

THE ROYAL ENGINEERS ASSOCIATION



PATRON: HER MAJESTY THE QUEEN

Brompton Barracks CHATHAM, Kent ME4 4UG

President:	Lt Gen Sir Mark Mans KCB CBE DL	Chief Royal Engineer
Chairman:	Major General A S Dickinson CBE	
Controller:	Lieutenant Colonel N A Jordan	Medway (01634) 847005
Assistant Controller:	Geoff Jones	Medway (01634) 822407
See Distribution		07 July 2017

HQ CIRCULAR NO 157

Item Index:

1. Annual General Meeting 2017
2. Annual Dinner 2017
3. Sapper Sunday
4. Badge of Merit Nominations
5. Field of Remembrance
6. Group and Branch Officials Contact List
7. Claims and Supporting Documentation
8. The REA on the Internet
9. New REA Assistant Controller

ITEM 1 – ANNUAL GENERAL MEETING 2017

1. Details of the Association's Annual General Meeting, to be held on Saturday 14 October 2017 commencing at 1600 hrs, were published in HQ Circular 156, Item 2. A copy of the Draft Agenda, subject to Council approval, is enclosed. Branch Secretaries were sent copies of the Annual Report & Financial Statements in June; they are reminded that Branch AGM delegates are required to have sight of this document.

2. Branches are reminded that attendance is in accordance with Association Rules Paragraphs 11.13 to 11.15 and notification of the Branch Delegate (Rule 11.16) must reach HQ REA by 15 September 2017. REA Form 5, the proforma to be used for notifying HQ of a Branch Delegate, is enclosed. Members of Council will receive their attendance proforma separately and *must not use* the enclosed REA Form 5.

3. Only members of Council and those nominated as Branch Delegates are eligible to claim expenses to attend the AGM. REA Form 21 which enables Branch AGM delegates to claim expenses is enclosed.

ITEM 2 – ANNUAL REA DINNER 2017

4. The Annual Dinner of the Association will take place at the Victory Services Club on Saturday 14 October 2017, following the AGM. Reception will be at 1800 hours for 1830 hours with the bar opening at 1730 hours.



5. As in previous years, member's partners are most welcome. Dress for gentlemen will be lounge suits or blazer and slacks with Corps tie; ladies should dress accordingly. Branches are encouraged to bring their Standard with them.

6. The Menu will be:

Smoked Duck Roulade, Smooth Duck Parfait, Apricot Coulis

~~~~~

Herb Crusted Pork Tenderloin with New Potato & Granny Smith Crush, Cabbage Roulade,  
Wholegrain Mustard & Cider Sauce

~~~~~

Glazed Tart au Citron with Fresh Raspberries

~~~~~

British Cheese Selection

Colliers Cheddar, Cornish Brie, Stilton & Guest Cheese, Real Ale Chutney, Quince,  
Grapes, Celery & Biscuits

