

Eastern Area Memorandum 03/11

17 June 2011

Sponsor: Area Officer

## **RECORDING ACTIVITIES AND PARTICIPATION ON WESTMINSTER**

### Introduction

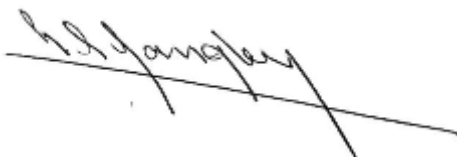
1. With the introduction of the Unit Review process on Westminster, as well as the setting of Training Days targets, it is important that non-parade night activities are recorded on Westminster, and that adult and cadet participation in those activities is correctly reported, whether it be at Unit, District or Area level. Sections of the Unit review process in Westminster take the data of staff and cadets that were confirmed as having 'Days Attended' at relevant courses and events in Westminster.
2. Westminster provides the functions to record Courses and Events and, through the Events module, Units and Districts can populate their yearly Calendar.
3. Units and Districts are adopting a variety of approaches to the use of Courses and Events and it is important that across Eastern Area a consistent approach is taken.
4. Failure to record activity participation correctly could adversely impact Units in the Unit review process.

### Process for recording activities and attendance in Westminster

5. Normal Unit parade night attendance should be recorded in Westminster at least monthly. Normal parade night training does not require a course or event creating in Westminster.
6. Any other activities should be recorded in Westminster in accordance with Annex A.

### Training / Support

7. Units / Districts that require staff training on the use of Westminster should contact their DSO(IT), AASO(IT) or ASO(IT).



E S LANGLEY  
Cdr Royal Navy  
Area Officer

Annex A – Guide to recording activity participation on Westminster.