1.1%)
Commercial	524 (44.3%)	542 (39.9%)	440 (35.9%)
International	40 (3.1%)	73 (5.6%)	49 (4.0%)
Life Members	12 (1.1%)	12 (0.8%)	10 (0.8%)

The number of members in each Region was as follows:

Scotland	-	58
North West/North Wales	-	165
North East	-	114
West Midlands	-	88
East Midlands and Anglia	-	155
South West/South Wales	-	282
South East and London	-	280
International	-	40

The 'User' membership came from the following public safety service providers:

Ambulance	-	67
Fire	-	237
Police	-	197
Emergency Planning	-	47
Government	-	68
Other	-	7

During 2009 a total of 218 new members were registered whilst 392 resigned because of retirement, changes of duties or, more significantly, because their employers would no longer pay membership subscriptions – a sign of the economic situation that is creating many challenges for the Association. This is of great concern for the Association as the largest number of non-renewals came from the Active Member classification i.e. from those employed by an agency responsible for civil contingency response, including 153 members from the Metropolitan Police Service.

The annual wastage figures for the past four years are as follows:

2009	28.1%
2008	19.1%
2007	15.7%
2006	14.4%

To highlight the changing make up of the membership of the Association the following comparison of the two main categories of membership is given for the past four years:

	<u>Active Members</u>	<u>Commercial Members</u>
2009	594 (50.4%)	524 (44.3%)
2008	719 (53.0%)	542 (39.9%)
2007	714 (58.2%)	440 (35.9%)
2006	768 (62.4%)	390 (31.6%)

It is worthy of note at this point that membership figures can, and do, vary from day to day, month to month and they are only a snap shot of a given time. However, they are an important barometer as to the health of the Association as they reflect the changes that are taking place in the market place and enable the Executive Committee to address those changes in a pre-emptive manner.

The Marketing Advisory Committee continues to play an important role in the recruitment of new members. However, marketing and recruitment is not only the responsibility of the Association's officers and administration but of every BAPCO member.

All members are, therefore, urged to play an active role in this activity and 'recruit a friend'.

9. Financial Report

The Profit and Loss Account and Balance Sheet for the financial year ending 31st December 2009 are shown as Appendix “A” to this report.

In summary, the accounts show:

Annual Turnover and other income	£262,850.00
Administrative Expenses	£243,248.00
Pre Tax Operating Profit	£19,602.00
Corporation Tax liability	£14.00
Net Profit for year	£19,588.00
Total Reserves as at 31st December 2009	£226,681.00

10. Conclusions

2009 was a year of new challenges and pressures for the Association. However, the Association continued to respond to a number of consultation documents and the involvement in the European Research Projects. The Association continues to work closely with ETSI, TETRA Association, Civil Contingency Secretariat, PSCE Forum, APCO Alliance for Global Co-operation and Development and had a successful annual conference and exhibition and road show programme. Most regions managed to hold regional members meetings.

It was a year of intensive activity which also brought a reality check with the dramatic downturn in the global economy.

As a members association BAPCO will not be immune to the impact that economic change will have and 2010 will be a period of continuing the good work that has been achieved in 2009 and maintaining the service and benefits that are required by our membership.

Not only will there be fiscal challenges to be met, there is a constant need to review and update user requirements so maybe the time is now right for all members to ask themselves the question: “What can I do for the Association?”, rather than the question “What does the Association do for me?”

Volunteers to help, particularly in regional activities, are always welcome.

**BRITISH ASSOCIATION OF PUBLIC- SAFETY COMMUNICATIONS OFFICERS
(BAPCO Ltd)**

**EXTRAORDINARY GENERAL MEETING
27th JULY 2010
YEW LODGE HOTEL, PACKINGTON HILL, KEGWORTH, DE74 2DF**

Agenda Item Cover Page

Agenda Item No 4

- Subject:*** Report for the Fiscal Year ending 31st December 2009
- Purpose:*** For the Membership to receive a report on the receipt and disbursement of monies received on behalf of BAPCO during the period 1st January 2009 to 31st December 2009
- Presentation:*** Ken Mott, Life President of BAPCO
- Discussion:*** The Profit and Loss Account and Balance Sheet will be presented to the Meeting and after acceptance by the Membership will be circulated to all members.
- Recommendation:*** The Meeting receive and accept the financial report for the Fiscal Year ending 31st December 2009