~~~~~

LBV Decanted Port

~~~~~

Coffee and Mints

7. The cost of a ticket will be £22.00 and applications must be received at HQ by 03 October 2017. REA Form 6, the proforma to enable Branches to book tickets is enclosed and, where necessary, Branches should also state their preferred seating arrangements. Special dietary requirements should be notified at the time of booking. **Due to increasing popularity it is highly recommended that Annual Dinner booking forms and payment are returned to HQ REA at the earliest opportunity in order to secure places at Dinner.**

8. Cancellation of tickets is acceptable at any time, but a refund of the cost of the ticket will only be made to cancellations received by 03 October 2017, thereafter the meal must be paid for.

9. Late applications for tickets will only be accepted to fill cancellations, in which case the cost of the ticket will be refunded for the original booking.

## ITEM 3 – SAPPER SUNDAY



10. SAPPER SUNDAY will take place on Sunday 15 October 2017 at The Royal Hospital Chelsea. This is the day after the REA AGM and Annual Dinner and a good turnout from REA Members in London and from around the country is expected. Members are encouraged to attend this event, meet

RE In-Pensioners and swap stories over a few pints. Branches are requested to give this event the very widest publicity. A Curry Buffet for limited numbers will be available. It is not necessary to advise HQ REA of your attendance at this event.

#### ITEM 4 – BADGE OF MERIT NOMINATIONS



11. The procedure for requesting, completing and submitting REA Form 10 Badge of Merit Nomination Form has changed. Procedural Notes are provided at Enclosure 5. Branches are requested to carefully note these details before requesting a Form 10.

12. Only the official REA Form 10, provided by HQ REA, is to be used. There are two formats of the Form; an editable MS Word document or a plain hard copy for completion by hand. Branches are urged to use the editable MS Word format as this will ensure a neat, professional appearance and greatly improve the readability and circulation of the document.

13. There are conditions attached to the use of the editable MS Word format and these will be sent with the digital Form 10.

14. Nomination Forms, fully completed at Branch and Group level, are to reach HQ REA by 1<sup>st</sup> December 2017.

15. When requesting the REA Form 10, Branches are to provide the name of the nominee to HQ REA. Failure to provide this information will delay the issue of the REA Form 10.

16. Whenever a Branch requests a Nomination Form, their respective Group HQ will always be notified.

#### ITEM 5 – FIELD OF REMEMBRANCE

17. The Field of Remembrance opening ceremony will be held at Westminster Abbey on Thursday 09 November 2017 at approximately 1100 hours when a short service will take place. A senior member of the Royal Household is expected to attend and conduct a review of the plots.



18. Entry to the Field of Remembrance is by ticket only. Members of the Association wishing to attend the opening ceremony should request a ticket from HQ REA without delay.

19. As with previous years, the Central London Branch will take responsibility for laying out the Corps Plot.

#### ITEM 6 - GROUP AND BRANCH OFFICIALS CONTACT LIST 2017

20. The Group and Branch Officials Contact List 2017 is being compiled and will shortly be distributed. The logistics of maintaining an up-to-date contact list across the whole of the REA are considerable; Branches are therefore advised that HQ REA is unable to promulgate amendments to the list. Up-to-date address details of Group and Branch officials can be found on the REA website.

#### ITEM 7 – CLAIMS AND SUPPORTING DOCUMENTATION

##### General

21. All claims submitted to HQ REA for payment by individuals, Branches or Groups must be supported by the appropriate receipts. Payment will not be made if claims are not

supported by receipts. HQ RE carries out its financial transaction through BACS payment; cheques are no longer issued.

22. All claims for this Financial Year must reach HQ REA by 30<sup>th</sup> November. Claims received after this date will not be processed and will be returned. Branch officials are asked to bear this in mind before authorising claims.

23. Three Motor Mileage Allowance Rates are available; they are:

- a. Standard Rate = 30 pence per mile
- b. 1<sup>st</sup> Passenger = 2 pence per mile
- c. 2<sup>nd</sup> Passenger = 1 pence per mile

24. When travelling by rail, maximum use must be made of advance booking discounts available from the national train operating companies. All REA events are publicised well in advance and provide ample opportunity to purchase discounted fares. HQ REA will scrutinise all claims and receipts to ensure compliance with this instruction.

25. Secretaries at Group and Branch level are requested to ensure that those submitting claims are aware of the instructions provided in this Circular. All claims must be carefully scrutinised by a Group or Branch Official and authorised only if they comply with these instructions. Claimants must also read and comply with any notes contained on the claim form. Failure to do so may result in the claim form being returned to the authorising official without payment.

26. Persons claiming Motor Mileage Allowance should ensure that their motor insurance provides adequate cover for the trip for which they are claiming. Please note that the HQ REA Insurance policy provides cover only for Third Party Public Liability and for loss or damage to the Branch Standard or accoutrements.

### Standard Bearers



27. Branch Standard Bearers may claim travel expenses from HQ REA for all National Events attended during the year. Motor Mileage Allowance is allowable for Standard Bearers using their own car to attend a National Event; National Events are notified in the HQ Circular each year in advance. In addition to claiming for National Events, Branch Standard Bearers

