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See Distribution

Reference: REA/Gib/240128

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ADMINISTRATION INSTRUCTION
ROYAL ENGINEERS ASSOCIATION GIBRALTAR WEEKEND 2024
FRIDAY 24 – MONDAY 27 MAY 2024

1. **Introduction.** The Royal Engineers Association Gibraltar Weekend 2024 (REAW24). will be held in Gibraltar between **Fri 24 and Mon 27 May 24** and will be organised by the members of the Gibraltar REA Branch.

2. **Location.** The scheduled events will take place in various locations throughout Gibraltar; please refer to the Location Plan at Annex A.

3. **Event Format.** The programme of events and venues are confirmed, but these activities are still subject to change. A detailed Event Programme is at Annex B.

a. **Reception Centre.** There will be three reception centres in the days leading up to REAW24 where individuals will be checked-in and issued with further details of the Weekend events. Confirm of Tours (for Mon 27 May) and payment of tour fees (£5) will also take place during the reception periods. All guests MUST register in one of the following reception centres:

- 1) **Wed 22 May 24** (1500-1730hrs) – NAAFI Coffee Shop, Ocean Village
- 2) **Thu 23 May 24** (1500-1730hrs) – NAAFI Coffee Shop, Ocean Village
- 3) **Fri 24 May 24** (1200-1400hrs) – Gun Wharf (at the Meet and Greet)

Guests that arrive prior to the start of REAW24 are strongly encouraged to 'check-in' at one of the earlier reception centres, to minimise any delay on the first day of REAW24. Any guest due to arrive later than the reception periods published above should contact the undersigned.

b. **Meet and Greet.** An informal Meet and Greet function will be held during the afternoon of Fri 24 May starting at 1230hrs. This will be held in the JPDU in Gun Wharf and will include hot food; disco and the REA Gibraltar Branch raffle/auction. There will be a cash bar at Social Club prices, and last orders will be called at around 2030hrs. There will also be powerboat rides in the Bay (refer to para 3c below).

Please note that due to current Single-use Plastic Regulations, we are unable to provide plastic disposal glasses for the function. We have therefore commissioned an "REA" re-

usable and re-cyclable cup; these will be sold during the event at a very reasonable £2 – please refer to Figure 1 reference image below. Guests will be requested to kindly purchase a cup for the Meet and Greet function; additional cups are available to purchase if required.



Figure 1. Reusable cup to purchase (reference image)

Dress for the Meet and Greet will be casual. Although sun parasols will be provided on the day throughout the Gun Wharf area, guests should also consider a sun hat/sun cream if needed.

c. **Powerboat Trip.** During with the Meet and Greet function on Fri 24 May, we will also arrange powerboat trips within the Bay of Gibraltar and surrounding area – these will start at 1230hrs and will take approximately 15-20 minutes per trip. There will be no allocated slots for the boats this year; individuals will be called forward generally as slots become available when the boats return to Gun Wharf.

Life preservers will be supplied, and dress will be casual. Please kindly note that anyone under the influence of alcohol will not be able to take part in the boat rides. Your understanding is appreciated

d. **Corps and Veterans Presentation.** A Corps update will be delivered by the Corps Chief of Staff (Maj Phil Marsh) on Saturday at 1200hrs before the parade (location tbc). A parade brief will then follow.

e. **Parade and March Past.** On Sat 25 May, there will be a March through Main Street from Fishmarket Lane up to the Bomb House Lane area. The parade will be supported by the Gibraltar Corps of Drums and will march up Main Street, with Her Worship the Mayor of Gibraltar taking the salute outside the Houses of Parliament. Branch and Unit Standards will be on parade. All marching elements are to form up in Fishmarket Lane at 1300hrs. Dress will be:

- i. VIP Guests (serving): Service Dress with medals
- ii. VIP Guests (retried and civilian): Lounge Suit (medals optional)
- iii. Veterans/REA members: REA/Corps Blazer, tie, beret, and medals
- iv. Serving Members (VIP Enclosure): Service Dress with medals
- v. Serving Members (marching contingent): MTP/lounge suit/blazer.