BAPCO LTD

ANNUAL REPORT OF THE EXECUTIVE COMMITTEE
FOR PERIOD
1st JANUARY 2009 TO 31st DECEMBER 2009

APPENDIX “A”

FINANCIAL REPORT FOR FINANCIAL YEAR ENDING 31st DECEMBER 2009

BAPCO LTD: PROFIT AND LOSS ACCOUNT FOR YEAR ENDING 31st DECEMBER 2009

	2009		2008	
	£	£	£	£
Turnover				
Subscriptions	37597		41,942	
Regional Seminars	17484		14,719	
BAPCO 2009	134367			
BAPCO 2007			137,343	
Project Income	<u>73261</u>		<u>33470</u>	
		262709		227,474
Other Income				
Sundry Receipts	75		100	
Interest Received	65		5,369	
Corporation Tax Interest	<u>1</u>		<u>29</u>	
		<u>141</u>		<u>5498</u>
Total Income		262850		232,972
Expenditure				
Insurance	3322		2793	
Employee Salaries	94667		67500	
Employers Social Security	9466		6921	
Patron Fees	3208		5375	
Computer costs	778		492	
Telephone/Fax	1098		1177	
Stationery Printing	1062		1050	
Presentation Items	100		228	
Car Mileage	7974		7737	
Subsistence	2088		1476	
Accommodation	14967		12925	
Travel Costs	15796		16572	
Car Parking	487		484	
APCO - USA	6262		2300	
Postages	1386		1042	
APCO Australasia	4677		1683	
Project MESA	582		3604	
Miscellaneous	642		394	
APCO - Canada	2807		1342	
ETSI	4007		2096	
Accountancy Fees	1355		1620	
Affiliation Fees	1748		1644	
Consultancy Fees	20700		20000	
Road Shows/Exhibitions	17858		18043	
Internet	3769		11374	
BAPCO 2009	19837		0	
BAPCO 2008	0		19024	
ESA Expenses	285		0	
Donations	970		<u>357</u>	
		<u>241898</u>		<u>209253</u>
Excess Income over expenditure		20952		23719
Finance Costs				
Bank charges		<u>551</u>		<u>393</u>
		20401		23326
Depreciation				
Fixtures and Fittings		<u>442</u>		1477
		19959		21849
Loss on disposal of fixed assets				
Loss on fixed asset disposals		<u>357</u>		
Net (Pre Tax) Profit		<u>19602</u>		<u>21849</u>

BAPCO LTD
BALANCE SHEET
31st DECEMBER 2009

	2009	2008
Fixed Assets	1,424	2,033
Current Assets		
Debtors	41,514	9,932
Cash at bank	<u>281,757</u>	<u>365,927</u>
	323,271	375,859
Creditors	98,014	170,799
Net Current Assets	<u>225,257</u>	<u>205,060</u>
Total Assets less Current Liabilities	<u><u>226,681</u></u>	<u><u>207,093</u></u>
Reserves		
Profit and loss account	<u><u>226,681</u></u>	<u><u>207,093</u></u>

**BRITISH ASSOCIATION OF PUBLIC- SAFETY COMMUNICATIONS OFFICERS
(BAPCO Ltd)**

**EXTRAORDINARY GENERAL MEETING
27th JULY 2010
YEW LODGE HOTEL, PACKINGTON HILL, KEGWORTH, DE74 2DF**

Agenda Item Cover Page

Agenda Item No 5

- Subject:** Election of Officers for 2010/2011
- Purpose:** To appoint the Officers of the Association in accordance with the Constitution
- Presentation:** Ian Readhead Immediate Past President, will oversee the election of the incoming President. Thereafter the new President will Chair the remainder of the Meeting
- Discussion:** The authority to appoint Officers of the Association is provided for in Article Five of the Constitution. A request for nominations from the Active Membership was made via the Notice of the Annual General Meeting published in editions of the BAPCO Journal issued in December 2009, January and February 2010.
- The Election of Officers was further considered by the Executive Committee at its Meeting on 17th March 2010, when the following nominations were made:
- President: Hayden Newton
East of England Ambulance Service NHS Trust
- President Elect: Alan House
Hampshire Fire and Rescue Service
- Vice President: Susan Lampard
Surrey Police
- Recommendation:** It is recommended that the above be elected to Office.

