

BRITISH PARACHUTE ASSOCIATION
RIGGERS COMMITTEE MEETING
BPA OFFICES, 5 WHARF WAY, GLEN PARVA, LEICESTER
THURSDAY 30TH JANUARY 2003

Present: Paul Applegate - Chairman
John Harding
Pat Walters
Bernadette Whitaker
Dave Prince
Pete Sizer
Richard Wheatley
Kim Newton
John Curtis

Apologies: Andrew Hilton, Bill Sharp, Rick Boardman, John Rix,
John Hitchen.

In Attendance: Chris Allen - Chairman BPA
Tony Butler - Technical Officer
Trudy Kemp - Assistant to NCSO/TO

Observer: Colin Fitzmaurice.

ITEM

1. ELECTION OF CHAIRPERSON

Tony Butler took the Chair pending the election of a Chairperson.

The Committee was advised that a proposal had been received from Andrew Hilton, which had been circulated to those present nominating Paul Applegate as Chairperson of the Riggers Committee for a further year. This was seconded by Pete Sizer and unanimously agreed by those present.

Carried Unanimously

2. MINUTES AND MATTERS ARISING FROM THE RIGGERS MEETING OF THE 28TH NOVEMBER 2002

Page 1, Item 1 - Minutes and Matters Arising from the Riggers Meeting of the 10th October 2002 (The future of Rigging within the BPA). Bill Sharp's comprehensive report of past Riggers Minutes is a main agenda item.

Page 1, Item 1 - Minutes and Matters Arising from the Riggers Meeting of the 10th October 2002 (Parachute Packing/Inspection Cycles). This is also a main agenda item.

Page 2, Item 1 – Minutes and Matters Arising from the Riggers Meeting of the 10th October 2002 (Manufacturers Safety Notices/Information Bulletins). Pete Sizer advised the meeting that the incident where a riser had completely disintegrated was still ongoing.

Page 2, Item 1 – Minutes and Matters Arising from the Riggers Meeting of the 10th October

2002 (AOB vi). Bill Sharp's correspondence concerning this item is a main agenda item.

Page 3, Item 3 – Riggers Working Group. The Minutes of the Riggers Working Group held on the 28th November 2002 were circulated with the Agenda. This is also on the main agenda for this evening. John Curis apologised to those present that the Minutes were not available to be circulated with the previous Minutes, as was originally intended.

Page 3, Item 5 – Vortex/Paragear Housings. The Chairman advised the meeting that a letter from Rick Boardman had been received that morning, which was circulated to those present, which included his views and comments on a number of items from the previous meeting and also his comments on several of main agenda items for that evening.

With regard to Vortex/Paragear housings, Rick Boardman had stated in his letter that although he had received no further communications with Paragear or Vortex, he had taken the time to look at all the Vortex containers for sale at the BPA AGM. He had stated that he believed that their housings are very much better, and although he was unable to confirm it yet, he suspected that there would be little to worry about with the new Vortex's from now on. However, he would still try for a better solution from the Chute Shop on the older ones.

Page 5, Item 9 – AOB (iii). At the previous meeting Kim Newton had presented an adjustable reserve closure loop taken from a "Wings" container, which showed a lot of damage from incorrect adjustment.

The Chairman advised the Committee that Rick Boardman had stated in his letter that whilst he was at the PIA Symposium in Florida he would look at the Wings containers and he would also talk to some American riggers to see if he could find out how rare the sort of loop Kim presented to the Committee is.

Page 5, Item 9 – AOB (v). Further to a request from a BPA member to investigate the possibility of displaying a list of qualified BPA Riggers and Packers on the BPA Website. The Chairman advised the Committee that he had spoken to the BPA Administrator. This would involve an extension of the BPA membership database at a cost in the region of £500. The Chairman stated that he did not believe this to be cost effective and suggested that anyone wishing to obtain details of qualified BPA riggers or packers can contact the BPA office.

Page 5, Item 9 – AOB (vii). At the previous meeting, the use of mini risers on AFF Student equipment had been discussed. The trend now was to use large rings on student AFF equipment. However, there was no rule that states that small rings cannot be fitted.

Reference had also been made to the BPA AFF Manual where it states that "riser releases – single point 3-ring type is mandatory. (Large ring) on AFF student Equipment". It had been pointed out to those present that this was not a BPA rule and never had been.

