

THE ROYAL ENGINEERS ASSOCIATION



PATRON: HER MAJESTY THE QUEEN

Brompton Barracks CHATHAM, Kent ME4 4UG

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See Distribution 30 June 2022

HQ CIRCULAR NO 172

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ITEM 1 – ANNUAL GENERAL MEETING 2022

1. Details of the Association's Annual General Meeting, which will be held in the Victory Services Club and on Zoom on **Saturday 8 October 2022** commencing at 1600 hrs, were published in HQ Circular 171 Item 2.
2. The attention of Groups and Branches is drawn to Rules 11.01 to 11.40, which govern the procedures at the Annual General Meeting.
3. More information on this meeting which will include the agenda and other paperwork will be promulgated nearer the time.
4. Notification of the Branch Delegate and Members of the Board of Trustees attending the meeting must reach HQ REA by the 12 September 2022. The proforma used for notifying REA HQ of a Branch delegate and Board of Trustee member will be available on the new REA website from The 1 July 2022 www.reahq.org.uk.

5. Only members of the Board of Trustees and those nominated as Branch Delegates are eligible to claim expenses to attend the AGM. The form which enables Branch AGM delegates and Trustees to claim expenses will be available on the new REA website.

ITEM 2 – ANNUAL REA DINNER 2022

6. The Annual Dinner of the Association will take place at the Victory Services Club on Saturday 8 October 2022, following the AGM. Reception will be at 1800 hours for 1830 hours with the bar opening at 1730 hours.



7. 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.

8. The menu will be:

Scottish Smoked Salmon, Hot Roast Salmon, Pickled Vegetables, Dill Scone
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Poached Chicken with Wild Mushroom, Spinach & Brie Farce, Mange Tout Nicoise, Chateau Potatoes, Chicken & Tarragon Sauce  
~~~~~  
Lemon Tart, Hazelnut Meringue, Raspberries, Fresh Raspberries
~~~~~  
British Cheese Selection  
Colliers Cheddar, Cornish Brie, Stilton & British Guest Cheese, Real Ale Chutney, Quince, Grapes, Celery & Biscuits  
~~~~~  
LBV Decanted Port
~~~~~  
Coffee and Mints

9. The cost of a ticket will be £25.00 and applications must be received at HQ by 30 September 2022. The REA proforma to enable Branches to book tickets will be on the new REA website from the 1 July 2022. 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 submitted to HQ REA at the earliest opportunity in order to secure places at the Dinner.**

10. 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 30 September 2022, thereafter the meal must be paid for.

11. 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



12. SAPPER SUNDAY will take place at 1000 hrs on Sunday 9 October 2022 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. Names are required to HQ REA if you are attending this event.

#### ITEM 4 – BADGE OF MERIT NOMINATIONS



13. 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.

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

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

16. Nomination Forms, fully completed at Branch and Group level, are to reach HQ REA by 1<sup>st</sup> December 2022.

17. When requesting the REA Form 10, Branches are to provide the name of the nominee to [membershiptypistREA@rhgre.co.uk](mailto:membershiptypistREA@rhgre.co.uk) at HQ REA. Failure to provide this information will delay the issue of the REA Form 10.

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

#### ITEM 5 – FIELD OF REMEMBRANCE

19. The Field of Remembrance opening ceremony will be held at Westminster Abbey on Thursday 10 November 2022 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.

20. 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.



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

## ITEM 6 – CLAIMS AND SUPPORTING DOCUMENTATION

### General

22. 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. **Claim Forms will be on the new REA website and must be submitted through the website from 1 July 2022.**

23. All claims for this Financial Year must reach HQ REA by 30<sup>th</sup> November 2022. 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.

24. 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

25. 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.

26. 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.

27. 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



28. 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.

29. 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

30. 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**



31. The National Standard Bearers' Competition is to be held at Brompton Barracks, Chatham during the Corps Freedom of Medway Memorial Weekend at 1030 hrs Saturday **17<sup>th</sup> September 2022**.

## **ITEM 8 – FREEDOM OF MEDWAY AND MEMORIAL WEEKEND**

32. The Freedom of Medway and Memorial Weekend will take place over the 16 – 18 Sep 2022 in Chatham. The calling notice for the event 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**

33. 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?

34. REA Branch articles for The Sapper must be sent direct to the Operations 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. The word count should be 350.

## ITEM 10 – FORECAST OF EVENTS 2021

35. The following events for 2022 have been notified to HQ REA, however due to COVID 19 these could change:

|                  |                                              |
|------------------|----------------------------------------------|
| 19 July          | REA Management Committee Meeting - Catterick |
| 16 -18 September | Corps Freedom of Medway Memorial Weekend*    |
| 20 September     | REA Benevolence Committee Meeting            |
| 08 October       | REA AGM and Annual Dinner                    |
| 09 October       | Sapper Sunday at Royal Hospital Chelsea      |
| 02 November      | REA Recruiting Meeting                       |
| 10 November      | Field of Remembrance, Westminster Abbey      |
| 13 November      | Remembrance Sunday                           |
| 26 November      | Winter Dinner at Chilwell                    |
| 06 December      | REA Benevolence Meeting                      |

\*National Events

## ITEM 11 – BRANCH INFORMATION CARDS

36. 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 12 - REA FORM 8 – NOTIFICATION OF DEATH AND OTHER ASSISTANCE FOR FUNERALS

37. Please ensure that if an REA member passes away then an **REA Form 8 Notification of Death** for REA Branch members can be completed on the new REA website.

Other **areas** that the REA can assist with are Corps Coffin Drapes, Branch Standard and Branch members attending the funeral. If assistance is required contact Julia Ferguson on [membershiptypistrea@rhqre.co.uk](mailto:membershiptypistrea@rhqre.co.uk)

Iain George  
Operations Manager  
Royal Engineers Association

Enclosures:

1. REA Badge of Merit Procedure Notes
2. Branch Information Cards.

Distribution:

Board of Trustees  
Management Committee Members  
Group Directors  
Deputy Group Directors  
Group Secretaries and Branch Secretaries

# 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 CEO 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. 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 CEO 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 CEO (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](mailto:centralsouthernngrouprea@virginmedia.com)

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