**EXTRAORDINARY GENERAL MEETING
27th JULY 2010
YEW LODGE HOTEL, PACKINGTON HILL, KEGWORTH, DE74 2DF**

Agenda Item Cover Page

Agenda Item No 6

- Subject:*** Business Plan for 2010
- Purpose:*** For the Membership to receive and note the Business Plan for 2010
- Presentation:*** Hayden Newton, Incoming President of BAPCO
- Discussion:*** A copy of the proposed Business Plan is attached.
- Recommendation:*** That the Membership receive and note the Business Plan for 2010

BAPCO

Business Plan for period 1st January 2010 to 31st December 2010

1. Introduction

BAPCO is a dynamic, professional members organisation promoting, for all public safety/civil protection services, the development and use of integrated information and communications technology (ICT) solutions for the benefit and safety of the public and users.

To enable the Association to achieve its Purpose, as defined in the Constitution and Articles of Incorporation, it is essential that it is able to respond, in a timely manner, to emerging changes, challenges and issues; solicit and represent the members interests and requirements through a credible consultative network; and deliver a consistent level of member benefits across the British Isles, Isle of Man and the Channel Isles.

Proposals for organisational changes and technological advances are an ever present challenge for the Association but, following the serious downturn in the Global economy during the latter part of 2008 and throughout 2009, and the budgets of those entities' from which the membership is drawn and which support the events that the Association organise, will also come under greater pressure.

In a world where rapid change of technology challenges the public sector, it is essential that BAPCOs strategic focus is sustained on those priorities that enhance our professional status and credibility. At the forefront of this position is the critical issue of public safety/civil protection service delivery.

As is often the case, the current environment must be seen as an opportunity for the association to evidence its capability as contained within its Mission Statement originally published in January 2007 which is as follows:

“To be the centre of excellence in the British Isles, Isle of Man and Channel Isles for the provision of information, advice and support relating to public safety/civil contingency integrated information management and communications technologies (ICT) for the benefit of the public and the safety of users.”

The additional challenges will require the Association to ensure that the benefits of membership are maintained at a high level and that the events it organises continue to give a high level of value for money if it is to attract and, and probably just as importantly, retain members and maintain a high level of credibility with those bodies to which it seeks to provide advice and guidance to influence future developments and implementations.

The Association must also continue to build on the high level of credibility that it currently enjoys to enable it to play a major part in advising Government Ministers, policy makers, regulators, standard making bodies, user stakeholders and key opinion formers as to the best way forward to meet the requirements and demands of communications and information management systems in the future.

Furthermore there is an enhanced focus upon civil contingencies which are aimed at improving public protection and the ability of local responders to ensure that major threats are, where possible, eliminated but where the inevitable happens the response is co-ordinated, efficient, effective and returns crisis to normality at the earliest opportunity. In achieving this aim, there must be thoroughness of planning, co-operation between all the critical agencies and a utilisation of communication capability which will make best use of interoperable platforms and harmonised business processes.

The 2007 Strategic Development Strategy details a number of high level policy statements for the future that are designed to enable the Association to achieve the following Strategic Goals:

1. Position BAPCO as the major influencer and source of expertise in the development and use of public safety/civil contingency integrated information and communications technologies (ICT) in the British Isles, Isle of Man and the Channel Isles.
2. Deliver a consistent level of member benefits across the British Isles, Isle of Man and the Channel Isles.
3. Enhance the internal and external communications and consultation processes of the Association.

This 2010 Business Plan, which continues and builds on previous Business Plans, contains the objectives against which the delivery of those policies will be measured in 2010 and has been prepared against the backdrop of a very changed financial climate.

2. Key Areas of Focus

The Key areas of focus identified in the 2007 Strategic Development Strategy were:

- (a) Marketing and Recruitment
- (b) Maintaining and Enhancing Credibility
- (c) Training and Accreditation
- (d) Relationships with other organisations
- (e) International matters, including European Developments
- (f) Internal and External Communications

In discussing and defining the Objectives for 2010, the Executive Committee, in meetings with the Regional and CAG Chairs and Secretaries held in September 2009, decided, in these financially challenging times, to concentrate resources in the following areas:

1. Recruitment and retention of members
2. Provision of Member Benefits, and
3. European and International Co-operation

The Objectives contained within each section are detailed and examined below.

3. Objectives for 2010

The objectives against which the delivery of this Plan and their impact on the Strategic Goals will be measured are as identified in the sections below.