It was re-iterated in the previous minutes that the rule governing RAPS equipment is that ONLY large must be fitted.

The Chairman advised those present that Rick Boardman had stated in his letter, previously circulated that he believed that this item needed to be looked at a little deeper. With all that we have learnt over the years concerning mini rings and associated pull forces, he did not understand how large rings can be mandatory for one type of ab initio student, but not for another.

The Technical Officer gave the meeting the history relating to this, in that AFF equipment was accepted before RAPS and the rule was made regarding RAPS only.

It was generally felt by those present that the AFF Manual implies that it is mandatory that only large rings are fitted to AFF Student equipment. Therefore because of this the Technical Officer advised the meeting that he had updated the AFF Manual to read "Large rings recommended".

Pat Walters referred the Committee to BPA Safety Information Bulletin (2/96) re-iterating a rule made in 1991 concerning RAPS equipment which stated “only standard 3 ring release (large type rings) with two handle/pad system (not SOs) must be fitted”.

It was pointed out by those present that the above did not cover AFF Student equipment. At present there is no rule that stated that you cannot use small rings on AFF equipment.

Following further discussion on this matter, it was felt by those present that if anyone wishing to change the present rules would need to make a proposal to STC.

Page 5, Item 9 – AOB (viii). At the previous meeting Pat Walters had stated that no where in the BPA Operations Manual does it state that AAD’s should be used on Student reserves and he referred to a number of sections in the BPA Operations Manual. It was pointed out by those present at the previous meeting that this had never been a rule and that AADs may be used in conjunction with either the main or reserve parachute.

Pat Walters stated that he still believed that the BPA Operations Manual required amending so that it states that AADs must only be fitted to the reserve parachute

This prompted some discussion by those present and it was felt that this was another matter for STC. John Curtis suggested to the Committee that once again a member of STC give due consideration to having this matter cleared up at a future STC Meeting.

There being no further matters arising, it was proposed by Richard Wheatley and seconded by Pete Sizer that the Minutes of the Riggers Committee meeting of the 28th November 2002 be accepted as a true record.

Carried Unanimously

3. MINUTES AND MATTERS ARISING FROM THE STC MEETING OF THE 28TH NOVEMBER 2002

There were no matters arising.

4. CORRESPONDENCE FROM BILL SHARP

A great deal of correspondence had been received from Bill Sharp, which had been circulated with the Agenda. A letter had also been received that morning from Rick Boardman with his comments on Bill’s correspondence, which had been copied to those present.

Bill Sharp was not happy with the decision made previously with regard to people being allowed to register as a Method 2 Basic Rigger without them having an Advanced Packer (round) reserve rating. Bill had strongly objected to the way in which the Riggers Committee had dealt with Rick Boardman’s original question about the interpretation of an Operations Manual ruling.

The Committee was also advised that in a fax being dealt with on the main Agenda that evening from Allan Hewitt, Allan had also raised his objections to the above decision made by the Committee.

Rick Boardman had stated in his letter that at the time the question was asked, he did not know that the person, who is now registered as a basic rigger, was definitely going to register, and neither did he. Therefore to put forward a proposal did not even occur to him. Rick had reiterated this point at the last meeting and none of the committee present felt that he had to either. Rick

stated that he simply wanted other riggers to tell him what they understood to be the correct interpretation of the rules as they stand.

This item generated a great deal of discussion, during which, it was pointed out that one of the recommendations from the Working Group is that people should hold the Advanced Packer (round and square) reserve rating before they register as Basic Riggers under both training methods. This will be reflected in the proposed Training Syllabuses being put forward at the next meeting.

It was pointed out that those persons already accepted by the Committee and who have registered as Basic Riggers under Method 2 without holding the “all types” Advanced Packer rating are still valid at this time.

The Chairman advised the Committee that a number of Bill Sharp’s comments concern decisions that have been made in regard to Advanced Packer qualifications are valid points. Hopefully these points will be addressed in the proposed new syllabuses that have been mentioned and a proposed update of Section 14 of the BPA Operations Manual, which will be presented to the Riggers Committee at the same time as the various Syllabuses. Therefore, even though there may have been mistakes made in the past, hopefully these will alleviate Bill’s worries for the future.

