



BULLETIN No 1, March 2015

Dear Members,

The main purpose of this bulletin is to announce the arrangements for the Plenary Committee Meeting to be held on 19 May 2015, our 2015 Annual General Assembly (AGA) which will be held on 20 May 2015 and the election of two members to your Executive Committee. But firstly:

AWC

As I have mentioned before please be aware that AWC has introduced a “proof of payment” policy in accordance with the NATO Group Insurance Contract which should be reflected in the new NATO Benefit Guide to be published soon. AWC recommends that the claimant attach a proof of payment to claim (meaning the invoice has been paid by the beneficiary prior to forwarding it for reimbursement) especially for dental invoices over € 2000, optical bills over € 500, for hearing aids and orthopedic appliances and higher pharmacy and doctors’ invoices. Adding a proof of payment immediately with the claim form will avoid all sorts of delays concerning the reimbursement. Please note that the signature of the beneficiary that the bill has been paid may not be considered as proof of payment. Furthermore, AWC reserves the right to ask for proof of payment at any time in case of doubt or when conducting further investigations. It is my advice to you that you keep receipts for all medical bills so, should AWC ask for proof of payment after you have submitted the bills, there should be no inconvenience for you. Proof of payment may be shown by one of the following:

1. An invoice from the provider where it clearly states that the invoice has been paid, showing the provider’s signature and stamp.
2. A statement showing that the amount in payment of the services was transferred to the bank account of the provider.
3. A credit card or debit card slip showing the amount was paid to the provider

Please remember: To send a new claim or for information about an existing claim, please email unityclaims@allianzworldwidecare.com. And for medical or dental cost estimates and prior approval treatment requests, please contact the AWC Medical Services Department at unitymedical@allianzworldwidecare.com.

PLENARY COMMITTEE MEETING – TUESDAY 19 May 2015

On Tuesday 19 May 2015, the Executive Committee will meet with the National Representatives and their deputies. This meeting will start at 1400 hours at Restaurant L’Envers du Décor, Best Western Plus Hotel Casteau Resort Mons, 40, Chaussée de Bruxelles, 7061 Casteau. The agenda for the Plenary Committee Meeting is at Annex A. Those attending the Plenary Committee Meeting are asked to inform the ANARCP Secretary by E mail, laurie.daykin@gmail.com not later than **1 May 2015**. The E Mail or letter should have the subject title: **PLENARY COMMITTEE MEETING – TUESDAY 19 May 2015**

ANNUAL GENERAL ASSEMBLY – WEDNESDAY 20 May 2015

The Annual General Assembly will be held on Wednesday 20 May 2013 at Best Western Plus Hotel Casteau Resort Mons, 38 Chaussée de Bruxelles, 7061 Casteau. The meeting will start at 0930;

coffee will be available at 0900. I look forward to seeing you there. Lunch will be offered to all attendees by the association. The agenda for the Annual General Assembly is at Annex B. Members are requested to inform the Chairman before 1 May 2015 of any additional points they may wish to raise at the meeting. To provide the Executive meeting with an estimate of those attending the AGA, those attending are asked to inform the ANARCP Secretary by E mail, laurie.daykin@gmail.com or by letter to 'The ANARCP Secretary, HRM Branch, Resources Division, 7010 SHAPE, Belgium.' Not later than **1 May 2015**. The E Mail or letter should have the subject title: **AGA ATTENDANCE – WEDNESDAY 20 May 2015**

ELECTIONS

The terms of office for Mr Bob Moriau and Mr Hessel Rutten come to an end in May 2015. There are no nominations for election to the Executive Committee and the two incumbent members are prepared to continue serving you. Therefore there will be no election and Mr Moriau and Mr Rutten will be declared members of the executive committee for a further term of three years for the ANARCP Executive Committee. I am very disappointed that no other member was nominated for the Executive Committee

BYE-LAWS

After much work and deliberation by the ANARCP Executive Committee and National Representatives, the draft Bye-Laws is provided at Annex C. They will be presented for approval at the Annual General Assembly on 20 May 2015.