3.1. Marketing and Recruitment

In the changed environment that BAPCO is now operating it is important that a position and credibility is created and maintained that clearly demonstrates that the Association is able to meet and be in front of new challenges facing public safety/civil protection service delivery. The changing environment is not only seen as a challenge but, more importantly, as an opportunity for the Association to pursue its Mission Statement as defined in the Strategic Development Strategy and re-produced earlier in the document.

The Marketing Advisory Committee will continue to be responsible to the Executive Committee for all matters relating to promotion, recruitment and identification of alternative sources of revenue under the following Terms of Reference:

“To provide a source of expertise, advice and guidance to the BAPCO Executive Committee on all matters relating to the promotion and marketing of the Association, recruitment of members and benefits, either corporate or individual, attaching to membership of the Association.”

The Objectives for the Marketing Advisory Committee for 2010 are:

Objective One

To continue to build on the success of the annual road show programme and continue to improve the Annual Conference as these events are catalyst for interaction between the Users and the Suppliers who exhibit their technical solutions and enable suppliers to with their fellow suppliers.

Objective Two

To continue to build the membership with an objective to achieve a more diverse membership encompassing gender and age.

In the present financial climate the Association is starting to experience individual organisations cutting down on the number of BAPCO members from their organisations. This is partly due to internal management changes and of course budgetary constraints and it is hoped that by focusing on the two objectives above to minimise the impact so far as is possible.

The President Elect of the Association will be the Executive Committee Officer responsible to the Executive Committee for the above marketing and recruitment matters and he/she will establish working groups, each with an appointed Chair, which will report to the Executive Committee at regular intervals.

In this respect the following Standing Committees will continue and others may be established in response to changing requirements:

- Marketing Advisory Committee;
- Annual Conference and Exhibition Steering Committee;
- Annual Road Show Organising Committee;

3.2. **Establishing Credibility**

It is a truism that technology does not stand still and it is a never ending process to update and implement new systems to meet changing demand. It is, therefore, vitally important that the Association not only monitor current technologies but also positions itself to be at the forefront of providing advice as to future requirements against which those technologies can be validated.

For this purpose it is necessary for the Association to identify key issues facing civil contingency service delivery to ensure that they meet the requirements of the Civil Contingency Act and publish these findings in the form of BAPCO White Papers or Position Statements.

This process will be greatly assisted by regular meetings of the newly inaugurated Board of Advisors.

The work in progress with the Cabinet Office, Emergency Planning College (EPC) and National Policing Improvement Agency (NPIA) will continue and be strengthened at every opportunity and this will be a day to day responsibility of the Executive Director reporting regularly to the President.

The work that is being carried out by our European project team continues in the professional manner that has been recognised by all consortium members and by the EU projects evaluation teams.

3.3. **Training and Accreditation**

Provision of member benefits is one of the primary aims of the Association and the participation in the identification and promotion of training and accreditation that is applicable across all emergency call handling organisations is seen as critical in the delivery of an effective service to the public and which can provide a direct benefit to individual members of the Association.

The Association, in partnership with ACPO and Centrex, has been active in this arena over the past three years and this culminated in the launch in October 2007 of a call handling training manual that has now been adopted by all police agencies in England and Wales.

Promotion of this manual to other emergency call handling bodies has commenced and will continue during 2010.

3.4. **Relationships with other organisations**

There are many organisations that have a role and responsibility to respond to civil contingencies and emergencies and it is essential that the Association establish a relationship and lines of communication with as many as possible.

The association has worked hard with the ETSI, Tetra Association, PSCE Europe, and RUSI and has continued to provide input into various Government debates not least of which has been the allocation and harmonising of spectrum for Public Safety.

The Association will continue to forge formal and informal links with other European Groups and like minded UK organisations where challenges and initiatives are common to all parties.

This is an ongoing process and will be vigorously pursued during 2010.

Therefore the Objective in this area of focus is:

Objective Three

To continue to work within Europe where there is a knowledge gain, working towards the benefit of the user community both in the EU and the UK.

The President will be the Executive Committee Officer responsible to the Executive Committee for this Business Plan activity.

3.5. International Matters, including European Developments

Although the Association will concentrate its efforts and resources, both human and financial in developing the Association and providing member services in the British Isles, Isle of Man and the Channel Isles it will also pro-actively support the development of a user forum in Europe and membership of ETSI and Project MESA. The Association will also continue to participate in the APCO Global Alliance for International Co-operation and Development.

The Association is currently working with other Alliance partners to examine the feasibility and practicalities of staging a world congress and exhibition in Dubai in June 2011.

