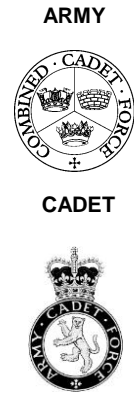




Headquarters Land Forces
Personnel Support Command-Cadets

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ADVENTURE

17 Jan 12

CADET CENTRE FOR ADVENTUROUS TRAINING (CCAT)

WINTER CLIMBING FOUNDATION (WCF) NORWAY COURSE 10-17 MARCH 2012

INSTRUCTION

THIS INSTRUCTION IS TO BE ACTIONED IMMEDIATELY BY ALL COURSE PERSONNEL!

INTRODUCTION

1. The CCAT sponsored overseas course, Winter Climbing Foundation (WCF), will be conducted in Norway during the period 10-17 Mar 12.

AIM

2. The aim of this instruction is to outline all training aims and objectives and ensure the logistical and administrative responsibilities are completed prior to the commencement of the courses.

PARTICIPANTS

3. The nominal roll for the WCF course is at **Annex A**.

TRAINING AIMS AND OBJECTIVES

4. General. The aim of the WCF course is to introduce and develop winter climbing skills for selected Cadet Force Adult Volunteers (CFAVs) and Senior Cadets (17yrs+) as a progressive step, adding higher-level logbook experience, on the pathway to become qualified as Winter Climbing Leaders.
5. Objectives. Train selected CFAVs and Senior Cadets (17yrs+) in the skills, knowledge and provide a progressive experience in a challenging winter climbing environment.
6. Pre-Course Requirements. **This is not an expedition for novice climbers. The minimum experience required is Basic Rock Climbing (BRC)/Rock Climbing Foundation (RCF), a good standard of fitness and a strong head for heights.**

COORDINATING INSTRUCTIONS

8. Movement.

The WCF course DS instructors and the students will deploy from UK to Norway 10 Mar 12 and recover back to UK 17 Mar 12 as follows:

- a. 1 x bi-purpose minibus will deploy from Capel Curig Training Camp to Liverpool Airport 0230hrs 10 Mar 12 with the CCAT DS staff and stores. The bi-purpose minibus will recover from Liverpool Airport to Capel Curig Training Camp 1000hrs 17 Mar 12.
- b. The students are to arrive at Liverpool airport by 0400hrs 10 Mar 12. Students meeting at Liverpool Airport will be responsible for their own long stay car park charges.
- c. Students who require overnight accommodation at Capel Curig Training Camp Fri 9 Mar 12 are to confirm on the course confirmation, **Annex C**. Accommodation will be booked as required and personal cars can be secured on site. Students requiring accommodation are to arrive by 2300hrs.
- d. The flight details are as follows:

Depart Liverpool to Amsterdam 0610hrs 10 Mar 12 KL1034

Depart Amsterdam to Torp 1150hrs 10 Mar 12 KL1217

Depart Torp to Amsterdam 0620hrs 17 Mar 12 KL1212

Depart Amsterdam to Liverpool 0930hrs 17 mar 12 KL1035

- e. 2 x 7-seat people carriers have been hired for the duration of the WCF course in Norway.
- f. A UK and European fuel agency card will be required.

9. CCAT Freelance Instructors. The following instructors have been employed to deliver the WCF course and will be required to meet at Capel Curig Training Camp 2000hrs Fri 10 Mar 12.

- a. SSI Mike Owen – Suffolk ACF
- b. Mr Matt Heffer - Freelance
- c. CCAT Instructors – Maj Kevin Edwards & Mr Dave Rees

10. Risk Assessment. The routine CCAT daily risk assessment and safety briefing procedure will be implemented for all training.

11. Duty Status. Personnel are classed as 'on duty' for programmed training. Personnel are to be aware of which activities attract on and off duty status and the implications.

12. Insurance. Group travel insurance cover for all participants to include emergency medical treatment and rescue costs has been purchased through CCAT via the ACFA. A £50 excess may be required to be paid by the individual in the event of submitting a claim.

13. Personnel are advised to have their own personal equipment and travel insurance.

SERVICE SUPPORT

14. Accommodation.

Self catering accommodation has been booked as follows:

