

AGENDA

National Lifesaving Committee

Date: April 9th 2017

8.30am – 4.00pm

Venue: Miramar Links Conference and Function Centre

Present:

Paul Carlyon	Chairman
Ben Flynn	Appointed
David Pontin	Appointed
Adam Fraser	Central Region
Mike Smith	Southern Region
Dani Shepard	Eastern Region
Allan Mundy	National Lifesaving Services and Education Manager
Belinda Slement	Membership Learning Development Manager
Gary Payinda	SLSNZ Medical Director
Nick Mulcahy	ILS Rescue Commission (Attendance by Phone)
Adam Wooler	Northern Region Operations Manager

Apologies:

Michael Bassett-Foss ILS

Minutes of last meeting

Were accepted as read

Matters arising from previous minutes

The discussion on the work plan being updated and old items completed removed from the work plan.

Agenda items

- 1) Introduction of New Faces
- 2) Project Reports
 - a. IRB Crew
 - b. Advanced IRB
 - c. RIP Research
 - d. RWC.
 - e. Life Guard Capacity Review
 - f. ILS Update
- 3) National Lifesaving Strategy and Plan
- 4) Northern Region Alignment
- 5) Educational Review
 - a) Update on strategy
 - b) Leaders for Life
 - c) Online Learning Platform
- 6) Member Development Pathway
- 7) NLC Work Plan
 - a) Update
 - b) NLC Member Portfolios
- 8) Succession Planning
- 9) Current Research
- 10) General Business

Agenda items

1) Introduction of New Faces

Dani Shepard, newly appointed Eastern Region representative
Michael Bassett-Foss ILS – in absentia
Gary Payinda, newly appointed Medical Director

2) Project Reports

a. IRB Crew BS

Belinda reported that IRB crew feedback only 2 sets of feedback, a disappointed amount of feedback although some area meetings are yet to be held.
Belinda will be collating the key points of the feedback as soon as the areas have sent through the final feedback.

The result to date the theory exam has been rewritten to better fit the modular mode of the training outcomes.

A Trial exam is being run April 22nd at Papamoa with completely naive IRB crew candidates.

b. Advanced IRB BF

A report was handed out by Ben and is attached below.

A call for expressions of Interest to set up a Working Sub Committee to continue the development of the project.

Gary requested information about injuries arising from IRB use

Advanced IRB Qualification Ben Smith Report

BRIEF;

The project is to look at the lack of IRB development within the SLSNZ educational pathway post gaining your IRB drivers qualification, and what is needed to fill the gap.

CONSIDERATIONS;

Currently we have lifeguards performing tasks with IRB's that they have received no formal training in, and what does this expose SLSNZ to in a tightening health and safety environment. Is our current framework/ qualification fit for purpose, or are we performing tasks that go beyond our SOP's and "core business".

Current Known tasks undertaken by our membership include and are not limited to,

- Night time operations
- River/ Swift water incidents
- Flood relief operations
- SAR/ Search patterns
- Rock rescues/ navigation
- Towing of vessels
- Rescue of recreational craft i.e. kite surfers
- High density water safety events

WORK UNDERTAKEN TO DATE;

A Project summary completed by a work group from "Leaders for Life", was the starting point and catalyst. They surveyed a number of the membership that were "experts or people of influence" in the IRB field, and from the results put up a number of recommendation's as listed below

- Create "Advanced" IRB award/ qualification
- Structure regional development camps
- Make IRB Driver Award harder
- Up skill current IRB Instructors.

From this National Lifesaving Committee member Ben Flynn, has pick up the project to continue its development. A number of informal face to face and phone discussions have taken place with "experts" in the IRB community, with similar comments identifying gaps in our current training and opportunity's for improving the Training pathway for IRB operations.

Due to time constraints though, no further progression has happened.



WORK TO BE COMPLETED;

My recommendation to the NLC is the formation of a subcommittee/ working group made up of subject matter experts from our organisation and SLSNZ staff from lifesaving and learning development, who then meet up at a workshop to discuss and consolidate all the relevant information into a training package to be approved by the NLC for a pilot training course to be run. For this any feedback received from candidates and instructors can help form the final product.

c. RIP Research AM

The new technology to map rip currents at New Zealand beaches this summer has been successfully trialled at Mount Maunganui.

The project, funded by global Antivirus Software Company Emsisoft, uses 'drifters' to plot GPS data and drones to accurately map the rip currents and their behaviours to measure the physical layout of the (topographic) headland rip current across a range of different swell, tidal and wind conditions.