taking part in the National Standard Bearers Competition may also claim travel and reasonable accommodation expenses for the night prior to the event.

28. Standard Bearers attending events on behalf of a Branch or Group should submit a claim for travel expenses to the Branch treasurer for his further action. Unless prior authority has been given by HQ REA, Branch claims for attending funerals, memorial services or other similar events are unlikely to be met.

### Group Activities

29. Branch members attending Group Functions where travel expenses are refundable should request a refund from their Group Secretary. Groups should use their REA Welfare Grant for this purpose and, if necessary, devise a suitable claim form.

## ITEM 8 – THE REA ON THE INTERNET

30. The main REA presence on the internet can be found at:

[www.reahq.org.uk](http://www.reahq.org.uk)

The REA website provides a considerable amount of information useful to members and Branch officials alike. There are up-to-date copies of all REA Committee Minutes and the latest Trustees Report and Financial Statements can be found there. The most popular REA Forms can also be found on the REA website, as can a copy of REA Rules and the Treasurers Guide to completing the Annual Financial Summary. There is a very full 'Job Vacancies' page with many new additions each week. Many Branches have their own website and access to these sites can be provided with links from the REA website – contact [controller@rhgre.co.uk](mailto:controller@rhgre.co.uk) if you want a link adding. If you have any constructive ideas on how to improve the REA website, please have a chat with the Controller.

31. The REA also has a popular social networking page on Facebook. The link to this is:

<https://www.facebook.com/pages/Royal-Engineers-Association/175905092455207>

Notices placed on this media are seen by thousands of readers. Any Branch requiring coverage on this site should contact [controller@rhgre.co.uk](mailto:controller@rhgre.co.uk)

## ITEM 9 – ASSISTANT CONTROLLER REA



32. New REA Assistant Controller – Mr Geoff Jones. At long last the REA has been able to recruit a replacement for the Deputy Controller (the Deputy Controller post was re-designated 'Assistant Controller'). Geoff Jones has just ended a 44 year career with the Royal Navy – his last job being in Naval Recruitment based in Chatham. Apart from assisting the Controller in the day to day running of the REA, Geoff's main focus will be on benevolence. Geoff is married to Catherine and they reside locally in the Medway area. Geoff can be contacted by email at [asstcontroller@rhgre.co.uk](mailto:asstcontroller@rhgre.co.uk) or by phone on 01634 822407

Geoff Jones  
Assistant Controller  
Royal Engineers Association

Enclosures:

1. REA Form 5 - AGM Notification of Attendance of a Branch Delegate
2. REA Form 21 - Claim for Travelling & Subsistence Expenses, Branch AGM Delegates
3. REA Form 6 - Annual Dinner Booking Form
4. Draft Agenda 2017 AGM
5. REA Badge of Merit Procedure Notes

Distribution:

Council Members  
Management Committee Members  
Group Directors  
Deputy Group Directors  
Group Secretaries  
Branch Secretaries

**ROYAL ENGINEERS ASSOCIATION - ANNUAL GENERAL MEETING  
 14 OCTOBER 2017**

**NOTIFICATION OF ATTENDANCE OF A BRANCH DELEGATE**

This form is to be used to notify HQ the details of the **Branch Delegate** to the AGM. It **should not be used** to notify the attendance of Council Members.

**Please read carefully the notes overleaf before completing this Form.**

|                      |  |
|----------------------|--|
| Branch represented : |  |
|----------------------|--|

|                                                                     |  |
|---------------------------------------------------------------------|--|
| Name of delegate :                                                  |  |
| Address of delegate :<br>[AGM papers will be sent to this address ] |  |
| Post Code                                                           |  |
| Email Address                                                       |  |
| Telephone number                                                    |  |

|                  |   |
|------------------|---|
| Expenses claimed | £ |
|------------------|---|

|             |  |
|-------------|--|
| Signed      |  |
| Appointment |  |
| Date        |  |

**HQ USE ONLY.**

|                     |  |                       |  |
|---------------------|--|-----------------------|--|
| Received on         |  | Delegate card sent on |  |
| Acknowledged on     |  | Papers despatched on  |  |
| REA Form 21 sent on |  |                       |  |

## NOTES:

1. This notification form must be received at HQ by **15 September 2017** in order to comply with Rule 11.16. Forms arriving late will only be accepted in exceptional circumstances.
2. Only Branch Delegates and Council Members may claim expenses to attend the AGM. Claims must be made on REA Form 21.
3. Only one delegate per Branch is permitted. [Rule 11.14].
4. In order to reduce the cost of travel, maximum use is to be made of rail and coach travel including the use of "Supersaver", "Apex", and other available discounts. Please note that any claims submitted to HQ REA must be accompanied by receipts.
5. Claims will only be paid through online transactions; cheques will not be issued. Claimants should take time to make sure that they provide accurate and legible bank account details.
6. Delegates should ensure that they have sight of the REA Trustees Report & Financial Statements sent to Branch Secretaries in May 2017.