Relatives and friends of those marching can locate themselves anywhere along the Main Street route or around the Houses of Parliament area; please note that no seating will be available for the duration of the March.

f. **Sapper Photograph.** After the march, we will hold a Sapper photograph for all members, guests, and Standards. We will congregate by the Sapper Statue in Main Street for the photograph. Once the formal photographs with VIPs are complete, individuals may take their own photos.

g. **Mayoral Reception (TBC).** We hope that the marching contingent will be invited to a Mayoral Reception in City Hall by Her Workshop the Mayor – although at the time of writing, this was still to be finalised. If this is agreed, the reception will occur directly following the Sapper photograph for all those on parade.

h. **Post Parade Refreshments.** Further details will be published at the Meet and Greet.

i. **Corps Veterans Rugby Fixture (TBC).** We are hoping to secure the Corps Veterans Rugby team to play a fixture(s) against a Gibraltar Select squad. The fixture will be held on the main pitch at Europa Sports complex late afternoon – further details will be published in before the game.

j. **Gala Dinner.** A Gala Dinner Dance is scheduled for the evening of Sat 25 May in the Europa Sports Ground, located at the southern end of Gibraltar. The evening will include arrival drinks, a seated 3-course waiter-served meal; open-bar; entertainment; disco; and raffle/auction. All guests are respectfully requested to arrive no later than 1945hrs; VIPs guests will arrive from 2015hrs. Dress will be lounge suit or blazer (medals optional) for gentlemen and appropriate dress for the ladies; serving members will be in Mess Dress with medals. Further details are provided on the event programme at Appendix B.

Please note that there will be no seating plan on the evening, other than the designated VIP/Committee tables, and so guests are encouraged to take their seating with friends as required. The function will be set up with round tables of 10/12 guests.

Transport (shuttle buses) will be provided free of charge from **Grand Parade (the parking area at the cable car)** up to the Europa Sports Ground during the afternoon, with a return shuttle back into town at the end of the night. Timings will be:

- i. 1700-1945hrs (Cable Car to Europa Point)
- ii. 0001-0300hrs (Europa Point to town)

k. **Church Service.** A Church Service will be held on Sun 26 May in Kings Chapel at 1100hrs. A Padre will lead a multi-denomination service of thanksgiving for the Corps. There will be two readings, one by the Gibraltar Branch and one by a visiting REA branch (volunteers requested!), and Standards are most welcome. Dress will be as per the parade.

l. **Farewell Function.** There will be an informal social gathering to bid farewell to friends on Sun 26 May in the Gibraltar Warrant Officers' and Senior Rates' Mess in Devils Tower Camp. This will run through the afternoon from 1500hrs to approximately 2000hrs and will include a BBQ (food tbc), disco, entrainment, and of course the raffle and final auction piece. Dress will be smart casual.

Due to the significant increase in guest numbers expected again this year, the Committee has worked extremely hard to maximise attendance to all events. Understandably, this will mean that venues are at full (or indeed slightly over) capacity, and so the functions are likely to be “cosy.” We

thank you for your patience and understanding and ask that you support all bar, waiting and catering staff members, many of whom are volunteers.

4. **Attendance and Payment.** An attendance proforma and details of how to pay are at Annex C. All guests are kindly requested to submit their completed attendance proforma and payment **no later than 01 March 2024**. Due to the guest numbers anticipated for REAW24, we may need to cap attendance to certain events due to venue size – please therefore kindly note that places will have to be allocated on a first-come-first-served basis.

5. **Tours.** We will provide tours on Monday 27 May. Further details of the tours will be published nearer the event, but we are likely to run a number of *Great North Road Tunnel Tours* throughout the day, to accommodate guest numbers. The cost of the tunnel tour will be £5. Your tour timing will be confirmed in the reception period.