The methodology and logistics of the fieldwork were trialled at Mount Maunganui at the end of November by Surf Life Saving New Zealand with the assistance of volunteer lifeguards from Omanu, Mount Maunganui and Papamoa Surf Life Saving Clubs.

Allan reported the custom made drifters performed as expected, replicating a swimmer caught in a rip. The drift patterns showed both drifter exits and recirculation within the surf zone.

The trial proved just how powerful rips are. What was interesting was the fact that even in little surf, the drifters travelled very fast in the surf. One of the drifters broke away from where it was predicted it would go and went half a kilometre down the beach in the opposite direction. This illustrates the transient power of rip currents and the danger the Mount Maunganui rips pose to the public. The information gathered proves that rips don't work exactly the way we thought.

There's still a lot to learn but the early success of the project at Mount Maunganui can be used as a template for further trials at more locations across the country next summer , funding provided,

The information gathered through the project will be added to a database which will assist in future current predictions during lost person's searches and the method will be used to set a data standard for future research on additional sites around the country.

d. RWC AM

Allan explained the expansion of support services and ultimately RWC to other locations in New Zealand has been brought forward by at least one year due to the Infinity Trust Grant. This has always been dependant on a reliable needs analysis. The craft is not intended for club flag patrol purposes and is not seen as a replacement or substitute for the IRB. The RWC is a tool to help grow the patrolling, response and search and rescue capacity with SLSNZ well outside the 80 patrols that already operate.

With the lifesaving plan, it is our aim to train a small group of lifeguards from around New Zealand to provisional driver status during the 2016-17 season. This will provide a platform should RWC Operations to be implemented nationally in the 2017-18 season. If deemed necessary, it is also a step towards a national examination or expert panel.

SLSNZ is currently working closely with Maritime New Zealand to ensure all safety and legal considerations are met prior to the craft being permitted to commence Patrol work and Search and Rescue tasking's. It is critical that all enthusiastic clubs and members show patience and restraint by not pre-empting any outcomes of these negotiations, to do so could jeopardise the entire country's role out. Allan informed the committee of the SLSNZ National Policy for RWC SLS030 that prohibits clubs owning and operating RWC.

- *It is a requirement that all RWC are owned, operated and administered under the auspices of SLSNZ, a Regional and/or a SLSNZ Employee.*
- *RWC may not be owned, operated or administered by Surf Life Saving Clubs for any Surf Life Saving activity in New Zealand.*



- *The use of RWC for all Surf Life Saving activity is limited to Support Services.*
"RWC SLS030 V2 Published 2015"

It will also provide the opportunity to view and approve the training package and standard operating procedures. All RWC members trained (current and historical) will be recognised with SLSNZ Awards and entered onto the SLSNZ Database.

Scope

Conceptually, the following needs to happen:-

1. SLSNZ to establish suitable date to run training
2. SLSNZ to establish suitable members of SLSNZ to participate in the training
3. SLSNZ to develop and manage training process
4. SLSNZ to run training
5. SLSNZ and SLSNR work together to align training package to the SLSNZ Member Development Framework
6. SLSNZ to award and register trained RWC members
7. SLSNZ to finalise the RWC Standard Operating Procedures (SOP) Manual

Timing/Deliverables

The required turn-around time for this project is relatively short:-

1. April – May 2017 -Regional Managers seek expressions of interest from the membership.
2. April - 2017 Sep 2017 : RWC training delivered in the regions
3. July - 2017 RWC SOP Manual finalised AND RWC qualified members entered onto SLSNZ database.
4. 2017-2018 Summer Season RWC in the Eastern, Central and Southern Regions will be run out on selected beaches.

e. Life Guard Capacity Review

A discussion was held reflecting on the injuries still occurring within the IRB area both during racing and training. The committee called for a better understanding of the situation be sort by undertaking a search of all serious harm member injuries with respect to all craft over the last 5 Years.

f. ILS Update NM

Nick gave a report on the Spain ILS meeting, he will follow up with his notes to add to the minute.