**CLAIM FOR TRAVELLING & SUBSISTENCE EXPENSES – AGM BRANCH DELEGATES**

| Ser | Details                                                           | For completion by claimant and authoriser                                                                                                                                                                                                                                                                                     |             |
|-----|-------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 1   | Name of Branch Delegate                                           |                                                                                                                                                                                                                                                                                                                               |             |
| 2   | Representing Branch                                               |                                                                                                                                                                                                                                                                                                                               |             |
| 3   | Date of Attendance                                                | 14 October 2017                                                                                                                                                                                                                                                                                                               |             |
| 4   | <b>Expenses claimed (note 2)</b>                                  |                                                                                                                                                                                                                                                                                                                               |             |
| a.  | Hotel or B&B                                                      |                                                                                                                                                                                                                                                                                                                               |             |
| b.  | Meals                                                             |                                                                                                                                                                                                                                                                                                                               |             |
| c.  | Rail or Coach Fare. Notes 1 & 2                                   |                                                                                                                                                                                                                                                                                                                               |             |
| d.  | Motor Mileage @ 30p per mile                                      | Vehicle Reg Number >                                                                                                                                                                                                                                                                                                          |             |
|     |                                                                   | Return Miles >                                                                                                                                                                                                                                                                                                                |             |
|     |                                                                   | x 30p = £                                                                                                                                                                                                                                                                                                                     |             |
| e.  | Bus/Taxi Fares. Note 1 & 2                                        |                                                                                                                                                                                                                                                                                                                               |             |
| 5   | <b>Total Claimed</b>                                              |                                                                                                                                                                                                                                                                                                                               |             |
| 6   | <b>Bank Payment Details (note 3)</b>                              |                                                                                                                                                                                                                                                                                                                               |             |
