

EUROPEAN FUND CONSTITUTION

The European Fund (EF) is established under the authority of the Personnel Support Programs (PSP) Policy Manual, Chapter 10-2 as an autonomous entity. As the designated Base Commander for the purposes of Non-Public Property (NPP) in Europe, the EF administers, on my behalf, all Non-Public Property (NPP) vested in me in Europe except those administered through a Mess, NATEX or an authorized Unit Fund (UF). This Constitution provides the authority under which the European Fund Committee (EFC) shall manage and supervise EF assets and activities.

D.O. Quinn
Brigadier-General
National Military Representative
Commander Formation Europe
October 2019

EUROPEAN FUND CONSTITUTION

DISTRIBUTION LIST

Formation Europe Regional COs
Formation Europe Local COs
Formation Europe SNRs
SCOs
FCWO
Non-Unit Fund Member Representative
Corporate Services Officer CFSU(E) Niederheid
AJAG Europe Representative
Senior Manager PSP (Europe)
NPF Accounting Manager
Director NATEX
European Fund Secretary
Manager Canadian Canteen Ramstein

EUROPEAN FUND CONSTITUTION

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EUROPEAN FUND CONSTITUTION

- References:
- A. Personnel Support Programs Policy Manual—Chapter 10-2
 - B. CFOO 3132 Canadian Forces Support Unit (Europe) June 2011
 - C. NMR Directive 001/15 January 2015
 - D. NDHQ 7331-1 (DGMWS) dated 23 March 2016—CDS Delegation of Authorities for Financial Administration of Non-Public Property
 - E. A-FN-105-001/AG-001—Policies and Procedures for NPF Accounting
 - F. A-AD-121-001/FP-000—Staff Procedures and Military Writing for the Canadian Forces
 - G. SLA Commander Formation Europe/Canadian Forces Morale and Welfare Services
31 March 2017

SECTION 1—INTRODUCTION

101. NAME

1. The name of the institute shall be the European Fund (EF).

102. AUTHORITY

1. The EF is established by the Commander Formation Europe (FE) under the authority of reference A. In accordance with reference B, the Commander Formation Europe is considered a Base Commander for the purposes of this order.
2. Non-Public Property (NPP) / Personnel Support Programs (PSP) operations / facilities in Europe will occur in accordance with the Command and Control (C2) structure at reference C.

103. VISION

1. The EF benefits serving CAF members, sponsored civilian employees and the families of each, stationed in Europe by delivering programs in a flexible and adaptive way recognizing the unique circumstances faced by the military living across Europe. The EF is accountable, transparent and well-managed by the FE leadership. It promotes morale and welfare opportunities for friendship and community fellowship, and enhances the European experience for the communities. Ultimately, it supports operational effectiveness.

104. INTENT

1. The intent of the EF is to:
 - a. provide a medium whereby the Commander Formation Europe can administer NPP;
 - b. control and account for the operation of all NPP activities, exclusive of Messes, NATEX and Unit Funds (UFs), providing services and amenities to military personnel, sponsored civilians and the dependants of each serving throughout Europe; and
 - c. provide a vehicle for the orderly development of NPP activities and facilities, ensuring the best use of available NPF and effective integration into overall European plans.
2. This will be achieved by ensuring:
 - a. the EF is well-managed by the EF Committee (EFC) to be flexible and sustainable;

- b. the long-term viability of the EF by attributing funds to meet established priorities whilst maintaining a suitable reserve based on EF fixed expenses for a two-year period;
- c. the EFC considers the ever changing face of FE whilst determining priorities annually; and
- d. the EF benefits all the diverse components of the community promoting excellent morale and welfare, and enhancing the European experience.

105. SCOPE

1. The EF encompasses all authorized NPP, funds, accounts and activities in Europe except for the properties administered through Messes, UFs and NATEX. Established write-off authorities require that the Chairperson of the EFC write-off and dispose of all NPP in accordance with references D and E.