A list of the members on the ILS Committees are

Graeme Cullen	ILS Board Member
Nick Mulcahy	Rescue Committee
Michael Bassett-Foss	Drowning Prevention Commission
Paul Carlyon	Rescue Operations Committee
Angela Veric	Medical Committee
Belinda Slement	Education Committee
Allan Mundy	Rip Safe Committee

Angela Veric Medical Committee

Belinda Slement Education Committee

Allan Mundy Rip Safe Committee

The induction meeting accepted the Subcommittee members, the main ILS work is done at committee level .The process of setting the work plan for the next 4 years

Key Points

Rescue commission: Review of lifesaving position statements, for international lifesaving standards

Position statements to be reviewed by NZ committee members include: Fitness testing; Minimum age (16); Recertification of Life Guards. This ties in well with the Lifeguard Capacity review. This also allows for possible avenues for research.

Life Guard Colour schemes is also being considered.

As an International organisation the funding is all sourced by member countries .The funding for the ILS organisation administration is only for nuts and bolts.

The ability to tap into other Lifesaving organisations internationally will be beneficial to SLSNZ and its direction.

A new technology working group is being set up to apply towards drowning reduction and new technology a process to follow for the investigation of implementing of new technology.



3) National Lifesaving Strategy and Plan AM

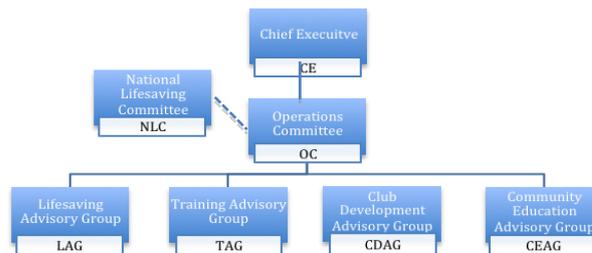
Allan introduced the draft National Lifesaving plan. This sets out the work plan for the Lifesaving staff and any other membership who are currently involved in the development of lifesaving learning material or lifesaving policy. The document has gathered all the work requirements needed to continue to review all our current policies and learning material with the backdrop of an evolving landscape with regards to technological innovations, government compliance and membership safety. The result of the plan is a clarity of time lines when reviews will be completed, when new innovations will be implemented and by whom. The Lifesaving Plan is now in consultation with Senior Management and the NLC with a date for publishing a condensed public document June.

4) Northern Region Alignment AW

Adam outlined the new volunteer committee structure. A series of Advisory Groups (AGs) will be established to support each functional area within Operations. So;

Lifesaving Advisory Group - LAG
Training Advisory Group - TAG
Club Development - CDAG
Community Education – CEAG

An Operations Committee – OC will oversee these. The organogram is shown below.



Educational Review

- a) Update on strategy BS
- b) Leaders For Life BS

The update on the leaders for life was delivered with the numbers put through vs the strategy and past courses.

The findings of the review

- Change the term from 3 months to 1 year
- Drop the numbers nationally to 15 candidates evenly spread between each region
- Have more engagement for the regions in the selection process
- Use the support of the Staff to assist in the selection of the projects to match with both National Lifesaving plans and national Competition & Coaching Plans
- Align the candidates with mentors who will work with them on a one on one bases.

- c) Online Learning Platform BS

5) Member Development Pathway BS

Belinda introduced our new member pathways for lifeguarding and sport. These pathways have been developed for the membership to clearly see the development and training opportunities available for lifeguards, officials, coaches, athletes and much more. These pathways have been released as an interactive online version first. Stage 2 of this roll out will be a pathway poster which will be distributed to each club.

- BS presented the online pathway versions to the NLC which were well received.

6) NLC Work Plan

a) Update (AM)

The revised NLC work plan was presented (attached below) all the changers were accepted. The First Aid was kept even though the actions have been all completed. The committee felt there was still some work to do in communicating to the membership on how the new curriculum interlinks with the NZQA Framework. With the teaching of the Bag Valve Mask resuscitator at our surf level 1 and the requirement to assess the learning at NZQA level 3 still creating some confusion within pockets of the membership.

b) NLC Member Portfolios PC

Paul discussed the uptake of Portfolios by the NLC members from the work plan. He requested that each NLC member contact Allan to adopt at least one key portfolio to be ready for the next meeting.

7) Succession Planning PC

The succession plan for the next term of the NLC was discussed.

Stu Lowth has stood down and has been replaced by Danni Shepard for the Eastern region Rep. Her term will be 2 Years.

Dave Pontin has stood down from his appointed position on the NLC, this is an internally appointed position from within the NLC. The NLC will leave this open until all the elections of the Regional positions have concluded. This will allow the NLC to appoint possibly in a portfolio that exists on the work plan yet is not reflected within those on the NLC at that time.