6. **Travel from UK and Overseas.** Guests are to make their own arrangements for travel to and from Gibraltar. Further travel details were provided in the Calling Notice.

Please note that following UK's departure from the European Union, transit across the Gibraltar-Spanish border, although possible, is now slightly more challenging. Guests should check all current travel advice to ensure they are fully aware of any additional restrictions that may come into place, should they wish to transit the border. Currently, you are able to transit the border with a British passport, but you must demonstrate a valid reason for crossing (owning a residence; holiday booking etc). You will find more information at <https://www.gov.uk/foreign-travel-advice/spain/entry-requirements> and <https://www.gov.uk/foreign-travel-advice/gibraltar>. Regular updates for travelling to Gibraltar can be found at: [Gibraltar Entry Requirements](#). Further frequently asked travel questions for Gibraltar can be found at: [Visit Gibraltar FAQs](#)

7. **Accommodation.** Unfortunately, there is no military accommodation available for REAW24, therefore use of local hotels or staying with friends is recommended. Accommodation details were provided in the Calling Notice.

For those guests considering staying in Spain, or transiting through Spain, it is important that they make themselves fully aware of any local restrictions and implications following Britain's departure from the EU; although the Gibraltar/Spain border will remain open, it remains part of the ongoing negotiations between Gibraltar and Spain. More information can be found at: <https://www.schengenvisainfo.com/>

8. **Medical.** Guests are advised to ensure they have appropriate Medical Insurance arranged before travelling – this should be in accordance with the current requirements for non-EU travel. Further general information can be found at <https://www.gov.uk/guidance/uk-residents-visiting-the-eueea-and-switzerland-healthcare>. You may also consider applying for a UK Global Health Insurance Card (GHIC) via the NHS; this is the new system brought in to replace the E111 and more information can be found at <https://www.nhs.uk/using-the-nhs/healthcare-abroad/apply-for-a-free-uk-global-health-insurance-card-ghic/>

9. **Finance.** Gibraltar's currency is Pounds Sterling. It also has its own Gibraltar notes and coins – please note that these cannot be used or exchanged in the UK upon your return so please feel free to get rid of any remaining 'Gibraltar' currency during the raffles! Euros are also acceptable in most local outlets. Local banks include NatWest, the Gibraltar International Bank and Trusted Novus Bank. Cashpoints will accept most UK debit cards; certain NatWest cashpoints will dispense UK Pounds Sterling with others issuing Gibraltar currency only. Most retail outlets and hotels will accept credit and debit cards, Revolut, and cash (UK Pounds Sterling; Gibraltar Pounds or Euros). Please note that Euros are required for Spain.

10. **Welfare.** The event organisers will be able to offer advice on welfare matters but guests must treat REAW24 as you would when travelling abroad anywhere else in the world and make the necessary arrangements for any known welfare matters.

Other Information

11. **Lapel Pins.** We have previously commissioned a commemorative 'lapel pin' showing the 1772 Gib Sapper for the last few Gibraltar Weekends (images below). We have commissioned another pin for 2024 – which will be blue – but will once again be a limited-edition pin with only 100 commissioned. It will be available to purchase for between £3-£5 (final cost to be confirmed). Why not add to your annual pin collection?



12. **Additional Information.** For any other pressing queries, please feel free to contact the following:

Contact	Name	Email	Contact
Secretary	Mr Jack Noble	jack@nosa.gi	+350 58008085
Treasurer	Mr Richard Tomlinson	rdtomlinson@hotmail.com	+350 54028355
Chairman	WO1 Danny Bryceland MBE	daniel.bryceland227@mod.gov.uk	+350 200 55353

On behalf of all 'Sappers on the Rock', we very much look forward to your company to celebrate the Corp's enduring friendship and heritage with Gibraltar and its people.