The Objective in this area of focus is:

Objective Four

To enhance and develop BAPCO's involvement in the International Global Alliance.

The President will be the Executive Committee Officer responsible to the Executive Committee for oversight of International matters.

3.6. Internal and External Communications

If BAPCO is to achieve its Purpose as stated in the Association's Constitution and Bye Laws it must be able to communicate and interact with its membership to formulate policies relating to civil contingency ICT issues and then effectively promote them to policy makers, regulators and standard making bodies.

As the structure through which civil contingency services are delivered is undergoing many changes at present it is appropriate that the Association now undertake a review of how it communicates with its membership and those entities for which for it seeks to be a centre of excellence. For this purpose a working group will be established to prepare a strategy for internal and external communications for the future.

For this purpose the following objective has been set:

Objective Five

The Objective is for the Executive Committee to ensure that at least 2 regional members meetings are held in each region during 2010 in addition to the roadshows and annual conference.

The Executive Director and the Administration Manager will provide help and guidance to the planning and organising of such events where their assistance is required by the individual regions.

In summary, it is felt that due to the time constraints placed on the volunteers that make up the Regional Committees and the availability of help from the BAPCO Central Resources that working together with the Regions will be advantageous to achieving the aim of this objective.

4. Summary

The Strategic Development Plan approved by the Executive Committee on 30th January 2007 established the principles and vision of the Association to meet future challenges and opportunities.

The Business Plan for 2010 continues, and builds on; the Strategic Development Plan formulated during 2007 and which laid down the foundation through which the principle of a user led organisation can be confirmed and strengthened.

The Objectives contained in this Business Plan will enable the challenges and opportunities to be met with renewed vigour and purpose during the year ending 31st December 2010 bearing in mind the prevailing financial climate and the requirement to continue to develop and grow the Association, enhance credibility through the provision of educational opportunities, advice and guidance to policy makers and value for money membership benefits.

**BRITISH ASSOCIATION OF PUBLIC- SAFETY COMMUNICATIONS OFFICERS
(BAPCO Ltd)**

**EXTRAORDINARY GENERAL MEETING
27th JULY 2010
YEW LODGE HOTEL, PACKINGTON HILL, KEGWORTH, DE74 2DF**

Agenda Item Cover Page

Agenda Item No 7

Subject: Budget for Fiscal Year ending 31st December 2010

Purpose: For the Membership to receive the budget for the period 1st January 2010 to 31st December 2010

Presentation: Ken Mott, Life President of BAPCO

Discussion: The budget was approved at the meeting of the Executive Committee held in December 2009 and reflects the 2010 Business Plan that is designed to address the changing environment in which the Association is now operating, the changed Global economic conditions and to re-enforce the ‘user led’ principle based on a new marketing and recruitment strategy and providing more consistent levels of membership benefit by providing more flexible and effective administrative support services.

Recommendation: The Meeting receive and note the budget for the Fiscal Year ending on 31st December 2010.

BAPCO BUDGET 2010

INCOME	Budget '10	Forecast '09
Subscriptions	35000.00	36000.00
BAPCO 2009 Profit Share	132000.00	134367.00
Regional Seminars	5000.00	7171.00
2010 Road Shows	7500.00	6900.00
Bank Interest	50.00	55.00
VAT		
VAT Refund		
Miscellaneous		
Error Payments		
Charity Collection		
SECRICOM Man Months re-imburement	33000.00	33000.00
Project CHORIST Final Payment	48218.00	
Project NARTUS Final Payment	13219.00	
Project ESA Final Payment	7933.00	
Total	281920.00	184493.00

EXPENDITURE**Budget
'10****Forecast
'09**

01	Employee Salary Costs		
011	Admin Manager	26000.00	26000.00
012	EU Projects Officer	25000.00	25000.00
013	Executive Director	18000.00	10000.00
014	Employers NI Contribution	8250.00	7625.00
	Total	77250.00	68625.00
02	Consultant Fees		
021	Life Chair	15000.00	18000.00
022	Patron	5500.00	5500.00
	Total	20500.00	23500.00
03	Travel and Subsistence		
031	General	33000.00	32000.00
032	APCO	3500.00	1156.00
033	APCO Global Alliance	12000.00	7500.00
034	APCO Canada	3000.00	2807.00
035	APCO Australia	4000.00	1829.00
036	ETSI EMTEL	2500.00	4000.00
037	Project MESA	2000.00	600.00
038	BAPCO 2010	22000.00	19836.00
	Total	82000.00	69728.00
04	Meetings		
041	Executive Committee	3500.00	3540.00
042	Reg Chairs and Secs	4000.00	3636.00
043	Executive/Cag	5000.00	4000.00
044	Regional Seminars/Meetings	5500.00	3534.00
045	Roadshows	8000.00	7984.00
046	Board of Officers	3000.00	4000.00
	Total	29000.00	26694.00
05	Stationery, Printing etc		
051	Stationery	750.00	650.00
052	Photocopying	750.00	100.00
053	Printing	2000.00	500.00
	Total	3500.00	1250.00