PROXY

ANARCP Members are encouraged to exercise their vote on the Bye-Laws. A quorum is 100, members present or represented by proxy. Members are asked to send their agreement to the draft Bye-Laws by sending an E Mail to the Secretary (laurie.daykin@gmail.com) by 1 May 2015 with a copy to their respective NATRep. The E Mail or correspondence should indicate in the Subject Line: **Vote for Bye-Laws. – I AGREE.**

FINANCES

The Financial statements for 2014, the Treasurer's report for 2014 and the proposed budget for 2015/16 are attached.

DINNER – TUESDAY 19 May 2015

In the evening of 19 May 2015, our AGA annual dinner will take place at Restaurant L'Envers du Décor, Best Western Plus Hotel Casteau Resort Mons in Casteau. This is open to all ANARCP members and their guests. A welcome drink will be served at 1930 hours, followed by dinner. **The price is expected to be approximately 45 Euros, all included.** Those wishing to attend the dinner are asked to inform to the ANARCP Secretary by E mail, laurie.daykin@gmail.com or by letter to 'The ANARCP Secretary, HRM Branch, Resources Division, 7010 SHAPE, Belgium.' By **1 May 2015**. Please indicate the total number of persons wishing to dine and any special dietary needs. Dinner cancellations cannot be accepted later than 1 May 2015. The E Mail or letter should have the subject title: **AGA DINNER – TUESDAY 19 May 2015**

HOTEL ACCOMMODATION

Those wishing to book hotel accommodation at the Best Western Plus Hôtel & Aparthotel Casteau Resort, 38 Chaussée de Bruxelles, B-7061 Casteau, should contact the hotel directly. The prices for rooms are: 97 EUR for a single room and 117 EUR for a double room. When booking, please mention 'ANARCP'. The hotel has blocked 10 hotel rooms until 4th April 2015. The contact details are:

Telephone: +32 65320400

PERSONNEL

Since the last bulletin, I regret to report the deaths of the following ANARCP Members since December 2014:

Mr, VAN LENT, Henricus J.A.
Mr, VAN DER VOORT, Joseph
Mrs, JOHANNESSEN, Aase
Mr, RORHOLT, Lars

Mr, BERNDT, Eckehard
Mr, TAAL, Jan
Mr, BORSBOOM, Antonius
Mr, BRANDS, Joseph

We express our sincere condolences to their families and friends.

NEW MEMBERS

We welcome the following new members to our Association:

Mrs, FISHER, Margaret Patricia
Mr., SANDERS, Yves
Mr, HENDRIKS, Bert Hubertus
Johannes Wilhelmus
Mr, KROMER, Klaus Dieter
Mr., WILHELMSEN, Dag

Mr, CHRISTOFFELS, Simon
Mr , HESSE, Nils
Mr, CHAMBERS, Geoffrey
Mr, PELCHAT, Richard
Mr, SCHOELER, Albert
Mr, MORRISON, John

With Best Regards



Peter Ludford
Chairman

Annexes:

- A. Plenary Committee Meeting - Agenda
- B. Annual General Assembly - Agenda
- C. Draft Bye-Laws
- D. List of NatReps

Attachments:

Financial statements for 2014, the Treasurer's report for 2014 and the revised budget for 2015

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MEETING OF THE ANARCP PLENARY COMMITTEE

1400hrs Tuesday 19 May 15

Agenda

Item 1 - Opening Remarks – Chairman

Item 2 - Approval of the Agenda – Chairman/Secretary

Item 3 - Review and Approval of the Minutes of the Last Meeting - Chairman/Secretary

Item 4 - Staffing - Chairman/Secretary

- a. Proxies
- b. Bye Laws

Item 5 - Financial Matters - Treasurer

Item 6- Updates

- a. Salary-Pension - Chairman
- b. Allianz Worldwide Care Issues - Mr Bulling/Chairman
- c. Pensions - Chairman/Mr Varzeni
- d. Confederation Issues - Mr Moriau

Item 7 – Local/National Activities – All NatReps

Item 8 - ANARCP Website

Item 9 – Administrative Matters - Chairman/Secretary

Item 10 – Any Other Business – Chairman

Item 11- Date of Next Meeting - Chairman/Secretary

GENERAL ASSEMBLY OF THE ANARCP
0900 Hrs Wednesday 20 May 2015

Agenda

Coffee will be served from 0830

Item 1 - Opening Remarks and Administrative Announcements - Chairman

Item 2 - Approval of the Agenda – Chairman/Secretary

Item 3 - Approval of the Minutes of the Last Meeting - Chairman/Secretary

Item 4 - Address by our Patron MGEN Fernando Alejandro (SPA A) (Deputy Chief of Staff Resources)