Warmest REgards








Jack Noble
 Secretary
 REA Gibraltar Branch
 for President

Enclosures:

- Annex A – Location Plan
- Annex B – Event Programme
- Annex C – Attendance Proforma and Payment

Distribution:

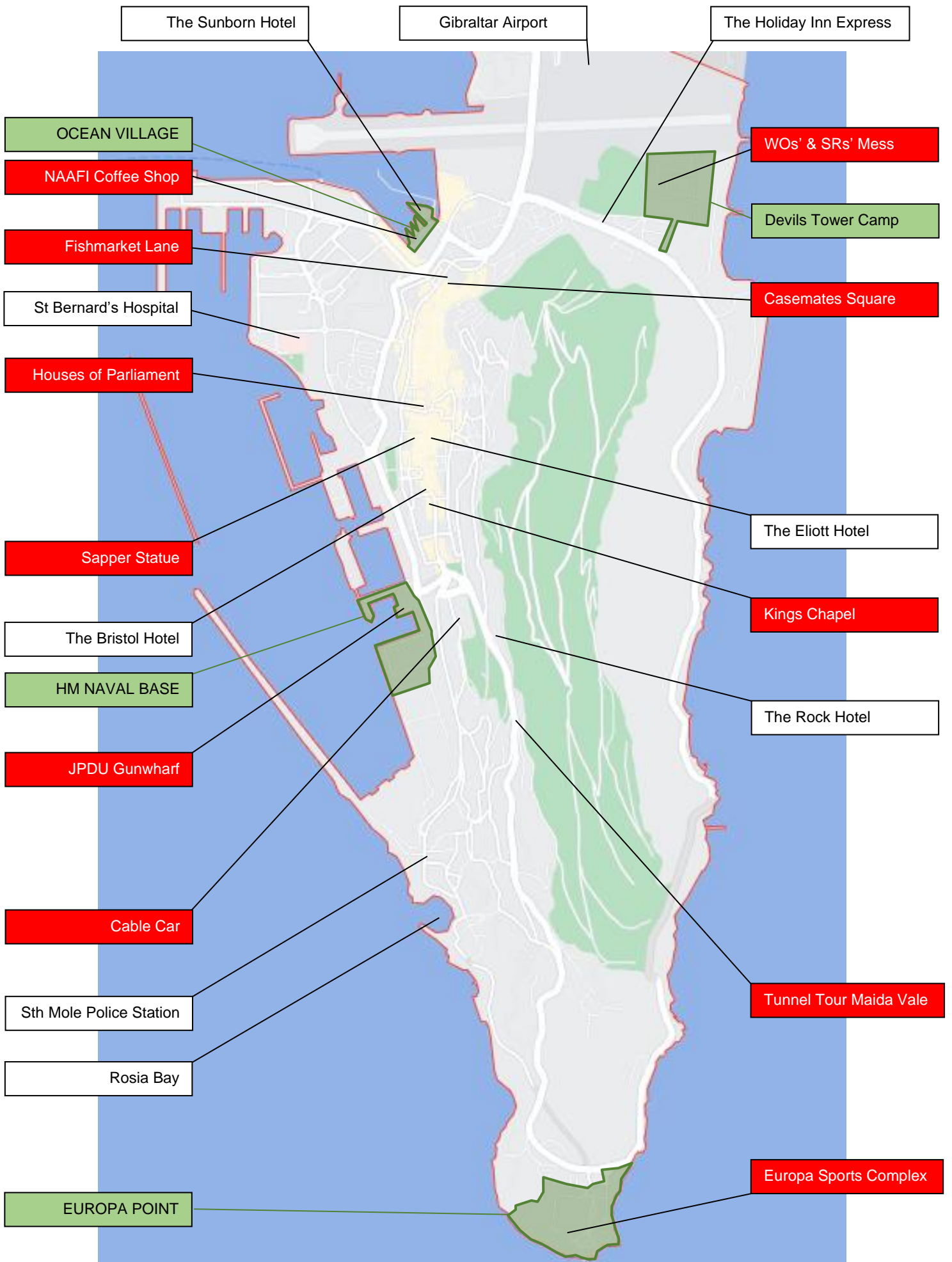
External:

RE HQ – Corps Colonel 
RE HQ – Chief of Staff 
RE HQ – Corps Sergeant Major 
RE HQ – Corps Webmaster 
REA HQ – Chief Executive Officer REA 
REA HQ – Operations Director REA 
REA Branch Secretaries 
REA HQ Website
REA Gibraltar Facebook Page

Internal:

HQBF Gibraltar – Col Ben Campbell-Colhoun 
DIO Gibraltar – Maj Bal Gurung 
HQBF Gibraltar – Maj Ollie Child 
DIO Gibraltar – WO1 Danny Bryceland 
DIO Gibraltar – WO2 David Francis 
DIO Gibraltar – SSgt Neil Buckingham 
REA Gibraltar – Branch Members 

ANNEX A – LOCATION PLAN



ANNEX B – EVENT PROGRAMME

**Royal Engineers Association
Gibraltar Weekend (REAW24)
Friday 24th – Monday 27th May 2024**

**hosted by the
REA Gibraltar Branch**





Event Programme

GIBRALTAR BRANCH ROYAL ENGINEERS ASSOCIATION GIBRALTAR WEEKEND PROGRAMME
FRIDAY 24 – SUNDAY 26 MAY 2024

Ser	Date/ Time	Event	Location/Meeting Point	Dress Code	Remarks
(a)	(b)	(c)	(d)	(e)	(f)
Wednesday 22 May 2024					
1	1500 – 1700	Reception 1	<i>NAAFI Coffee Shop, Ocean Village</i>	Casual	First session to 'check-in'; guest are encouraged to check in on arrival to avoid any delays on Friday
Thursday 23 May 2024					
2	1500 – 1700	Reception 2	<i>NAAFI Coffee Shop, Ocean Village</i>	Casual	Second session to 'check-in'; guest are encouraged to check in on arrival to avoid any delays on Friday
Friday 24 May 2024					
3	1000 – 1200	Reception 3	<i>JPDU Adventure Training Centre, Gun Wharf, HMNB</i>	Casual [consider sun hat/sun cream]	Third and Final session to 'check-in'
4	1230 - 1430	Boat Trips			Boat trips will start around 1230hrs and will take approximately 15-20 minutes per trip. There will be no allocated slots – people will be invited as boats return to the Wharf. Equipment (life preservers etc) will be provided. <u>Anyone under the influence of alcohol will be refused entry to the boat.</u>
5	1230 – 2030	Meet and Greet			Entertainment: disco + karaoke + raffle + auction + surprize Refreshments: there will be a <u>cash</u> bar (social club prices) with soft + alcoholic drinks. Guests will need to purchase a single use glass (£2), but they will be REA branded, so great for the drinks cabinet at home, or as gifts Food: a pre-choice menu [A: Chicken Curry; B: Vegetable Curry; C: Chicken (in sauce) and Chips] will be served around 1700-1800hrs; this may be offered in two sittings (due to guest numbers)
Saturday 25 May 2024					
6	1200 – 1250	Corps/Parade Presentation	<i>Location TBC</i>	REA Blazer + REA/ Corps Tie + Beret + Medals	
7	1250 – 1330	Freedom Parade - March up Main Street	<i>Fishmarket Lane – Casemates – Main Street</i>	Military: VIP Area in Service Dress Marching contingent in MPT	1250: Form up in Fishmarket Lane 1300: Step off for march up Main Street 1315: Eyes Right (salute at the Piazza taken by Her Worship the Mayor) 1320: Halt 1325: Good morning, Mr Stevens on a Windy notchy night 1330: Fall Out
8	1345	Photograph	<i>Sapper Statue</i>		All REA members are kindly asked to congregate at the Sapper Statue adjacent to Marks & Spencer straight after the March.
9	1400-1500	(TBC) Mayoral Reception	<i>City Hall</i>		Please note this event is TBC
10	1430-1530	Post-Parade Refreshment	<i>Location TBC</i>		Location(s) will be confirmed no later than the Meet N Greet
11	1700-1945	Transport	<i>Cable Car</i>	Lounge Suit or Blazer (medals optional)	Shuttle buses will run from the parking area adjacent to the Cable Car in Grand Parade up to Europa Point.
12	1730hrs	(TBC) Corps Rugby Match	<i>Europa Sports Ground</i>		Please note this event is TBC. The Corps Veterans team will play a Gibraltar Select, in a fixture KO at around 1730hrs. During the fixture, there will be a cash bar available.
13	1945 – 0300 Guests are requested to arrive PROMPTLY NLT 1945hrs VIP arrival 2015	Gala Dinner Night	<i>Europa Sports Ground [enter via the Lighthouse doors on the southern side]</i>	Appropriate attire for the ladies/guests Military Mess Dress + medals	Entertainment: disco + entertainment + raffle + auction (the raffles and auction will be run throughout the evening) 1945 – 2040: arrival drinks 2015: VIP guests arrive 2045: seated for dinner 2055: arrival brief 2100 – 2245: waiter-served 3-course meal [Starter - Goats Cheese; Main - Pork Cheeks; Dessert - Chocolate Brownie] during the meal, wine [red; white; rose] + water will be provided 2105 – 2135: speeches/presentations 2250: table clear and toast [each table will be gifted a bottle of Port] 2300 – 0200: free bar (bitter; lager; cider; wine; house spirits and soft drinks) 0001 – 0300: transport back to town centre