| a.  | Name of Bank                                                      |                                                                                                                                                                                                                                                                                                                               |             |
| b.  | Name of Account                                                   |                                                                                                                                                                                                                                                                                                                               |             |
| c.  | Account Number                                                    |                                                                                                                                                                                                                                                                                                                               |             |
| d.  | Bank Sort Code                                                    |                                                                                                                                                                                                                                                                                                                               |             |
| 7   | <b>Declaration by Claimant</b>                                    | I certify that the information entered on this form is correct. I understand that it is a serious offence to make or conspire in making a false statement on this claim and acknowledge that any false statement may lead to criminal prosecution or disciplinary action.                                                     |             |
| 8   | <b>Signature</b>                                                  |                                                                                                                                                                                                                                                                                                                               | <b>Date</b> |
| 9   | (HQ REA Use Only)<br><b>Declaration by Countersigning Officer</b> | I certify that the journey(s) claimed on this form were duly authorised. I understand that it is a serious offence to make or conspire in making a false statement on this claim and acknowledge that any false statement may lead to criminal prosecution or disciplinary action, either of which could result in dismissal. |             |
| 10  | <b>Signature</b>                                                  |                                                                                                                                                                                                                                                                                                                               | <b>Date</b> |

**Please Read These Notes**

1. When travelling by rail or coach, expenses are limited to the cheapest available rail or coach fare plus travel to/from the station.
2. Except for MMA claims, all claims must be supported and accompanied by a valid receipt.
3. Claims can only be paid by online bank transfer.

| Official Use Only |             |
|-------------------|-------------|
| Activity %        | Budget Line |
| G=100%            | 256385      |
|                   |             |

Return form to: Royal Engineers Association  
 Brompton Barracks  
 CHATHAM  
 ME4 4UG

**ROYAL ENGINEERS ASSOCIATION  
 ANNUAL DINNER 14 OCTOBER 2017**

**BOOKING FORM**

**THE FINAL DATE THAT REQUESTS FOR TICKETS CAN BE ACCEPTED IS 3 OCT 2017**

Branch:

1. Please forward ..... tickets @ £22.00 each. A cheque for £..... payable to "RE Association " is enclosed.
2. The title (Mr, Mrs, Miss, Ms), names and initials of members attending are: (include rank if officer)

|                                     |  |
|-------------------------------------|--|
|                                     |  |
|                                     |  |
|                                     |  |
| <i>Special Dietary Requirements</i> |  |

3. If possible, I/we would like to be seated on the same table as:-

Branch:

4. The Branch Standard will\*/will not\* be present. (\*Delete as applicable)

5. It is requested that the tickets are sent to :

Name .....

Address .....

.....

.....

Post Code ..... Tel.....

**HQ USE ONLY**

|                             |              |              |
|-----------------------------|--------------|--------------|
| Cheque recd:                | Ticket nos : | Despatched : |
| Cheque paid to Corps Funds: |              |              |

## **THE ROYAL ENGINEERS ASSOCIATION**

|                        |                                                         |
|------------------------|---------------------------------------------------------|
| <b>PATRON</b>          | Her Majesty The Queen                                   |
| <b>PRESIDENT</b>       | Lt Gen Sir Mark Mans KCB CBE DL<br>Chief Royal Engineer |
| <b>CHAIRMAN</b>        | Major General A S Dickinson CBE                         |
| <b>DEPUTY CHAIRMAN</b> | Brigadier A S Craig OBE                                 |

The **49<sup>th</sup> Annual General Meeting** of the Royal Engineers Association is to be held in the Victory Services Club, 63/67 Seymour Street, London W2 2HF, commencing at 1600 hours, Saturday 14<sup>th</sup> October 2017. Assemble in the Trafalgar Room by 1545 hours.