Item 5 - Presentation by Mr Loeckx

Item 6 - ANARCP Issues:

Chairman's Report - Chairman

Secretary's Report - Secretary

Proxies – Secretary

Relations with SCSA. - Mr VanderWal

Item 7 - Approval of the redrafted Bye-Laws (**Quorum of 100 Required**) - Chairman/Secretary

Item 8 - Report on the Confederation of NATO Retired Civilian Staff Associations (CNRCSA) – Mr Guidetti, CNRCSA Chairman

Item 9 - NatReps Reports – All NatReps

Lunch 1230 hrs - 1330 hrs: Coffee will be served in the conference room at 1330 hrs

Item 10 - AWC Presentation. – AWC Rep & Mr Bulling

Item 11 - Treasurer's Report - Treasurer

Item 12 - Elections – Chairman/Secretary

Item 13 - Any Other Business - Chairman

Item 14 - Next Meeting – Chairman/Secretary



Association of NATO/ACE Retired Civilian Personnel
Association du Personnel Civil Retraité OTAN/ACE

DRAFT

BYE-LAWS OF THE ASSOCIATION OF NATO/ACE¹ RETIRED CIVILIAN PERSONNEL (ANARCP)

Dated March 2015

ARTICLE 1: MEMBERSHIP

1.1. Membership as Full Member is open to:

1.1.1. Retired NATO staff of Headquarters and Agencies within Allied Command Europe (ACE) and NATO and their survivors who have the right to a NATO pension or who are covered by the NATO group insurance.

1.1.2. Serving staff members within one year of their retirement from Headquarters and Agencies within ACE (See footnote 1) and NATO, who contribute to the Pension Scheme or who will be covered by the NATO group insurance.

1.2. A membership fee must be paid for the membership to become official.

1.3. Life Membership. With effect from the Annual General Meeting on 23 May 2014, Life Membership is discontinued. This will not be retroactive but will affect all who would have been considered as Life Members from that date forth. Current Life Members are encouraged to make a voluntary contribution at the current rate of subscription as for regular members.

1.4. Honorary membership may be conferred by the General Assembly on persons who have given outstanding service to the Association or to retired NATO Civilian personnel in general.

1.5. Membership shall be lost:

- a. By non-payment of the membership fee within one year after it is due;
- b. By resignation;

¹ ACE means 'Allied Command Europe' and its successors. This includes commands and agencies associated with, or in the geographical area of, SHAPE.

c. In exceptional circumstances, by expulsion proposed by the Committee and endorsed by the General Assembly.

1.6. Members who have resigned or lost membership through non-payment of dues may request to rejoin the Association on payment of subscriptions for the intervening years, unless otherwise decided by the Committee.

ARTICLE 2: GENERAL ASSEMBLY

2.1. **Proxy:** Any member may appoint one of the Officers, his National Representative, or any other member who will be present at a General Assembly, to exercise a proxy vote on his or her behalf on matters on the agenda.

2.2. Normally, the Chairman presides over all Committee meetings and Assemblies. In the absence of the Chairman, the Vice-Chairman shall preside, and in the absence of both, the Committee shall designate a Chairman pro-tem.

2.3. Any member may propose agenda items, which may be included at the Chairman's discretion. The agenda shall be distributed at least one month before the meeting.

2.4. Members present or represented at the Assemblies may vote on any items of the agenda, except for the elections, which are governed by Article 3.

2.5. As approved at the Annual General Meeting of 23 May 2014, the Quorum for voting shall be an absolute number of 100 of the members present, by proxies or voting by remote means. Matters that cannot be deferred to the next meeting can be settled by simple majority at an extraordinary meeting following the assembly, if $\frac{2}{3}$ of the members present agree.

ARTICLE 3: ELECTIONS

3.1. The committee will consist of 6 members. The term of membership will be three years. The annual election may elect up to two members.