106. MEMBERSHIP

1. The following personnel are members of the EF and as such are included in determining funding levels by the EF for individual communities on an annual basis. These members are also eligible to participate in all EF sponsored activities and events at the subsidized rate (if applicable):

- a. Canadian Armed Forces (CAF) personnel ⁽¹⁾ ⁽²⁾ and their dependents ⁽³⁾ posted in Europe and supported by CFSU (E);
- b. Canadian Defence Attachés/Advisor (CDAs) / Canadian Defence Assistant Attaché (CDAAs) / Military Police Security Section (MPSS) (CAF personnel) and their dependants⁽¹⁾ posted in Europe and whose PSP funding is administered through the Senior Manager PSP (Europe);
- c. all Department of National Defence (DND) sponsored civilians, including school teachers, and their dependants⁽¹⁾ stationed in Europe; and
- d. all staff of the NPF, CF employees and their dependants⁽¹⁾ contracted from Canada in direct support of CAF operations in Europe.

Note (1): CAF members and their dependents posted to Norfolk, USA, who are under the leadership of Formation Europe, are entitled to EF programs.

Note (2): Excluded from the EF are members in Europe on a named operation, TAV, SAV, and /or on attached posting.

Note (3): A dependent child is defined as being less than 21 years of age and residing full time at post with the member, to include high school students who are attending European schools that meet the Canadian curriculum, i.e. students who actually would otherwise be at home if an approved school was available near their family's post.

Note (4): Unit Funds may alter their constitution membership list to include, as appropriate to local needs, other than EF members (ie, CTA, LEE, GAC, etc).

SECTION 2—ORGANIZATION

201. GENERAL

1. The Commander Formation Europe is responsible for the administration of the EF. The executive authority providing policy and governance over the EF and its activities shall be the EFC. The EFC shall be comprised of the officers responsible for NPP at each Unit/designated Unit and designated specialist staff in order to provide broad representation, oversight and advice.

2. CO CFSU (E) is delegated responsibility for day to day operations of the EF in accordance with reference D.

202. COMMITTEE MEMBERSHIP

1. The EFC will consist of:

- | | | |
|----|--|--|
| a. | Chairperson | Commander Formation Europe (or delegated representative) |
| b. | Voting Members
(or their designated representative) | CO Netherlands/North-East
CO NATO IMS
CO Italy
CO Germany
CO CFSU(E)
CO SHAPE
SCO CDLS (L)
Non-Unit Fund (NUF) Member Representative ⁽²⁾
FCWO |
| c. | Ex-officio Members | Chair EFWG
COS FE
SCO Brussels
CO UK
Director NATEX
Senior Manager PSP (Europe) |

NPF Accounting Manager
AJAG Europe Representative (on invitation)
Secretary

Note (2): NUF Member Representative as assigned by the Chairperson.

203. COMMITTEE RESPONSIBILITIES

1. The EFC is the senior directing board for all NPP activities in Europe, excluding Messes, UFs and NATEX. As such, its primary goal is to provide the best possible services and amenities, as approved by the Chairperson to its membership.
2. Specific terms of reference for members of the EFC are contained in the annexes to this Constitution.

204. EUROPEAN FUND WORKING GROUP

1. The European Fund Working Group (EFWG) is established to advise and assist the EFC in its responsibilities for the effective administration of the EF.
2. This sub-committee shall comprise the Chairpersons of the Unit Funds:
 - a. Chairperson Corporate Services Officer CFSU (E)
 - b. Voting Members Chair Brunssum UF
Chair Brussels UF
Chair CFSU (E) UF
Chair Naples UF
Chair Riga UF
Chair Ramstein UF
Chair SHAPE UF
Chair UK UF
Non-Unit Fund Member Representative
 - c. Ex-officio Members Director NATEX
AJAG Europe Representative (on invitation)
Senior Manager PSP (Europe)
NPF Accounting Manager
FCWO
Canadian Canteen Ramstein Store Manager (on invitation)
Secretary
3. The responsibilities of the EFWG are to:

- a. assess the needs for NPP sponsored organizations, activities and facilities in Europe and recommend to the EFC plans to meet these needs;
- b. develop, for approval by the EF Chairperson, policies and procedures to govern the operation of existing subordinate organizations (i.e. EF Stores) and activities (i.e. Chalet program);
- c. prepare for the EF Chairperson's approval an annual operating budget for the EF, including its subordinate organizations; and
- d. recommend amendments to this Constitution as required to reflect the needs of the membership and changing organizational structures.