Paul noted that NLC members, appointed and represented may choose to seek the Chair role as the ToR refers to annual election.

The current succession and terms is as below

Paul Carlyon – Chair Appointed	2 Year	Nov-14	Nov-16
Ben Flynn Appointed	2 Year	Nov-15	Nov-17
TBA - NR	2 Year	Mar-17	Mar-19
Adam Fraser - CR	2 Year	Nov-16	Nov-18
Mike Smith - SR	2 year	Nov-14	Nov-16
Dani Shepard	2 Year	Mar-17	Mar-19
Gary Payinda Med Director	5 Years	Feb-17	Feb-22
Graeme Cullen ILS	4 Years	2016	2020
Nick Mulcahy ILS	4 Years	2016	2020
Michael Bassett-Foss ILS	4 Years	2016	2020

8) Current Research PC

Research Group discussion was carried out. Adam explained his past positions in RNLI as a research coordinator and was happy to work with the NLC to assist in the development of some terms of reference and policy document to direct the development of the group. Allan will also search the SLSNZ archives to find any past TOR's that have been used in the past when a similar group has operated.

9) General Business

Member Protection Policy Mike Smith

Mike reflected on the appropriate steps for the event of bullying issues within the movement and within clubs. Mike enquired if there are any gaps to protect the membership when grievances between members have occurred? After open discussion the committee felt there needs to be a club kit for clubs to include all members of each club. The membership policy offers a list of the options and processes to help with the clubs. There was some discussions on the clarity of the policy as to how easy these are to apply.

Medical Director Sub Committee

Gary requested that his subcommittee for approval.

This notion was passed unanimously.



SURF LIFE SAVING
NEW ZEALAND

Next Meeting June 7th Phone Conference
Meeting closed 4.30 pm

Chair

Date



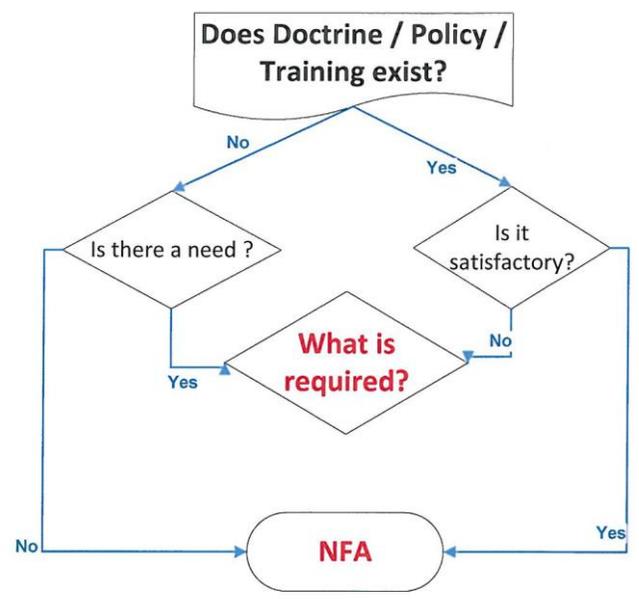
SURF LIFE SAVING
NEW ZEALAND

NLC Work Plan

Ref	Topic Life Guard Capability Review Work Shop Notes
2	<p>Does Doctrine , Learning Material and Training exist that meets the need of the Guards</p> <ol style="list-style-type: none"> 1) Does Doctrine, Learning Material and Training exist? No <ol style="list-style-type: none"> a) Is there a Need? = No (no further Action Required) b) Is there a Need? = Yes (file for actions list) 2) Does Doctrine, Learning Material and Training exist? = Yes <ol style="list-style-type: none"> a) Is the material Satisfactory? = Yes (no further Action Required) b) Is the material Satisfactory? = No (file for actions list) <p>The material was broken up into</p> <ul style="list-style-type: none"> Surf Lifeguard Award Refreshers Instructors IRB Patrol captains Search and Rescue

The Distribution of the Doctrine tool to the LLC's will be carried out by the NLC Regional Reps when they run the Local Area Work Shops.