3.2. The Executive Committee will be elected by the membership and announced at the General Assembly. To allow all Full and Life Members to vote, the Executive Committee will be elected by e-mail or postal vote. Votes will be sent by post or email directly to the Chairman/Secretary, or a designated Executive Committee member who is not standing for election. The voting will remain confidential to the Executive Committee member coordinating the vote.

3.3. Nomination proposals will be sent to the Chairman or the Secretary, by the date indicated in the call for nominations.

3.4. Members may nominate themselves, or other members. The outgoing members of the Executive Committee will be nominated, if they so desire. A nomination must be agreed and signed by the nominee, and accompanied by a brief résumé of any experience that the nominee thinks might be useful while serving on the committee. Each résumé will be distributed to all the members along with the voting papers.

3.5. The Executive Committee will appoint, from among its members, the Officers of the Association. The members of the Executive Committee will normally serve for three years unless re-elected for a further term.

3.6. The approximate times for the election documentation will normally be:

- December. Call for nominations.
- Mid January. Nominations to be received by Chairman or Secretary.
- End February. Voting papers posted to members.
- Mid April. Postal and e-mail votes received by the Committee and recorded.
- May. At the Assembly, the result of the election will be announced.

3.7. Newly elected officers taking over a specific post will normally assume their duties within one month of being elected.

3.8 An Honorary President shall serve for a three year term and be subject to re-appointment. The Executive Committee shall submit nominations for the post of Honorary President to the membership.

ARTICLE 4: COMMITTEES AND NATIONAL REPRESENTATIVES

4.1. There will be two fora at the executive level. These will be the Executive Committee and Plenary Committee.

4.2. The Executive Committee will consist of: Chairman, Vice Chairman, Secretary, Treasurer, the two elected members and the Honorary President (if appointed).

4.3. Items for Executive Committee and Plenary Committee meetings shall be proposed by members of the respective committee. Agenda shall be distributed one month prior to the meeting.

4.4. Voting members of the Executive Committee will be: Chairman, Vice Chairman, Secretary, Treasurer and two elected members.

4.5. The Plenary Committee will consist of the Executive Committee and the National Representatives.

4.6. Decisions of the Plenary Committee will be based on consensus.

4.7. The Chairman is responsible for calling committee meetings as needed.

4.8. The Committees are responsible for:

4.8.1. Establishing their own rules and procedures for meeting and voting.

4.8.2. Appointing any of their members as required to represent the Association on the executive of the Confederation of NATO Retired Staff Associations and to represent the Association with other Associations pursuing similar aims.

- 4.8.3. Maintaining the central register of members and other records.
- 4.8.4. Receiving and accounting for fees, subscriptions, donations and other revenues.
- 4.8.5. Controlling and accounting expenditure.
- 4.8.6. Compiling and issuing periodical newsletters/bulletins, etc.
- 4.8.7. Maintaining contact with NATO Administrations and Staff Associations.
- 4.8.8. Assuring liaison with National Representatives particularly for the dissemination of information.
- 4.8.9. Organising the General and other assemblies as may be required and implementing the resulting decisions.
- 4.8.10. Liaising with other associations, and retired international civil servants, where applicable.

4.9. The National Representatives are responsible for:

- 4.9.1. Promoting membership by making the Association known to potential members.
- 4.9.2. Liaising with the nearest Staff Associations and Administrations where practicable and useful.
- 4.9.3. Maintaining contact with sick or aged association members.
- 4.9.4. Advising and assisting newly-retired members and the widows, widowers or orphans of deceased members with any problem they may encounter concerning pensions and NATO group insurance.
- 4.9.5. Keeping the Committee informed of the local conditions for members as well as relaying news from the Committee to the members.
- 4.9.6. Maintaining social contacts and arranging social gathering of the country's members where this is possible and desired.
- 4.9.7. Recommending to the Chairman, and him/her to the Committee, a member who will act as a deputy. In order that the deputy is familiar with the work of the National Representative and the Plenary Committee, the deputy will be invited to attend the Plenary Meeting attached to the General Assembly.

ARTICLE 5: NATIONAL CHAPTERS

- 5.1. Where a group of members feel that it would be advantageous to form a national Chapter of the Association, for the benefit of the Association and for social contact, they are free to do so.