205. UNIT FUNDS

1. In accordance with references A and B, the Commander Formation Europe may authorize the establishment of a UF.
2. A UF, to the extent practicable, shall be administered by the CO / designated CO of the Unit / designated Unit in the same manner as if it were a base fund. All such funds must remain self-sufficient.

SECTION 3—ADMINISTRATION

301. MEETINGS

1. The EFC shall meet, at the call of the Chairperson not less than semi-annually. A minimum of 51 percent of voting members and the Chairperson or designated representative must be present to constitute a quorum. All voting members or their designate shall have an equal vote on all motions brought before the meeting, except that the Chairperson may cast a vote only in the event of a tie. Ex-officio members and/or representatives of special-interest groups may be invited to attend but shall not have a vote.
2. The Secretary will advise Committee members of the time and place of meetings not less than one month in advance and will accept agenda items until two weeks before the meeting. Non-agenda items may be brought before a meeting at the discretion of the Chairperson.
3. The order of business shall be as follows:
 - a. review, amend as necessary and approve previous Record of Decisions;
 - b. review and approve financial statement;

- c. discuss business arising from previous Record of Decisions;
- d. discuss new business; and
- e. adjournment.

302. RECORD OF DECISIONS

1. The Secretary will record and keep the Record of decisions of all Committee meetings.
2. Record of Decisions will be produced by the Secretary in the format prescribed at reference F, clearly indicating who is responsible for taking action on outstanding items of business. The Corporate Services Officer CFSU (E) and the Senior Manager PSP (Europe) will review, comment as necessary and sign the Record of Decisions before they are submitted to the Chairperson for approval.
3. Once approved by the Chairperson, signed copies of the Record of Decisions shall be distributed, as soon as possible after the meeting, to all members. In the interest of keeping European personnel aware of the operations of EF, members are encouraged to circulate and display meeting Record of Decisions on the widest practical basis. Record of Decisions will be posted on the internet website and an email will be sent to all members notifying of the posting.
4. The deliberations of the EFWG are necessary to provide that initial review of any and all issues presented to the working group for development of recommendations. As such, the recording of the EFWG deliberations must be more robust and convey the level and depth of discussion on the issues. It should also record dissenting views and convey why a recommendation is offered to the EFC. The record of discussions or minutes are the primary mechanism for information passage to the EFC from the EFWG.

303. CORRESPONDENCE

1. All correspondence initiated on behalf or in the name of the EF shall be routed through the Secretary, who is responsible for proper processing and filing.

304. MAKING A MOTION

1. A motion is a proposal that the EFC take action or that it expresses itself as holding a certain opinion. A motion may be made by any voting member or their designate other than the Chairperson. The person proposing the motion shall first seek the Chairperson's recognition; after having done so, they will state their proposal, prefixed by a statement "I move that..." or "I move to..." (etc.). Before any discussion can take place on the motion, it must be seconded by another voting member—if this is not done, the Committee may carry on with other business.

2. Prior to discussion of a motion, the Chairperson must consider whether the motion is in order, which is to say that there is no fundamental or regulatory reason why the proposed motion could not be implemented. If the motion is out of order, the Chairperson will state their reasons for making that determination to the Committee. No motion is in order that conflicts with the avowed purpose of the EF or concerns a matter over which the EF has no jurisdiction.

3. Amendments must be made in the same manner as identified at paragraph 1 above. The amendments are to be voted upon in reverse order to their proposal; namely, the last amendment made will be voted upon first. An amendment to a motion may be withdrawn at any time. A motion duly proposed and seconded must be put to a vote following discussion if there are no amendments proposed.