5. **FAX FROM ALLAN HEWITT DATED 28TH NOVEMBER 2002, WHICH WAS NOT FULLY DISCUSSED AT THE PREVIOUS MEETING**

The Chairman advised those present that a copy of Allan Hewitt’s fax was circulated with the Agenda, as this was not fully discussed at the previous meeting.

The Committee dealt with each item in the order raised in Allan’s correspondence.

i) **The Future of Rigging with the BPA**

Allan requested that all minutes of the Working Group and any proposals from the Working Group be sent out in advance for consideration. The Committee stated that this was the intention.

ii) **Parachute Packing/Inspection Cycles**

The Committee felt that Allan’s comments on this matter would be taken into account when this item is being discussed under Item 10 of the Agenda.

iii) **BPA Rigging Manual Update**

Allan Hewitt had raised a number of points with regard to the BPA Rigging Manual. He had noted from the Minutes that this issue was now considered closed. Allan considered that the matter could not be closed, as there was still some outstanding issues to deal with. He also noted that the Committee had asked Andrew Hilton to attend a meeting to discuss a rigging manual, Allan did not feel that the Committee was talking about a rigging manual that covered all aspects of rigging and that someone should define what should be included in a rigging manual before any further steps are taken.

The Committee noted Allan’s comments and felt that these could be taken into account when items 7 and 8 are discussed on the main agenda.

Allan Hewitt had also made reference to the BPA having a full time rigger on the staff to deal with all rigging issues and to ensure that everything is kept up to date as well as having one source for everything.

John Curtis stated that he agreed with Allan on this point and he highlighted a number of areas by which the BPA would benefit by getting a full time rigger on staff.

The Technical Officer pointed out that this was an area that was looked into some years ago. John Curtis and several members of the Committee present believed that this should be looked into again.

It was suggested therefore that someone put forward a proposal for discussion purposes, together with costings.

iv) **Rick Boardman's Letter**

This item was discussed previously under Item 4 (*Bill Sharp's correspondence*).

v) **Allan's Rigging Loft**

At the previous meeting the Committee had discussed Allan Hewitt's proposal for approval of his Rigging establishment in Spain. The Chairman advised those present that he had liaised with the Technical Officer and NCSO regarding this matter.

The TO and NCSO felt they believed that the BPA should no longer have "approved" places to run Rigging and Advanced Packing courses, as in their opinion the old situation where establishments have to be approved should be dropped, as the criteria would probably be too extensive and over the past decade or so had served no useful purpose.

The Committee took on board the comments of the NCSO and TO, but following a brief discussion on this matter, it was the general feeling of those present that a minimum criteria should be set for the purposes of those establishments wishing to run rigging courses. There was also concern expressed by those present with regard to rigging and packing courses being run outside of the BPA. It was felt by those present that these Courses were unlikely to be approved if they are outside of the UK or on sovereign territory.

Following further discussion on this matter Allan Hewitt's proposal for approval of his rigging establishment in Spain failed to find a seconder.

6. RIGGERS WORKING GROUP

The Minutes of the Riggers Working Group held on the 28th November 2002 were circulated with the Agenda.

Item 1 – Rigging for Instructors Book

Pete Sizer and Andrew Hilton are working on the Rigging for Instructors Book. The Working Group had perused a draft of the book. Pete Sizer advised those present that they are currently working on a final draft of the book, which would hopefully be available to be circulated prior to the next meeting. Pete stated that the aim of this book is to replace the rigging manual written by Tony Knight, which is currently part of the Instructors Manual.

Item 2 – Riggers Training Manual

A draft copy of the Riggers Training Manual was circulated to those present. Pete Sizer advised those present that he had produced this document some time ago and is an aide for Basic riggers and could be adopted as a BPA document.

Pete stated that he was in the process of producing a second draft of the Manual, which would be available for circulation with the Agenda for the next meeting. Pete stated that a copy of the current draft was available and anyone wishing to obtain a copy should contact the BPA office. Pete welcomed any suggestions and comments on the Manual.

The Committee expressed their thanks for Pete Sizer and Andrew Hilton for the work they had carried out on these two projects.

Item 3 – Lifing of Equipment

John Curtis advised those present that the Working Group recommends no change to the system now in place. He also stated that some members still have round reserves in their containers and whilst this equipment is still in use all basic riggers must be trained in the repair of this equipment, as well as modern equipment.

Item 4 – Rating Renewals.