Sunday 26 May 2024					
	1100 – 1200	Church Service	<i>King's Chapel</i>	As per parade	1050hrs: arrival 1100hrs: church Service dedicated to the Royal Engineers; Branch Standards are welcomed
	1500 – 2000	Farewell Function	<i>Warrant Officers' and Senior Rates' Mess, Devils Tower Camp, Devils Tower Road</i>	Smart Casual	Entertainment: disco + entertainment + raffle + auction Refreshments: cash bar (Mess prices!) will be available for guests to purchase Food: BBQ tbc

GIBRALTAR BRANCH ROYAL ENGINEERS ASSOCIATION GIBRALTAR WEEKEND TOURS
MONDAY 27 MAY 2024

Ser	Date/ Time	Event	Location/Meeting Point	Dress Code	Remarks
(a)	(b)	(c)	(d)	(e)	(f)
Monday 27 May 2024					
	Timings will be confirmed by the Meet N Greet, dependent on numbers	Tunnel Tour Great North Road	<p><i>Meet at Bus Stop adjacent to the Old Casino on Europa Road</i></p>  	Casual Comfortable footwear Water	<p>During World War II the British military constructed an underground bombproof city for 16,000 troops with enough supplies to last sixteen months, entirely within the Rock of Gibraltar. Facilities included a telephone exchange, a generating station, a water desalination plant, a hospital, a frozen food store, a bakery, ammunition magazines, etc. The road was built within a tunnel started when 180 Tunneling Company Royal Engineers was created in 1940. The following year 180 Company was joined by 170 and 178 Companies.</p> <p>The tunnel starts at Maida Vale behind the old Casino at Europa Road and travels north behind the Rock Hotel to Brigade Headquarters and Doncaster Adit. At this point, the road forks into several other minor tunnels dug to house kitchens and an ammunition magazine. The entrance to Wilson's Cave is also located here having been discovered while carrying out blasting the rock during the magazine's construction.</p> <p>The 60 feet (18 m) wide road continues north where it joins the Raglan Battery Shelter. The tunnel would allow military lorries to travel within the Rock. The Great North Road ends at the now abandoned Calpe Hole Generating station however, the tunnel system continues all the way to the north face of Gibraltar where the World War II tunnels join the Galleries dug out during the latter part of the 18th century, now known as the Great Siege Tunnels.</p> <p>The tour is a slow walk along a flat route and will take approximately 1.5hours.</p> <p>Guests are requested to meet by the bus stop south of the old Casino building on Europa Road.</p>