### **DRAFT AGM AGENDA**

1. To confirm the Minutes of the 48<sup>th</sup> Annual General Meeting held on Saturday 8<sup>th</sup> October 2016.
2. Matters arising from the Minutes of the 48<sup>th</sup> Annual General Meeting.
3. To receive the Council's 49<sup>th</sup> Annual Report to the AGM.
4. To receive the Annual Report and Financial Statements for the REA for the period 1 January to 31 December 2016
5. To note the appointment of Kreston Reeves LLP (formerly Reeves LLP), as the Auditors of the Association.
6. Appointment of Honorary Treasurer.
7. Date of next meeting – 13<sup>th</sup> October 2018
8. A presentation by the Corps SM

Items 1 – 5 are Ordinary Business  
All other Items are Special Business

# Royal Engineers Association Badge of Merit Award

## Procedure Notes

### Basis of Award

1. Association Rule 18 authorises the award of a “Badge of Merit”, together with an appropriate Certificate, to members who have given particularly meritorious service to the Association.
2. These Rules should be carefully read by all Branch and Group Officials concerned in the nomination of a candidate for the award.

### Frequency of awards

3. Several general points concerning the recommendation should be noted.
  - a. There is no hard and fast rule concerning the number of awards made annually. Obviously too many would tend to “debase the currency” but if, in any one year, the quality of the nominees warrants it, then the number of awards made may be increased or decreased accordingly.
  - b. Only one nomination may be submitted by each Branch annually.
  - c. Contrary to what is sometimes thought there is no “quota” of awards for Branches or Groups. It is stressed that awards are made only on the basis of individual merit.
4. Following a recommendation from the REA Chairman a nomination may be made to the Committee for an individual who has provided ‘meritorious’ service to the Association as a whole rather than at either Group or Branch level. Such a nomination is not assessed by the Awards Board in the same way as Group and Branch submissions. A nomination to the Management Committee by the REA Chairman will only be submitted after thorough consultation with the Controller and/or the Corps Colonel. Because of the unique status of the submission, the Management Committee is required to simply vote on its acceptance or otherwise.

### Procedure

5. HQ Circulars remind Branches, which believes that it has a candidate of sufficient merit for the award, to apply to HQ REA for a copy of REA Form 10 ‘Nomination for the REA Badge of Merit Award’ and the ‘Guidelines for Nominating Officers’.
6. Before requesting a Form 10, the Branch Officers concerned should consider carefully whether their proposed candidate does measure up to the high standard required.
  - a. In particular, Rule 18.01 requires that nominees shall “*have given particularly meritorious service to the Association*”.
  - b. It is not a pre-requisite that the nominee has previously received a Group Director’s Commendation.
  - c. Achievement and quality of service, in whatever capacity is, and will be, the over-riding factor.
  - d. Members holding or having held a Branch or National level appointment do not have primacy over meritorious service performed by ordinary Branch members; both are considered equally on their merits.
7. Those officials preparing the citation should take heed of the ‘Guidelines for Nominating Officers’; in particular the fact that it is *the narrative* that makes or breaks the recommendation.
8. The recommendation must be submitted on the current REA Form 10. There are two formats of the Form; an editable MS Word document or a plain hard copy for completion by hand. Branches are urged to use the editable MS Word format as this will ensure a neat, professional appearance and greatly improve the readability and circulation of the document.

9. The Form 10 should be completed by the senior member of the Branch, unless, of course, that senior member is the candidate himself. Consultation with Branch Committee Members is recommended.
10. Nominees must not be aware of their nomination. Self-nomination is extremely bad form, as is the practice of asking nominees to write their own Branch Recommendation; neither will be tolerated.
11. The fact that a nominee is not successful one year does not prevent a further nomination. Nevertheless, a new recommendation must be completed for each candidate, each year.
12. Every effort should be made to verify the accuracy of the information given. Inaccuracies, even if made in good faith, tend to reduce the credibility of the remainder of the Form.
13. Nominations may be made at any time during the year except December. Once the Branch has completed its Assessment and Recommendation, the Form 10 should be forwarded to the Branch's respective Group Secretary. The Form is to be authenticated by the Group Director and sent to REA HQ by 30th November for consideration by that year's Awards Board. Nominations received by REA HQ during December will be returned to the Group Director with the advice that a new recommendation be submitted for consideration in the following year.
14. The Forms, having been checked and collated by the Controller REA, will be presented to the Awards Board which will meet in Chatham during the second full week of December to assess those submissions received and, together, make recommendation to the Management Committee.
15. The Awards Board recommendations will be ratified at the January meeting of the Management Committee, whereupon successful candidates will be notified of their award. As directed in Rule 18.03, unsuccessful candidates are not to be told that their names were submitted for consideration.
16. The names of award winners will be published in the March HQ Circular and posted on the Association's website.