

THE ROYAL ENGINEERS ASSOCIATION



PATRON: HER MAJESTY THE QUEEN

Brompton Barracks CHATHAM, Kent ME4 4UG

President: Major General A S Dickinson CBE
Chairman: Brig (Retd) A S Craig OBE
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See Distribution 30 June 2021

HQ CIRCULAR NO 169

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ITEM 1 – ANNUAL GENERAL MEETING 2021

1. The Association's Annual General Meeting, to be held on Friday 8 October 2021 commencing at 1100 hrs on Zoom. The covering letter and Form 5 can be found at Enclosure 1. An agenda will be produced and circulated prior to this meeting.

ITEM 2 – ANNUAL REA DINNER 2021

2. The Annual Dinner of the Association which was due to take place at the Victory Services Club on Saturday 9 October 2021, following the AGM **has been cancelled**



ITEM 3 – SAPPER SUNDAY



3. SAPPER SUNDAY will take place at 1000 hrs on Sunday 10 October 2021 at The Royal Hospital Chelsea. HQ REA are planning for this event to take place. If any branch members are planning to visit can they contact HQ REA to confirm numbers. Due to the current situation, confirmation of this

event will not happen until nearer the time.

ITEM 4 – BADGE OF MERIT NOMINATIONS



4. The procedure for requesting, completing and submitting REA Form 10 Badge of Merit Nomination Form are on the Procedural Notes at Enclosure 2. Branches are requested to carefully note these details before requesting a Form 10.

5. Only the official REA Form 10, provided by HQ REA in an editable MS Word document, is to be used.

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

7. Nomination Forms, fully completed at Branch and Group level, are to reach HQ REA by 1st December 2021.

8. When requesting the REA Form 10, Branches are to provide the name of the nominee to membershiptypistREA@rhqre.co.uk at HQ REA. Failure to provide this information will delay the issue of the REA Form 10.

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

ITEM 5 – FIELD OF REMEMBRANCE

10. The Field of Remembrance opening ceremony will be held at Westminster Abbey on Thursday 11 November 2021 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.

11. 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.



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

ITEM 6 – CLAIMS AND SUPPORTING DOCUMENTATION

General

13. 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.

14. All claims for this Financial Year must reach HQ REA by 30th November 2021. 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.

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

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

16. 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.

17. 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.

18. 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



19. 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.

20. 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

21. 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 7 – NATIONAL STANDARD BEARERS COMPETITION



22. The National Standard Bearers' Competition is to be held at Brompton Barracks, Chatham during the Veterans/Corps Memorial Weekend on Saturday **18th September 2021**.

ITEM 8 – CORPS MEMORIAL PARADE

23. The Corps Memorial Parade (CMP) will take place over the 17 – 19 Sep 2021 in Chatham. The calling notice for the CMP has been sent out to all Group and Branch Secretaries. If any more information is required then contact HQ REA.

ITEM 9 – SAPPER MAGAZINE ARTICLES

24. HQ REA is always ready to receive Branch articles for inclusion in The Sapper. Articles do not have to be long, just interesting, informative and in date. It is thoroughly recommended that articles be accompanied by photographs. Why not bring attention to your Branch by submitting an article?

25. REA Branch articles for The Sapper must be sent direct to the Operation Manager and not to The Sapper Editor. To ensure digital picture quality is maintained, digital photos should be sent as attachments to emails, and not embedded into Word documents. Photo attachments must be in JPEG format.

ITEM 10 – BRANCH INFORMATION CARDS

26. HQ REA produced an Information Card for Branches, which can be handed to potential members and used at events where branches have stands. So far, 33 branches have taken up this offer, which is still available for those branches that did not originally want the information cards or were waiting for the Branch AGM so the information on the cards is current.

The Deputy Director of the Central Southern Group has produced the information card. Branches can have 100 cards, each which will be paid for by the recruiting fund. After the initial 100 cards branches will then have to purchase any further cards they require from branch funds. This is a generic card and all that needs to be changed is the Branch Information.

I appreciate not all branches will want the cards, I would encourage you to think about how you recruit new members. From all the suggestions that the Recruiting Committee has received, this theme seemed to be the one most frequently asked for and these cards, we thought, would appeal to the majority of Branches.

If you have not yet requested cards for your Branch an info request form, which is attached, is to be used when ordering the card. We look forward to hearing from you.

ITEM 11 – USEFUL INFORMATION

27. The Veterans Railcard, which is for anyone who has served at least one day in the UK Armed Force is available for the price of £30 for 1 – year or £70 for 3-years. The Railcard holder and their companion will be entitled to 1/3 off most rail fares and 60% off for up to four children aged 5-15 years. Visit www.veterans-railcard.co.uk to get your Veterans Railcard.

28. Armed Forces Pension Scheme (AFPS) queries. If you have a question about your Armed Forces Pension you can call the Veterans UK JPAC Enquiry Centre on 0800 085 3600 or contact by email at DBS-PensionsHelp@dbspv.mod.uk or by post at Veterans UK, Pensions Division, Mail Point 480, Kentigern House, 65 Brown Street, Glasgow, G2 8EX.

