



St John

St. John Ambulance Brigade, Cadet Command

No. 1 Cadet Corps, Region B

Minutes of the 2nd Officers & Divisional Representatives Meeting 2008

Date : 18 July 2008 (Friday)
Time : 07:28 p.m. - 08:53 p.m.
Venue : Room 201, S.K.H. St. Benedict's School, Choi Hung Estate
Present : SSupt Mr. Ng Wai Chung, James *SBStJ* (Chairman) Oi/c No. 1 Cadet Corps, Region B
Supt Ms. Wu Chui Fun, Elvina *SSStJ* No. 1 Cadet Corps, Region B
AO Mr. Cheng Hing Wa, Charles (Secretary) Ng Wah Ambulance Cadet Division
AO Ms. Ho Wing Kum, Kennis Mountbatten Nursing Cadet Division
AO Mr. Wong Chun Hin La Salle Ambulance Cadet Division
PAO Ms. Cheng Yee Ting Munsang Nursing Cadet Division
CL Ms. Chan Nga In Mountbatten Nursing Cadet Division
CL Ms. Chan Wai Ying Good Hope Nursing Cadet Division
CL Ms. Yeung Tsz Shan Good Hope Nursing Cadet Division
CL Mr. Chiu Kam Tim, Andy Lee Kau Yan Ambulance Cadet Division
CL Mr. Har Boon Lap, Ralf Ng Wah Ambulance Cadet Division
CL Mr. Ho Pak Yan, Billy Munsang Ambulance Cadet Division
CL Mr. Lo Man Ho Munsang Ambulance Cadet Division
CL Ms. Ho Po Yan Munsang Nursing Cadet Division
CL Ms. Lo Hiu Kwan Competitions and Logistics Section, Admin Region
Sgt Ms. Chan Wing Yee Mountbatten Nursing Cadet Division
Sgt Mr. Cheng Tsz Fung, Benny Lee Kau Yan Ambulance Cadet Division
Cpl Ms. Lam Ho Yi Good Hope Nursing Cadet Division

Absent with apologies:

ASupt Mr. Lee Tai Wai, David Munsang Ambulance Cadet Division
AO Ms. Hui Ying Lai St. Benedict's Combined Cadet Division
AO Mr. Ku Ka Tat La Salle Ambulance Cadet Division
AO Mr. Lo Man Fung, Kelvin Lee Kau Yan Ambulance Cadet Division
AO Ms. Tsoi Ka Ying Good Hope Nursing Cadet Division
PAO Mr. Choi Chun Yip, Tommy Lee Kau Yan Ambulance Cadet Division
PAO Ms. Choi Ting Yan Munsang Nursing Cadet Division
PAO Mr. Leung Chung Yin, Lawrence St. Benedict's Combined Cadet Division

1 Meeting called to order

The Chairman, SSupt Mr. James Ng *SBStJ* called the meeting to order at 7:28 p.m.

2 Self introduction of newly deployed Deputy Officer-in-charge of B1 Cadet Corps

Supt Ms. Elvina Wu *SSStJ* introduced herself with a brief history of her footage in the St. John Cadets family in the past two decades before deploying to B1 Cadet Corps. She was a former District Nursing Member (a.k.a. DNM) in Headquarters Cadet Division, a former Staff Officer in the Training Section and her last post before deploying to B1 was the Deputy Officer-in-charge of A1 Cadet Corps.

She was an experienced Nurse working in Princess Margaret Hospital and was a First Aid lecturer and a Home Nursing lecturer in St. John Ambulance Association. She was granted the **Serving Sister of the Order of St John** (SSStJ) by The Most Venerable Order of the Hospital of St John of Jerusalem in 1996 as recognition of her efforts in St. John Cadets.

Mr. Ng added that both Ms. Wu and himself could be contacted for any proper channels procedures, like administrative forms / memorandum endorsement and any feedback / consultation.

3 Confirmation of minutes of last meeting

The minutes of the last meeting held on 25 April 2008 were confirmed and signed by the Chairman with the following amendment.

3.1 Title of the minutes, page 1:

The Chinese translation of our Corps should be written as "聖約翰救傷隊少青團 B 分區第一聯隊", where "見習" between "第一" and "聯隊" was removed.

4 Matters arising

4.1 Deadline

Mr. Ng reminded all divisions to strictly avoid any late in form submissions. Officers and Cadet Leaders were the role model to all cadets and please be punctual.