General Operating Costs			
06	Telephone	1500.00	1300.00
07	Postage	1500.00	1300.00
08	Equipment	500.00	400.00
09	Computer Consumables	750.00	700.00
10	Software	150.00	150.00
11	Accountancy Fees	1750.00	1589.00
12	Affiliation Fees ETSI	1800.00	1747.00
13	Exhibitions/Conference Fees	500.00	1430.00
14	IT systems	27000.00	1000.00
15	Marketing/Recruitment	500.00	737.00
16	Promotional Items	150.00	0.00
17	Presentational Items	150.00	0.00
18	Insurance	3750.00	3377.00
19	BAPCO Bursary	0.00	0.00
20	Bank Charges	750.00	750.00
21	Training Group	0.00	0.00
22	Room Hire	500.00	25.00
23	Miscellaneous	500.00	481.00
24	Error Payment Refund		
25	VAT Input		
26	Charity		
27	VAT Return		

27	EU Project Exepenses		
271	Project SECRI COM		

Total	254000.00	203483
--------------	------------------	---------------

FORECAST EXCESS INCOME/EXPENDITURE	27920.00
---	-----------------

**EXTRAORDINARY GENERAL MEETING
27th JULY 2010
YEW LODGE HOTEL, PACKINGTON HILL, KEGWORTH, DE74 2DF**

Agenda Item Cover Page

Agenda Item No 8

Subject: Annual Subscription Rates

Purpose: To set the rate of subscriptions and group discounts for the year 2010/2011

Presentation: Ray Trotter, Chief Executive Officer of BAPCO

Discussion: The current subscription rates agreed by the Quorum in April 2006 for each category of membership are:

Active Member	£40
Associate	£28
Commercial	£40
Life Member	Free
Honorary Member	Free

Corporate Membership

5% discount for 5-10 members; 10% discount for 11-20 members;
15% discount for over 20 members.

International Associate Member £50

International Corporate Member

- Bronze £150 to £450
- Silver £475 to £825
- Gold From £850

Discussion

The above subscription rates were agreed in April 2006 and the economic climate that currently exists played a major part in the considerations of the Executive Committee in preparing the 2010 budget.

Recommendation:

The Executive Committee therefore recommends that the subscription rates for 2010/2011 remain unchanged

**EXTRAORDINARY GENERAL MEETING
27th JULY 2010
YEW LODGE HOTEL, PACKINGTON HILL, KEGWORTH, DE74 2DF**

Agenda Item Cover Page

Agenda Item No 9

Subject: Appointment of Solicitor

Purpose: To appoint a Solicitor who will be available to provide legal advice to the Association

Presentation: The President

Discussion: As Mr Huw Edwards of Langley's Solicitors, Silver Street, Lincoln who was appointed in April 2006, has retired, Philip Westcott of Burton & Dyson, 22 Market Place, Gainsborough, DN21 2BZ has been approached to provide legal advice on an as required basis.

Recommendation: That Mr Philip Westcott of Burton & Dyson, 22 Market Place, Gainsborough, DN21 2BZ be appointed as Solicitor for the Association for 2010/2011

**EXTRAORDINARY GENERAL MEETING
27th JULY 2010
YEW LODGE HOTEL, PACKINGTON HILL, KEGWORTH, DE74 2DF**

Agenda Item Cover Page

Agenda Item No 10

Subject: Appointment of Accountants

Purpose: To appoint an Accountant who will be responsible for the audit of the Association's accounts

Presentation: The President

Discussion: Mr Nigel Douglas of Nicholson's, Newland House, The Point, Weaver Road, Lincoln, has been retained since the foundation and launch of the Association.

Recommendation: That Mr Nigel Douglas be appointed as Accountant to the Association for the Fiscal Year ending 31st December, 2010