John Curtis advised the Committee that the Working Group recommends no change to the current system, but just to remind people signing rating renewals to ensure that person is current in all aspects of their rating.

Pat Walters referred to reserve packers working under the “grantfather” rules and stated that at present these packers can pack reserve parachutes into ‘piggyback’ containers with a CYPRES AAD installed provided they have been cleared and their packing certificates endorsed by an Advanced Instructor or Advanced Rigger who has successfully completed the Airtec Course.

Pat highlighted a problem that if one of these packer then carries out a reserve re-pack and signs a Record of Inspection for that kit, there is nothing on the ROI to say that that person has been cleared (he may not have a AP or Rigger numbers) and if that goes to another Parachute Centre, that Centre has no way of knowing if the person carrying out the inspection is qualified to or not, even though that person has been cleared legitimately.

There followed a brief discussion on this matter and it was agreed by those present that this was a problem that had stemmed because of riggers allowing those people working under the ‘grantfather’ rules to have their packing certificates signed up for new equipment.

Pat asked the Committee if there was a way of getting these people into the current system. It was felt by those present that if Pat could find a solution to this problem then Riggers would consider it.

Item 5 – Packing and Rigging Course Syllabuses and Rigging Work Limitations

John Curtis advised those present that the Working Group had proposed that the subject of Packing and Rigging Course Syllabuses and Rigging Work Limitations be dealt with by the two Rigger Examiners and the two Advanced Riggers at the next Rigging Course. This had been done and the proposed recommendations had been circulated with the Agenda and would be fully discussed under item 9 of the Agenda.

Pat Walters voiced some concern with regard to one of the proposed changes to the Advanced Packer Course Syllabus that had only been voted on and approved at the previous meeting and was concerned with how the proposed changes to the syllabuses had been done.

The Chairman pointed out to Pat that the Working Group had been given a remit to look at all areas of rigging including syllabuses with a view to ironing out any “grey” areas and to come back to the Committee with their findings and that is what they had done.

Item 6 – Packers being Required to Upgrade to Riggers

John Curtis stated that this item had been touched on many times recently. The Working Group accepted there would be nothing to gain by insisting that Packers and Riggers being forced to update after a number of years of holding a rating.

Item 7 – Foreign Riggers Ratings

John Curtis stated that the Working Group were opposed to having non-BPA examined Riggers working on equipment in the UK. They felt that if overseas riggers wish to work in this country they should sit the exams appropriate to their ratings, but as the rules stand at the moment overseas riggers need to work through the requirements of the Operations Manual.

Following some discussion on this matter, the Technical Officer pointed out that if the Committee wish to adopt the suggested change by the Working Group, then a proposal would need to be put forward to amend the BPA Operations Manual. He suggested that this could be based on the similar lines as the Operations Manual requirements for foreign instructors wishing to work in the UK.

Item 8 – Riggers Minutes

John Curtis advised those present that it was the feeling of the Working Group that as soon as the Riggers Technical Manual was produced, the losing of data on the decisions by the Committee within the Minutes will cease.

The Committee was advised that this was a project that Andrew Hilton was working on at the moment.

Some discussion ensued on this matter during which there was some concern expressed by those present that all aspects and parameters that the Committee requires included in the Manual are covered. Pete Sizer agreed to relay the Committee's concerns to Andrew Hilton.

Item 9 – Re-pack Cycle from 6 months to 1 year

This item is being dealt with under Item 9 of the Agenda.

7. RIGGING FOR INSTRUCTORS MANUAL

This item was dealt with under Item 6 of the main agenda.

8. RIGGERS TRAINING MANUAL

This item was dealt with under Item 6 of the main agenda.

9. PACKING AND RIGGING COURSE SYLLABUSES

The recommendations from the Working Group were circulated with the Agenda. Circulated to the meeting that evening was a copy of these recommendations, together with copies of the various proposed syllabuses and paperwork together with copies of the current syllabuses.

John Harding referred to the proposed Form 169 (Advanced Packer Course Syllabus) that includes a new section "Course Examiners". Under this proposed new section it states that only Rigger Examiners or Advanced Riggers can examine the final assessment phase.

John Harding stated that he could not understand why Parachute Riggers were not allowed to examine on the final assessment phase and Advanced Riggers were allowed to examine, as he believed that an Advanced Rigger was no more qualified than a Parachute Rigger was to examine.