4.2 Efficiency for Officers

A MR4 quarterly summary had been sending to Corps Head regularly since 2006. Officers should be reminded to check and aware of missing any Efficiency requirements potentially.

5 Remarks from Chairman

5.1 Submission of MR4

It was the responsibility for Officers and Cadet Leaders to submit the MR4 on time. NIL submission was required for inactive months. Officers and Cadet Leaders please find a most reliable way to submit the MR4, and take any necessary action to check and avoid any loss during the submission. Mr. Ng suggested Officers to confirm the submission by phone, particularly right after sending out an E-mail or via faxing. Adding Mr. Ng or Ms. Wu into the CC list were also encouraged when using online channel to send out MR4.

5.2 First Aid Articles publication

AO Mr. Kelvin Lo had been invited by the St. John Ambulance Association to write first aid articles to be posted in Oriental Daily newspaper regularly. The articles could be retrieved on the B1 Cadet Corps website, with the first four topics: Snake Bite, Soft Tissue Injury, Carbon Monoxide Poisoning, and Burns.

5.3 Standard abbreviations

A paper of standard abbreviations was distributed to all attendees, cadets who were attending the meeting represent the division should relay the information to their divisional Officers. All members

in the Corps should strictly follow the use of the Standard abbreviation defined in Part 12: Class of Officers and abbreviation of Chapter 1: Organisation of the Brigade in Brigade Regulation, especially when preparing memorandum.

Officers and Cadet Leaders should deliver this message to the division and all cadets should strictly follow this standard abbreviations. As attached below for your easy reference:

Chapter 1: Organisation of the Brigade

1.12 Class of Officers and abbreviation

The under-listed classification of Officers and abbreviation has been approved for general use:

Senior Commander refers to

- Commissioner	C	總監
- Deputy Commissioner	DC	副總監
- Senior Assistant Commissioner	SAC	高級助理總監
- Assistant Commissioner	AC	助理總監

Senior Officer refers to

- Chief Superintendent	CSupt	總監督
- Senior Superintendent	SSupt	高級監督
- Superintendent	Supt	監督

Subordinate Officer refers to

- Assistant Superintendent	ASupt	助理監督
- Senior Ambulance Officer	SAO	高級救護主任
- Ambulance Officer	AO	救護主任
- Probationary Ambulance Officer	PAO	見習救護主任

Non-Commissioned Officer refers to

- Sergeant	Sgt	組長
- Corporal	Cpl	班長
- Cadet Leader	CL	見習隊領袖

Rank & File refers to

- Sergeant	Sgt	組長
- Corporal	Cpl	班長
- Ambulance member	AM	救護隊員
- Nursing member	NM	護士隊員
- Cadet member	Cdt	少青團隊員

6 Update of the B1 Cadet Corps Website

AO Mr. Charles Cheng welcomed Mr. Lo to join as webmasters of the Corps website.

Around 7600 visitors surfing the website since it's opening in mid-last year. Mr. Ng recommended all divisions to update their divisional photo and information. Accurate information should be reflected, like the divisional strength, Officers, Cadet Leaders and NCOs (Surgeon and President were also recommended).

Besides, core information should be counter-checked, like the date of establishment (the date earlier than the formation). Any divisional websites should be updated frequently so as to reflect the status of the team.

7 Progress of B1 Cadet Corps Training Workshop 2008

Mr. Ng thanked PAO Ms. Cheng Yee Ting for her past services as the Project In-charge in 2007. He also introduced PAO Mr. Tommy Choi as the Project In-charge this year. As stated by Mr. Ng, for those cadets who took part in the committee would be an invaluable chance of gaining experience on organising activities and a chance of knowing more cadets from other divisions.

1 or 2 fresh cadets from each divisions were highly recommended. Officers please send the nomination to

Mr. Choi directly or via Mr. Ng / Ms. Wu.

8 Divisional Visits

Mr. Ng advised all divisions to submit *three* proposed days as soon as possible for divisional visit. Officers should follow the criteria below for any proposal:

1. The availability of OIC and Deputy OIC of B1;
2. Officers should present during the visit;
3. TIC and Principal are encouraged;
4. Priority would be given to Saturday afternoon;
5. before 2 November 2008 (Annual Parade).

He was yet to receive any submissions from divisions.

9 Reports from Divisions

9.1 Mountbatten Nursing Cadet Division

No issues reported.

