



The Sea Cadets
HEADQUARTERS TEMPORARY MEMORANDUM



COMMANDING OFFICERS/OiCs/CHAIRMEN DISTRIBUTION

This is the full distribution version intended for Commanding Officers/OiCs/Chairmen of Units and uniformed members of staff

FINAL HQTM

Following consultations at all levels in the SCC, it has become clear that there is a wish within the Corps to modernise and improve its methods of communication. In particular there has been a clearly expressed view that HQ MSSC generates too much paper. For this reason we have decided to move away from traditional paper-based methods of communication towards web-based solutions. Hence the publication and distribution of HQTMs will be discontinued with immediate effect.

The production of HQTMs is time-consuming and very costly and their use ineffective, inflexible and bureaucratic. We will henceforth use the home page of the MSSC Training and Administration website to make announcements and to publicise events, training programmes and changes in regulations. There will be a full audit trail and we will retain all entries in a news archive. We will also continue to ask you for pertinent information as we do now for HQTMs and we will retain strong editorial control to ensure that the information you receive is relevant, useful and timely.

A previous move to circulate HQTMs by email failed because it was seen to be transferring printing costs from HQ to units. This is different; we will encourage units, areas, district organisations, adult volunteers and cadets to access information online and view it online. We will strongly discourage the routine printing of information and will expect unit inspections to focus on the ability to access information rather than produce hard copies (other than that which is mandatory, such as H&S, Fire regulations, etc).

We appreciate that this is a cultural change as well as an administrative one and its success will dependent upon cooperation, particularly at unit level. Units will need to log on to the web site regularly, at least at the start of every parade night and they may need to allow access to cadets. There will still be a need for the occasional mail shot and certain key messages will continue to be conveyed in hard copy but that will be by exception. We will of course make special arrangements for those few units that are not yet online.

This will be the final HQTM issued by HQ MSSC. We will make a further announcement in due course on the currency and status of existing HQTMs.