- I. This will form the Processes needed to :
- Undertake research when needed :
 - Inform the membership when necessary :
 - Develop Draft Policies and or alter Policies if needed:
 - Recommend alterations to SOPs' if needed :
 - Recommend alterations to Surf Life Guard Educational Material if needed:



The key

Surf Lifeguard Award
Refreshers
Instructors
IRB
Patrol captains
Search and Rescue

Key Areas	Material exist? No	Is there a Need? = No	Is there a Need? = Yes	Material and Training exist? Yes	Material Satisfactory? = Yes	Material Satisfactory? = No
Surf Lifeguard Award	<ul style="list-style-type: none"> The use of online assessments to spread the load of the instruction learning process. 		Yes	SLGA	yes	<ul style="list-style-type: none"> Links to the H&S Manual the club has and the reporting of the near misses as well as the actual injuries needs to be added into the course
Instructors	<ul style="list-style-type: none"> The use of online assessments to spread the load of the instruction learning process. 			Instructor Training Course Instructor Packs		<ul style="list-style-type: none"> More information relating to H&S in the Instructor Training The reference of the Risk Matrix Tool in lesson planning with environment and students involved
Patrol captains	<ul style="list-style-type: none"> Health and Safety induction SOP for patrol Team start of each season The use of online assessments to spread the load of the instruction learning process. Mentoring Support for the PC within the Club/ area 		Yes Yes	POM PC' course		<ul style="list-style-type: none"> The H&S of the club house needs to link to the POM. No material reflecting the mental strain and risk we place on our youngest PC's Succession Planning and Mentoring

Key Areas	Material exist? No	Is there a Need? = No	Is there a Need? = Yes	Material and Training exist? Yes	Material Satisfactory? = Yes	Material Satisfactory? = No
Search and Rescue	<ul style="list-style-type: none"> The use of online assessments to spread the load of the instruction learning process. 		Yes	yes		<p>The NZSAR courses need to be tailored to meet the needs of our people more.</p> <p>This is a funding reallocation issue where in the past the funding into the SAR sector has been predominantly focused around Land SAR needs and SLSNZ is just getting left overs.</p>
Key Areas	Material exist? No	Is there a Need? = No	Is there a Need? = Yes	Material and Training exist? Yes	Material Satisfactory? = Yes	Material Satisfactory? = No
IRB				<p>Yes</p> <p>Crew Persons Award</p> <p>Use of appropriate PPE</p>		<ul style="list-style-type: none"> Work is being done on a Crew Persons module, this will make the availability of the key crew person's safety information open up to all patrolling members. The goal to make all crew in IRB compulsory to have undertaken some formal training. The use of Helmets in Training for all crew in certain conditions has been discussed but not actioned by the specific working group. This will be moved out of the Competition space and into the Lifesaving space.