5.2 Funding of a National Chapter will be the responsibility of that National Chapter.

ARTICLE 6: FINANCES

6.1. Financial operations will be, as far as practical, in accordance with NATO Financial Regulations.

6.2. Annual membership fees fall due on 1 January of each year. For new members, any membership fee paid three months prior to 1 January will be considered as membership fee payment for the following year. The membership fee will be set each year at the General Assembly, upon the recommendation of the Executive Committee.

6.3. Members benefiting from a NATO pension are encouraged to pay their membership fee by automatic deduction from their pension by the NATO Pensions Unit.

6.4. Honorary and Life Members may voluntarily subscribe to the Association.

6.5. Members of the Committee will be entitled to reimbursement of travel costs and per diem when attending meetings associated with their responsibilities. Reimbursement will be in accordance with the provisions laid down in the NATO Civilian Personnel Regulations and the relevant directives.

ARTICLE 7: ENTRY INTO FORCE

7.1. These by-laws will replace those dated May 2006 and will enter into force when approved by the General Assembly.

ANARCP/APCROC – National representatives as of 8 March 2015

National Representatives					
NATREPS	NAME	F. NAME	ADDRESS	TEL	E-MAIL
BELGIUM, CAN, USA, GRC, NZL	VANDERWAL	Jean	120, rue de Lens B-7061 – Casteau, Belgium	+32(0) 497784791	jean.vdwal@gmail.com
DEPUTY	JOHNSON	Christine	----- Grand Chemin,49 B-7020 – Nimy, Belgium	0032 (0)65 723975	geo.johnson@skynet.be
DENMARK	JENSEN	Lis	Ahornvej, 2 DK-7470, Karup, Denmark	+45(0)97101968	lish@jensen.mail.dk
DEPUTY	ZIMLING	Bjarne	----- Hansensevej 16 B, 3400 Hillerød, Denmark	+45(0)97102211	bzimling@gmail.com
UNITED KINGDOM ESP, PRT, CYP	MANOCHA	Satish	Belmont Penn Road, 43A HP92LN – Beaconsfield, UK	+44(0)1494676389	Ukrep.anarcp@yahoo.com
DEPUTY	RAIT	Denis	----- Park Farm Cottage, 19 Common Lane Hemingford Abbots PE29 9AN, UK	+44(0)1480454571	denisrait@hotmail.com
FRANCE	FRANZREB	Günter	A Cadeilhan F-32500 – Pauilhac, France	+33(0) 562062597	sgfranzreb@orange.fr
DEPUTY	ROBERTSON	Graham	----- 143 Chemin de la Millière, Moruel F-74200 – Marin, France	+33(0)450709134	graham.robertson@cantab.net
GERMANY	NEITZEL	Roger	Aachener Str. 65 D-56072 – Koblenz, Germany	+49(0)261 2100202	roger.neitzel@t-online.de
DEPUTY	CHALMERS	John	----- Dorfstrasse, 9 D-52538 – Gangel, Germany	0049 2454 7326	jmchalm@aol.com,

ITALY	ARZENI	Vincenzo	Via Montenuovo Licola Patrio, 138 I-Pozzuoli (Napoli) Italy	+39 0818678441	varzeni@libero.it
DEPUTY	VELTRI.	Franco	----- Via Monteruscello, 78 IT-80078 – Pozzuoli, Italy	0039(0)815246093	f.veltri@alice.it
NETHERLANDS	BATSTRA	Jelle	Gebr, de Wittplantsoen, 1 NL-2253 WZ Voorschoten, The Netherlands	+31(0)715768347	jgb@online.nl
DEPUTY NAT	Den DRIJVER	Antoon	----- Turfschipkade, 98 NL-2725-BV-Zoetermeer, The Netherlands	+31(0)793419136	a.dendrijver@kpnmail.nl
NORWAY	EIKEN	Jan Fredrik	Hartmannsvei, 25A N-0284 – Oslo, Norway	+47 90528836	Jan.eiken@online.no
DEPUTY	HAMMARGREN	Torstein	----- Gravdalberget, 52 N-3420 – Lierskogen, Norway		Torstein.hammargren@gmail.com
TURKEY	AKTUGLU	Atilla	Ataturk Caddesi 284/6 TR-35220 – Alsancak-Izmir, Turkiye	+90(0)2324218469	aaktuglu@gmail.com
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