John believed that if Advanced Riggers are allowed to examine then Parachute Riggers should be allowed to examine if not, then it should be Rigger Examiners only being permitted to examine.

John Harding believed that PRs should be allowed to examine, which was what Riggers Committee had decided before these new proposals were put forward. Also Pat Walters stated why did they want this changing when 6 Advanced Riggers previously voted in favour of Parachute Riggers being permitted to examine.

John Curtis said that they had put limitations somewhere on who can examine ,

A considerable amount of discussion ensued with regard to the recommended proposed amendments to Form 169.

John Harding put forward a counter proposal, seconded by Pat Walters to delete the proposed recommendation No 3 “Course Instructor separated from course examiners; PR’s cannot examine”. This would then allow Parachute Riggers to examine on the final assessment course as the rule stands at present.

The voting on this counter proposal was as follows:-

For: 3 Against: 5 Abstentions: 0

Not Carried

John Harding then put forwarded another counter proposal, seconded by Pete Sizer with regard to the proposed changes to Form 169 that the proposed recommendation no 5 “Clarification of responsibilities of supervising packer in ‘General Information’; raised supervisors of trainee from AP’s to PR’s “ be deleted.

For: 2 Against: 4 Abstentions: 2

Not Carried

It was proposed by John Curtis and seconded by Kim Newton that the proposed changes to BPA Form 169 – ‘Advanced Packer Course Syllabus’ as recommended by the Working Group and previously circulated be accepted.

For: 4 Against: 2 Abstentions: 2

Carried

John Curtis referred to the proposed Form 202 - (Rigger Examiner Course Syllabus) and referred to Recommendation No 6 “Allow an Advanced Rigger to sign the annual renewal of an Rigger Examiner”.

In essence, if this proposal was adopted it would in effect mean that at renewal time Advanced Riggers must satisfy themselves that the RE is current and up to date with current practices.

John Curtis stated that he thought the Working Group was wrong when they made this recommendation as he personally felt that a Rigger Examiner should be signed up by a Rigger Examiner.

A counter proposal was then put forwarded by Kim Newton and seconded by Pete Sizer with regard to the proposed changes to Form 202 that the wording on the proposed Recommendation

No 6 be changed from Advanced Rigger to Examiner Rigger.

For: 6

Against: 0

Abstentions: 2

Carried

It was proposed by John Curtis and seconded by Pete Sizer that the recommendations from the Working Party as previously circulated with regard to the remaining Advanced Packing and Rigging Course Syllabuses be accepted.

Carried Unanimously

The Committee then discussed Section 14 of the Riggers Manual. The Technical Officer suggested adding the qualifications to attend the various courses and not just referring to the syllabuses, as if anyone wanted to become a rigger, their first port of call would likely to be the Operations Manual.

It was proposed by John Curtis and seconded by Dave Prince that the Working Groups recommendations to Section 14 of the BPA Operations Manual be accepted, together with the Technical Officer's suggestions.

Carried Unanimously

A copy of proposed revised BPA Forms and revised Rigging Section of the BPA Operations Manual will be circulated with the Agenda prior to presentation at the next Riggers and STC meetings for final ratification .

10. ONE YEAR RE-PACK CYCLE FOR SQUARE RESERVES

Kim's proposal to extend the repack cycle for "experienced" reserves was circulated with the Agenda. A letter from Rick Boardman including comments from John Rix on this item was circulated to those present.

Kim Newton had just prepared another document with regard to her proposal, which was circulated to those present.

The Committee felt that they could not be expected to read and digest this document and suggested that it should have gone out with the agenda.

The Committee discussed briefly Kim's proposal that had gone out. And as a whole the Committee felt that the one year repack cycle would need specific safeguards in place, which they felt needed to be part of the proposal.

Following further discussion on this matter, Kim agreed to withdraw her proposal.

The Committee felt that Kim Newton's paperwork regarding the one year re-pack cycle should be circulated with the Minutes for consideration and comment. Anyone with comments and suggestions should contact Kim.

11. BILL SHARP'S PROJECT

A copy of Bill Sharp's project was again tabled to those present, as this was not fully discussed previously. The Chairman asked that Riggers take a copy away with them to consider, as Bill Sharp had agreed for the next meeting to re-present this in a manner that each item in need of clarification can be individually voted on.