Rjukan Gjestegaard

Tel: 0047 350 80650

15. Instructors and course personnel will be allocated CILOR to purchase food for breakfast, lunch and an evening meal to be prepared in the self catering accommodation. Any food costs over and above the CILOR will have to be paid by the individual student/instructor.
16. Security and Fire. A Security and Fire brief will be included in the CCAT OC's arrival briefing.
17. Equipment.
 - a. CCAT will provide all the required technical equipment required listed at **Annex B. Course personnel are to annotate what equipment they require from Annex B and return a copy to CCAT with the course confirmation form Annex C by COP 20 Feb 12.**
 - b. The personal baggage allowance on KLM flights is **20kg. Students are to leave 5kg personal baggage space for the technical ice climbing equipment e.g. ropes, ice tools etc. Climbing equipment is classed as dangerous items and cannot be carried in personal hand luggage.**
18. The CCAT RQMS will be responsible for co-ordinating the CCAT stores required.
19. Dress. With the exception of when you are training you are required to dress in clean, casual attire at all other times. Military clothing or equipment or clothing bearing military insignia are not to be worn at anytime during your stay in Norway.
20. CCAT Course Resources. OC CCAT will be responsible for the following resources required during the WCF course:
 - a. Instructor packs – emergency contact details for all course personnel, accident report forms, JSP 535, daily and generic risk assessments
 - b. Laptop with CCAT lectures. Guide books. Avalanche DVD.
21. Medical.
 - a. General. Personnel are to ensure they are medically and dentally fit prior to attending the WCF. Anyone taking prescribed medicines is to ensure they have a sufficient supply to cover the duration of the course.
 - b. Personnel with long term medical conditions i.e. diabetes or injuries are to indicate those on the attendance confirmation form at **Annex C.**
 - c. First Aid. CCAT Instructors are to have a comprehensive emergency 1st Aid pack available during training.
 - d. Casevac. In the event of an accident or illness casualties will be initially treated at the local hospital in Rjukan, Tel: 0047 35095400 or emergencies 113, and repatriated as required.
22. Documentation. Personnel are to be in possession of the following documentation:
 - a. **Current passport**, a photocopy is also to be taken by the individual on daily training (checked on arrival). A copy is to be attached to the attendance confirmation form at **Annex C.**
 - b. DS instructors and students are to ensure they have their own personal **European Health Insurance Card (EHIC)** which is available for completion online. A copy is to be attached to the attendance confirmation form at **Annex C.**
 - c. DS instructors are to have their UK driving licence in their possession for the duration of the WCF course.

d. Insurance to cover personal equipment.

23. Budget and Finance.

Dave Rees is to take the CCAT Fund credit card and will be responsible for maintaining a record of the expenditure supported by receipts.

a. Personal Contribution. All course personnel are required to have paid an initial £225.00 deposit with their WCF course application. This will be submitted to the CCAT Fund bank account for payment as at 1 Feb 12. **Personnel are to send the second half of their personal contribution £225.00 with their course attendance confirmation, Annex C, by COP 20 Feb 12. The second half of the personal contribution, £225.00, will be submitted to the CCAT Fund bank account for payment as at 1 Mar 12.**

b. Expenditure. The following costs will be paid from the expedition budget:

- (1) Hire vehicles x 2 – hire charges, fuel, insurance and road tolls.
- (2) CCAT minibus car parking costs.
- (3) Flights.
- (4) Self catering accommodation.
- (5) Group Insurance.
- (6) Freelance Instructor fees.

c. CILOR. Personnel are authorised to be on CILOR for the duration of the exercise excluding travel days. OC CCAT will be responsible for the accounting of the CILOR and food receipts. Mr Dave Rees will be responsible for attaining authorisation and collection of the CILOR.

d. Ulysses Trust Grant. Mr Dave Rees is responsible for submitting the application for a Ulysses Trust grant.

e. Allowances. CFAVs submitting PTDs and T&S costs for the period of the WCF course are to be authorised and attributed to the individual's unit Cadet budget.

f. Freelance Instructor Invoices. The daily rate of pay is £110.00. You are required to complete the Freelance Instructor Contract at **Annex D**

COMMAND AND CONTROL

24. Responsibilities:

- | | | |
|----|--|-------------|
| a. | OC - command, training, safety co-ordination and CILOR account | Maj Edwards |
| b. | Course administration, movement and budget coordination | CEO CCAT |
| c. | Transport, fuel cards, vehicle packs and stores equipment | RQMS CCAT |

25. Communications.

a. Maj Edwards will have a mobile phone for routine and emergency contact – (0044) (0)7920 545608 as well Mr Dave Rees (0044) (0) 7920545612.

b. DS Instructors are required to take their own personal mobile telephone for emergency use. All call charges for emergency use will be reimbursed.

26. Diplomatic Clearance. Diplomatic clearance has been authorised through the Defence Section British Embassy, Oslo, 9 Jan 12.

Defence Admin Support, Leanne Schautzer contact tel no: (0047) 23132714

27. Ulysses Trust Report. Upon completion of the WCF Maj Edwards is responsible for producing the Ulysses Trust report.

28. Enquiries. Any further enquiries or concerns regarding this instruction are to be directed, in the first instance, to the undersigned (HQ CCAT).