9.2 Ng Wah Ambulance Cadet Division

There was a newly promoted Cadet Corporal, Mr. Fong Ka Chun Jason, effective 29 April 2008. Ten recruits were enrolled. Three Cadet Corporals were taking the Cadet Sergeant Promotion Course. Two Cadets were taking the Cadet Corporal Promotion Course. A divisional training camp was going to be organised between 29 August to 31 August 2008.

9.3 Lee Kau Yan Ambulance Cadet Division

Four recruits were going to enroll this year. A Cadet was taking the Cadet Corporal Promotion Course and one for Cadet Sergeant Promotion Course. Two social service projects were being organised during summer holiday.

A joint-divisional Training Camp had been arranged with Mountbatten Nursing Cadet Division during summer holiday.

9.4 Good Hope Nursing Cadet Division

A divisional camp were held on 12 July 2008 in Mui Wo. Fifteen cadets enrolled and two social services were being organised during summer holiday, co-joint by Wong Siu Ching Ambulance Cadet Division.

9.5 La Salle Ambulance Cadet Division

Around eight to night recruits to be enrolled soon. Two Cadets were taking the Cadet Corporal Promotion Course.

9.6 St. Benedict's Combined Cadet Division

A training camp had been held from 26 June to 28 June 2008 in Hong Kong Adventure Corps Training Centre, Sai Kung. Three Cadet Corporals were taking Cadet Sergeant Promotion Course, but one to leave soon. Two Cadets were taking Cadet Corporal Promotion Course. An intensive First Aid and Home Nursing training had been arranged to the division.

9.7 Munsang Nursing Cadet Division

One Cadet was taking Cadet Corporal Promotion Course and one for Cadet Sergeant Promotion Course. Around twelve recruits were going to enroll with a selection had been arranged before enrolment. Two summer social service project committees were formed, one with Wong Wan Tin Combined Cadet Division and La Salle Ambulance Cadet Division for the other one. There would be

a training camp joined by Munsang Ambulance Cadet Division during 11 August to 13 August 2008.

9.8 *Munsang Ambulance Cadet Division*

AO Mr. Zangi Mok had been transferred to Administrative Region. Seven recruits enrolled. Two Cadets were taking the Cadet Corporal Promotion Course. Two summer social service projects were being organised. There would be a training camp joined by Munsang Nursing Cadet Division.

10 Any Other Business

10.1 *Command President Fund Application*

Mr. Ng reminded that the application period for the captioned funding would be one month submission before the event along with the application form to Administrative Region. He recommended Officers to arrange a sufficient period of time submission.

10.2 *Overage Cadets taking Cadet Sergeant Promotion Course*

AO Ms. Kennis Ho expressed that two Cadet Corporals from Mountbatten Nursing Cadet Division couldn't take the captioned course as they were senior enrolment before and nearly impossible to fulfill the promotion criteria of Sergeant Course. They were over-aged already while fulfilling the efficiency requirement of taking the course.

Ms. Ho suggested not to restrict the overage Cadets while they were still studying in Secondary school.

SSupt Mr. Tony Ng shared his idea with Mr. Ng earlier, explained that life-span after the Sergeant promotion was a key concern for the criteria. However, SSupt Mr. James Ng agreed that exceptional case should be considered. He recommended to submit a memo to explain the situation and he would discuss the point during Senior Officers Meeting.

Ms. Wu would represent Mr. Ng to raise this point in the coming SOM.

10.3 *Change of Cadet Office Operation*

Ms. Chan Wai Ying raised her concern regarding the new operating mode of Cadet Office would definitely impact divisions in Kowloon and New Territories. She suggested that the new operation in Kowloon Cadet Office should open at least three days a week. Besides, those application deadlines should be arranged to any of the working days in the week and extend the application period to at least three weeks.

Mr. Ng explained that the new arrangement was a fallback plan as the workload had been tremendously increased in order to assist the Store section of Administration Region in every store opening sessions. He suggested that divisions should start using the online channel or by post for any document submission to Headquarters, which could reduce large amount of resources. A follow call to Headquarters was also recommended to ensure it's well received by Headquarters.

11 Date of next meeting

The next meeting would be held at 7:00 p.m. on 28 November 2008, Friday, at Room 201, S.K.H. St. Benedict's School, Choi Hung Estate. Date to be confirmed again through E-mail.

12 Adjournment

There is being no other business; the meeting was adjourned at 09:38 p.m.

Confirmed this on : _____

Chairman