The Committee expressed their thanks to Bill for the work he had carried out on this project.

12. 3.5 RAPIDE LINKS ON RESERVES

Paperwork from Andrew Hilton on the subject of the use of 3.5 Rapide Links on reserves was circulated with the Agenda together with correspondence from PISA, George Galloway and Rusty Vest.

It was brought to the Committee's attention that some packers and riggers are still fitting 3.5 Rapide links on reserves whereas the manufacturers recommend the stronger links on their reserve canopies.

Following further discussion it was proposed by John Harding and seconded by Pete Sizer that a BPA Safety Information Bulletin should be circulated reminding all reserve packers that the links fitted to the reserve canopy must be as per the reserve canopy manufacturers specifications.

Carried Unanimously

13. RIGGING COURSE REPORT – CURTIS RIGGING

A Rigging Course report from Curtis Rigging was circulated with the Agenda. The Course had been held from the 2nd – 6th December 2002 and the Course Examiners had been Bill Sharp and John Curtis. Louise Cliff and Steve Millington had attended the Basic Riggers Course and had been awarded Basic Rigger status.

There were two Advanced Riggers working on the Course to become Rigger Examiners. Geoff Hughes was on his third phase of his examination course and the Examiners recommend that Geoff be given the status of Advanced Rigger Examiner from the 6th December 2002.

Andrew Hilton was on the second phase of his examination course and the examiners recommend that he should be allowed to go on his final course which, should be a parachute riggers course.

It was proposed by John Curtis and seconded by Pete Sizer that the above recommendations from the Examiners on the Riggers Course be accepted.

Carried Unanimously

14. BPA SAFETY NOTICES/INFORMATION BULLETINS

There had been no BPA Safety Notices/Information Bulletins issued since the last meeting.

15. MANUFACTURERS' SAFETY NOTICES/INFORMATION BULLETINS

- i) A Technical Communication had been received from Parachutes de France SA concerning BT80 main canopies, which was tabled to those present. A copy will also be circulated with the Minutes for information.
- ii) The Chairman advised those present that he had received information from Airtec, a copy of which was circulated to those present for information. This concerned CYPRES units that will shortly reach the end of their life-time, and gave details of a trade-in offer for old units, which would be handled exclusively through their dealers.

16. A.O.B

- i) Pete Sizer advised the Committee that he would be running an Advanced Packing Course for square reserves during the week commencing 24th February and it was also his intention to run an Advanced Packing Course for round reserves sometime in March.
- ii) Pete Sizer had made an observation on some of the written material that has recently been circulated to Riggers. He stated that he felt that Riggers should be addressing rigging issues and not that of personalities within the rigging fraternity. The Committee agreed with Pete's observation.
- iii) Andrew Hilton has set up a personal Internet Riggers Newsgroup as a trial for a few months to see whether there is enough interest. Any BPA rigger interested should contact Andrew Hilton at:- **androohilton@yahoo.com**

The Committee felt that this Newsgroup may be useful as a means of Riggers discussing all aspects of rigging. The Technical Officer pointed out that the Newsgroup was not an official BPA group and had not been BPA sanctioned.

- iv) An Advanced Packing Course Report had been received from Curtis Rigging and circulated to those present. John Curtis advised the meeting that there were two candidates on the Course who were both coached on all subjects as required for square reserves. Both candidates were advised to return at a later date to attend the final examination stage of the Course.
- v) Kim Newton gave details of her request to be permitted to accept a stamp with her initials and number on it with initialing over the top, in place of her signature for a few months, surgery to her right hand renders signing impossible at the moment. Kim stated that even if she regains full function of her hand it was a distinct possibility that her signature would change.

Following some discussion on this matter, it was proposed by Kim Newton and seconded by Pete Sizer that Kim Newton be given an exemption to allow her to use her stamp with her initials and number on it in place of her signature as a temporary measure.

Carried Unanimously

Date of next Meeting: Thursday 10th April 2003
BPA Offices, Glen Parva, Leicester.
4.00 p.m.

7th February 2003

Distribution

Chairperson Riggers Committee
All CCIs
All Riggers
Council
D. Beaven (CAA)
Lesley Gale
File

**PAPERWORK REQUIRING CIRCULATION WITH THE NEXT AGENDA MUST REACH THE
BPA OFFICE NO LATER THAN MONDAY 24TH MARCH 2003**