29. **As a final reminder, if you are unable to travel or attend the course it is essential that you inform, by telephone or email, HQ CCAT IMMEDIATELY. Failure to do so will result in your personal contribution being forfeited and a letter sent to your County/Contingent. You are now to complete Annex C and attach a cheque for the remainder of your personal contribution to be sent to HQ CCAT by COP 20 Feb 12.**

Dave Rees

D Rees
HQ CCAT

Annexes:

- A. CCAT WCF Course Nominal Roll.
- B. Equipment List.
- C. WCF Attendance Confirmation Form.
- D. Freelance Instructor Contract

Distribution:

Action:

HQ CCAT staff
WCF course personnel listed

Information:

CCAT Website
WESTMINSTER
County/Contingent HQs concerned

Winter Climbing Foundation (WCF) Norway

Nominal Roll

SSI William McIntosh	Gwent & Powys ACF	Adult Male
WO2 Paul Moffett	Derbyshire ACF	Adult Male
SMI Stephen Shelly	Somerset Cadet Battalion ACF	Adult Male
CSgt Mark Brown-Day	Staffordshire ACF	Adult Male
Cadet Lucy Williams	Merseyside ATC	Cadet Female
SI Rosse Seekings	Hants & IOW ACF	Adult Male
Capt Andrew Lester	Staffordshire ACF	Adult Male
Major Kevin Edwards	CCAT-Instructor	Adult Male
Mr David Rees	CCAT-Instructor	Adult Male
2Lt Mike Owen	Suffolk ACF-Instructor	Adult Male
Mr Matt Heffer	Freelance-Instructor	Adult Male

EQUIPMENT LIST

<p>Personal Equipment</p> <p>Casual clothing Mountain trousers Mountain jacket Thermal jacket (duvet type) Waterproofs (jacket and trousers) Alpine/Ice Climbing boots B3/B4 (see note) Mountain socks 3 x prs 40-50Ltr rucksack Glacier glasses (cheap off the market sun glasses are inadequate) Walking poles pair (optional) Climbing harness Climbing helmet Karabiners screw gate x 6 Belay device x 1 6mm prussic x 1 240cms sling x 2 Thermal padded gloves, thermal inner gloves and hat Hydration system (water bottles or camel pack) plus flask Money-Norwegian Kroner Notebook and pen Personal first aid kit (headache tablets to be incl) Head torch inc spare batteries Small tube of sun screen Min SPF30 minimum Swimming trunks/costume and shorts Towel Soft footwear for the valley Wash kit and toiletries</p>	<p>Stores Available</p> <p>Technical Equipment List The following technical equipment will be collectively taken to be issued</p> <p>Group Ropes x 8 55m 1/2 weight (dynamic) – CCAT instructor only Full Lead Racks x 4 (incl ice screws) – CCAT instructor only Group shovel - CCAT instructor only Group Shelter x 4 - CCAT instructor only Maps (1:50000) Euro Road Atlas</p> <p>Personal Karabiners screw gate 120cms Sling Belay device Helmet Crampons Technical climbing tools pr (axe and hammer) Avalanche transceiver Avalanche probe</p> <p>NB Please tick what you require from the technical equipment list.</p> <p>This list is to be returned with the Annex C, course attendance confirmation, by 20 Feb 12.</p> <p>Ensure you leave the weight space available in your personal baggage allowance</p>
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Personnel are required to provide their own Alpine/Ice Climbing mountaineering boots suitable for the Norway environment at least full shank (B3/B4) to ensure correct fitting of crampons.

CCAT WCF NORWAY COURSE 2011

ATTENDANCE CONFIRMATION PROFORMA

Return to HQ CCAT no later than 20 Feb 12

FULL NAME REGT No..... RANK

COUNTY/CONTINGENT HQ TEL No.....

HOME ADDRESS

.....

E-MAIL..... (MOBILE).....

PASSPORT NUMBER..... EHIC Number.....

(Enclose a copy of PASSPORT and EHIC with this proforma)

*I require overnight accommodation at Capel Curig Fri 9 Mar 12 ***Yes / No**

EMERGENCY CONTACT

In case of emergency the following person may be contacted.

FULL NAME RELATIONSHIP

ADDRESS (If different from above)

.....

TELEPHONE..... (MOBILE).....

MEDICAL and CONSENT
To be completed by the participant.

The activities undertaken during this course are physically demanding. They are carried out in accordance with current MOD safety regulations; however an element of risk is always present.

I consent to attending the WCF course. I understand that the activities are physically demanding and carry an inherent risk, and that as far as I am aware there is no reason why I am unable to participate fully in these activities. Photographs may be taken for internal publicity. I do/do not* give permission for any photographs to be published.

Signed Name

If you suffer from any medical conditions or long term injuries requiring medication, please give details below. NB – ensure you take enough medication for the entire trip.

Medical Condition/Injury

Medication

Attach – remainder personal contribution, copy EHIC, copy passport, equipment list