Ref	Topic NLC work plan																																																															
	Topic	Action	Person	Progress/ Due Date																																																												
3	Life Guard Capacity Swim Formally the 400m Swim time	<ul style="list-style-type: none"> Collection of data with a focus on areas where data is absent.2015-16 Season Formal consultation with each LLC by way of a Visit from the Regional reps plus 1 other from the NLC to survey the LLC's thoughts on the components of the TRO for the LG Capability Review Develop a definitive list of procedures to follow setting out the pathway for the review will be developed and signed off by the SLSNZ board. Feedback summarized and discussed by NLC. Agenda item at Chief Examiners meeting. Feedback to go to club Chairs at the AGM on what the LLC's and NLC recommendation are along with the TOR and Process 	NLSEM NLC Regional Reps NLSEM NLSEM NLSEM SLSNZ Board	Ongoing Ongoing Aug 2016 September 2016 Completed Apr 2017																																																												
	NLC Policy Review	<ul style="list-style-type: none"> Continue to review the Lifesaving policies as per the policy review cycle. Review the Lifesaving policies that were put on hold due to H&S regulations <table border="1"> <thead> <tr> <th>Policy #</th> <th>Policy</th> <th>Created</th> <th>Last Updated</th> <th>Next Review</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>SLS002</td> <td>IRB Specifications</td> <td>2009</td> <td>2011-V2</td> <td>2017</td> <td>Update due</td> </tr> <tr> <td>SLS003</td> <td>Rescue of the Month</td> <td>2009</td> <td>2014-V2</td> <td>2017</td> <td>current</td> </tr> <tr> <td>SLS010</td> <td>Patrol Operation Manual</td> <td>2009</td> <td>2016-V3</td> <td>2017</td> <td>Update due</td> </tr> <tr> <td>SLS012</td> <td>VLPS - Incident Reports</td> <td>2009</td> <td>2016-V3</td> <td>2017</td> <td>Update due</td> </tr> <tr> <td>SLS013</td> <td>VLPS - Buoyancy Support in IRBs</td> <td>2009</td> <td>2012-V2</td> <td>2017</td> <td>Update Due</td> </tr> <tr> <td>SLS022</td> <td>Tsunami Response</td> <td>2009</td> <td>2011V2</td> <td></td> <td>Update Due</td> </tr> <tr> <td>SLS028</td> <td>SunSmart</td> <td>2009</td> <td>2011V2</td> <td>2017</td> <td>Update Due</td> </tr> <tr> <td>SLS029</td> <td>Breaching Patrol Standards</td> <td>2009</td> <td>2011V2</td> <td>2017</td> <td>Update Due</td> </tr> <tr> <td>SLS030</td> <td>Use of Rescue Water Craft (RWC)</td> <td>2005</td> <td>2011V1</td> <td>2016</td> <td>Update Due</td> </tr> </tbody> </table>	Policy #	Policy	Created	Last Updated	Next Review	Status	SLS002	IRB Specifications	2009	2011-V2	2017	Update due	SLS003	Rescue of the Month	2009	2014-V2	2017	current	SLS010	Patrol Operation Manual	2009	2016-V3	2017	Update due	SLS012	VLPS - Incident Reports	2009	2016-V3	2017	Update due	SLS013	VLPS - Buoyancy Support in IRBs	2009	2012-V2	2017	Update Due	SLS022	Tsunami Response	2009	2011V2		Update Due	SLS028	SunSmart	2009	2011V2	2017	Update Due	SLS029	Breaching Patrol Standards	2009	2011V2	2017	Update Due	SLS030	Use of Rescue Water Craft (RWC)	2005	2011V1	2016	Update Due	NLSEM	Sep 2016 New to the list Completed Completed On going
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Topic	Action	Person	Progress/ Due Date
Education Review	<ul style="list-style-type: none"> Feedback and thoughts are gathered and tabled at the next NLC meeting Consultation with LLC's and Chief Examiners. Implementation plan to roll out into current training courses via a staged process by Member Development Manager. Instructor material due PC course Piolet this season On line learning underdevelopment Intermediate LG Module BS to circulate the Material to the NLC for approval 	NLSEM NSLEM BS	Aug 2017 Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing
First Aid	<ul style="list-style-type: none"> First aid levels are altered to align with the newly reinstated 6400's series unit. New Surf Lifesaving First Aid levels be communicated to Media dep't for a Coms plan NLSEM will invite the principles form each of our First Aid Training Provider Companies to outline how we want the courses delivered so a standard across the country is established. 	BS/ LDM LH NSLEM/ AM	Completed Completed Ongoing Completed Ongoing
Membership Development pathway	<ul style="list-style-type: none"> Belinda to engage with design and website team to create a clear member pathway picture and circulate to NLC for comment. Implementation of pathway picture via website and to clubs. The Intermediate LG Module Event LG Modules to the Pathway Poster out this season 	BS/ LDM LDM/NLSEM	Completed September Completed Ongoing
Local Committees	<ul style="list-style-type: none"> Regional reps to be proactive in feeding information from NLC meetings back to local committees and consult with them where required. 	Regional Reps/ NLSEM	Ongoing
Drowning and Injury Prevention Strategy	<ul style="list-style-type: none"> Nick to distribute to Drowning and Injury Prevention Strategy Club Coastal Assessment Documents to go back to clubs for consultation 	NM NM	Ongoing Aug 2016

Topic	Action	Person	Progress/ Due Date
IRB Crew Module	<ul style="list-style-type: none"> Dave Pontin with a subcommittee seconded to the NLC work on a curriculum to be adopted for a Pilot trial in the Central Region for the 2015-16 season. Dave to Run the pilot over the summer and collect data 	DP/ BS	Completed
		DP/BS/AM	March 2017
Jet Skies RWC	<ul style="list-style-type: none"> Review of the current learning material for RWC to be undertaken by NLC to align with international standards Allan to work with RNLI and SLSA to gather SOPs' and Training material for integration into our material A sub-committee and seconded to undertake the review and feed recommendations back to the NLSEM A MOU for future application of the RWC within the regions to be drawn up	NLSEM	July 2017
		NLSEM	Completed
		NLSEM	Apr 2017
		NZCEO/NLSEM	Ongoing
Medical Director	<ul style="list-style-type: none"> Update the TOR to include a tenure of three years Advertise the position Appointment to be made 20th May Assist in the setting up of the Medical Sub Committee 	NLSEM	Completed
		NLSEM	Completed
		NLSEM	Completed
			May 2017
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	•		
	•		