REA CONTACT LIST

Ser	Contact	Name	Email	Landline	Mobile
(a)	(b)	(c)	(d)	(e)	(f)
1	Secretary	Mr Jack Noble	jack@nosa.gi		+350 58008085
2	Treasurer	Mr Richard Tomlinson	rdtomlinson@hotmail.com		+350 54028355
3	Chairman	WO1 Danny Bryceland MBE	daniel.bryceland227@mod.gov.uk	+350 200 55353	

ANNEX C – ATTENDANCE PROFORMA AND PAYMENT DETAILS

1. **Introduction.** Due to the exponential rise in the Gibraltar event over the last few years, we must confirm attendance numbers as early as possible. Many of you have already indicated your intention to attend, but we must now define this list to ensure that we can safely and fully manage everyone who will join us for this year's event and accommodate any personal requirements.
2. **Attendance.** We are therefore requesting that you complete the attached proforma as follows:
 - a. **Return to:** Jack Noble
 - b. **Via email to:** jack@nosa.gi
 - c. **Return date:** completed returns are to be submitted no later than 01 March 2024.

This proforma and payment is to secure your place at REAW24. Please ensure you complete all sections that are highlighted in yellow, and include all dietary requirements; mobility requirements; any other information required etc.

3. **Cost.** Whilst we continue to source local sponsorship and deliver fund-raising events to ensure that personal contributions are as economical as possible, the cost to deliver an event of this size is significant. REAHQ has once again kindly provided financial support, which has also helped to maintain this ever-growing National Sapper event, but inevitably, global costs have risen over the last couple of years, and so the cost of this year's event has increased from previous years.
4. The personal contribution for REAW24 will therefore be **£115 per head**. This is a single, one-off payment that will include all venues; entertainment; boat trips; food; Gala Dinner transport to Europa; and of course, the open bar during the Gala Dinner, over the three-day period. The tours which will be held on Mon 27 May 2024 will be £5 per head (to cover the cost of insurance, provision of the guide etc); this will be payable by those that wish to attend the tours.
5. **Payment.** We are kindly requesting payment via bank transfer to allow us to continue to plan and effectively monitor attendance numbers. You are therefore respectfully requested to make payment in full no later than 01 March 24. Payment can be made by bank transfer:

Bank:	Revolut Ltd, 7 Westferry Circus, London E14 4HD
Account Name:	Richard Tomlinson
Sort Code:	04-00-75
Account	68190913
Reference:	You MUST include "REAW24 and your full name" as the bank transfer reference

6. **Reference.** Please ENSURE that you include the reference indicated above to any payment. Failure to do so will result in us being unable to allocate your payment correctly, and so your attendance may be affected.
7. **Payment Issues.** If you have any issues with your payment, please contact Richard on:
 - a. Richard Tomlinson E: rdtomlinson@hotmail.com M: +350 54028355

ATTENDANCE PROFORMA --- please complete all yellow sections ---

Event:	REA Gibraltar Weekend 2024	Name:	
Date:	Friday 24 – Monday 27 May 24	REA Branch:	
Location:	Gibraltar	REA Standard to Gib:	Yes or No

£115 per head													£5			
Title	Christian Name	Surname	Powerboat Trip	Meet n Greet	* Meet n Greet Menu Choice	Corps and Parade Brief	Parade and March	Post-parade Refreshments	Corps Rugby Match	Gala Dinner Transport	Gala Dinner	Church Service	Farewell Function	Tunnel Tour	Remarks [Dietary requirements; mobility requirements etc]	
<i>Mrs</i>	<i>Kathy</i>	<i>Noble</i>	<i>1</i>	<i>1</i>	<i>A</i>	<i>0</i>	<i>0</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>Vegetarian only - no fish - wheelchair user</i>

*Meet and Greet Menu Choice: **A:** Chicken Curry **B:** Vegetable Curry **C:** Chicken and Chips Tunnel Tour timings will be confirmed dependent on numbers, but 2 or 3 will be run on Monday