29. Reporting a death using the 'Tell Us Once Service'. This is a free service offered by the UK Government, which allows a death to be reported to most government departments and local councils at the same time saving additional effort during a difficult period. Veterans UK is part of the Service, which would be notified of a death and would cancel the Armed Forces Pension Scheme, War pension Scheme and Armed Forces Compensation Scheme payments. Using this scheme enables earlier notification of a death to Veterans UK which in turn means processing of Dependant benefits can be started quickly and reduces the risk of overpayments. For more information, please go to: www.gov.uk/after-a-death This service is not available in Northern Ireland.

ITEM 12 – FORECAST OF EVENTS 2021

30. The following events for 2021 have been notified to HQ REA, however due to COVID 19 these could change:

22 July	REA Management Committee Meeting
17 -19 September	Corps Memorial Parade*
21 September	REA Benevolence Committee Meeting
08 October	REA AGM
10 October	Sapper Sunday at Royal Hospital Chelsea
27 October	REA Recruiting Meeting
11 November	Field of Remembrance, Westminster Abbey

14 November
08 December

Remembrance Sunday
REA Benevolence Meeting

*National Events

Iain George
Operations Manager
Royal Engineers Association

Enclosures:

1. AGM
2. REA Badge of Merit Procedure Notes
3. Information Cards request form

Distribution:
Council Members
Management Committee Members
Group Directors
Deputy Group Directors
Group Secretaries and Branch Secretaries

From: Ken Kirk – CEO REA

The Royal Engineers Association

(Registered under the Charities Act 1992 and a charity registered in Scotland)

Patron: HER MAJESTY THE QUEEN



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REA/A/1/1

See Distribution

08 June 2021

Dear All,

The REA Annual General Meeting will take place at 1100hrs the 08 October 2021 as an online Zoom meeting.

All Group Directors, Deputy Group Directors, Group Secretaries are invited and Branch secretaries are to appoint one Branch delegate to attend this meeting online. This meeting will be run and organised online with documents distributed by email and will also be available on the website, no hard copies being sent out. All replies to include REA Form 5 (enclosed) giving full details of the attendee including their role ie Group Director and email address are to be returned by email to Julia Ferguson the membership typist email membershiptypistREA@rhqre.co.uk. Attendees must have internet access and be able to log into the Zoom platform to participate in the meeting.

The Zoom link and the documents required for the meeting will be sent out the week before the meeting. Below is the Notification Form that needs to be returned by the **01 October 2021**. Forms being returned after this date will not be accepted

I look forward to seeing you on the screen.

Distribution:

All Group Director
All Deputy Group Directors
All Group Secretaries
Branch Secretaries

Enclosures:

1. REA form 5 Notification Attendance Form⁷

**ROYAL ENGINEERS ASSOCIATION - ANNUAL GENERAL MEETING
08 OCTOBER 2021**

NOTIFICATION OF ATTENDANCE

This form is to be used to notify HQ the details of the **GP Directors, Deputy Group Directors, Group Secretaries and Branch Delegate** to the AGM.

Please read carefully the notes before completing this Form.

Group/Branch represented :	
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Name of attendee :	
Email Address of attendee: [Zoom Link and AGM papers will be sent to this email address]	
Telephone number	

Signed	
Appointment	
Date	

HQ USE ONLY

Received on		Replies sent on	
Acknowledged on		Papers despatched on	

NOTES:

1. This notification form must be received at HQ by **01 October 2021** in order to comply with Rule 11.16. Forms arriving late will not be accepted.
2. Only one delegate per Branch is permitted. [Rule 11.14].
3. All attendee's should ensure that they have sight of the REA Trustees Report & Financial Statements before the meeting.

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 overriding 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. Only the official REA Form 10, provided by HQ REA in an editable electronic MS Word document, is to be used.
 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 from July onwards until closing date. 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, a Sub-Committee to the Management Committee, will consist of the Controller (Chairman), the Corps Colonel, an RSM from the Management Committee and two elected members of the Committee (The RSM and Committee members will rotate in January each year).
 16. 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.
 17. The names of those awarded the Badge of Merit will be published in the March HQ Circular and posted on the Association's website.

The Royal Engineers Association

Branch Information Cards

Required Production Information

Please note that the cards are produced in a standard format to maintain a corporate identity for the Association. If your Branch does not have any of the following requested information, social media pages or accounts, please write N/A; do not leave an empty box.

Name of Branch
President - Name
and telephone number
Chairman - Name
and telephone number
Secretary - Name
and telephone number
Treasurer - Name
and telephone number
Meeting place
Meeting day
Meeting time
Branch web page
Branch Facebook page
Branch Twitter page
Branch Instagram account
Branch LinkedIn account
Main Branch contact telephone number
Branch email address

When completed, please email this form to: centralsouthernngrouprea@virginmedia.com

A proof will be sent to the given Branch email address for checking prior to printing.