305. VOTING

1. In order for a vote to be considered valid it must receive a simple majority of the quorum not including the Chairperson. In the event of a tie the Chairperson's vote can be included to form a simple majority.

2. Extraordinary meetings may be conducted through telecommunication means and electronic voting shall be conducted in the same manner identified above with all voting members being provided with sufficient notice of the vote once a motion is seconded.

SECTION 4—FINANCIAL

401. SOURCES OF REVENUE

1. EF revenues are derived from:

- a. a share of three stores (Canadian Canteen Ramstein, Germany, Ruislip and Innsworth, UK) operation's net profit as determined by the EFC;
- b. assessments against individuals participating in or attending a EF activity for which funds are administered through the EF;
- c. assessments against EF activities to recover funds advanced by the EF for facility development or capital purchase;
- d. public and non-public fund grants and allowances (i.e. physical fitness maintenance grant and CANEX-SISIP);
- e. interest gained on investment of the EF's share of the Consolidated Bank Account (CBA); and

- f. any other NPP revenue or donations and contribution received by the EF.
2. The percentage assessment against EF Stores shall be reviewed at least annually by the EFC.

402. FINANCIAL MANAGEMENT

1. The funds of all PSP organizations and activities under the EF must be accounted for by the NPF Accounting Manager in accordance with NPP directives, and reported in monthly EF financial statements.
2. The EFWG will prepare an annual budget detailing planned revenues and expenditures for the forthcoming fiscal year for approval by the EF Chairperson. The fiscal year is 1 April – 31 March, and ample time must be allowed so that the budget is approved prior to the beginning of the fiscal year.
3. Subordinate NPP organizations are required, as part of the EF budget cycle, to submit individual budgets to the EFC for approval. The EFC will consolidate these with its own requirements to arrive at the overall EF budget. The EFWG will review all subordinate budget submissions prior to their consideration by the EFC. Budget completion instructions will be promulgated by the Senior Manager PSP (Europe) prior to 1 November each year.
4. Approval of the EF budget by the Chairperson constitutes authority for the EFC and its subordinate organizations to expend funds within the limits and for the purposes detailed in the budget and the provisions at reference A. Unforecasted expenditures or the allocation of funds to other purposes must be submitted to the EFC, normally through the EFWG, for consideration. The Chairperson, EFWG Chairperson, and Senior Manager PSP (Europe) are authorized to approve at their own discretion non-recurring, non-capital expenditures within the following limits: €3,000 for the Chairperson and €1,500 each for the EFWG Chairperson and the Senior Manager PSP (Europe). Such discretionary expenditures shall take due account of the current EF financial position and be reported at the next Committee meeting.

403. EXPENDITURES

1. All money received by the EF shall be used for the benefit of the membership.
2. No funds shall be expended in a manner contrary to reference A.
3. Expenditures on behalf of the EF will be made through the Senior Manager PSP (Europe) in accordance with reference E.
4. Current grants and subsidies are outlined in Annex H.

404. FINANCIAL AUTHORITIES

1. The EFC shall adhere to the guidelines outlined in reference E as required for expenditures and write-offs.

405. INSURANCE

1. NPP programs, activities, properties and facilities are covered under the NPP Consolidated Insurance Program as outlined in reference E, Chapter 11.

406. LOSS OR DAMAGE—NON-PUBLIC PROPERTY

1. All losses or damages to EF NPP shall be investigated in accordance with QR&O 21.72 and 21.73 and reported to the EFC.

2. Write-offs of EF NPP shall be authorized in accordance with reference D and processed in accordance with reference E, Chapters 3 and 28.

SECTION 5—CONSTITUTIONAL AMENDMENTS

501. CONSTITUTIONAL AMENDMENTS

1. Proposals to amend the EF Constitution will normally be made in writing to the EFWG Chairperson, at least ten working days before the next scheduled EFWG meeting. This will permit time to research the proposal and ensure there is no legal impediment to its passage. Further, the subject can be included in the agenda so that informed discussion can take place at the meeting.

2. Implementation of an amendment to the Constitution will require the following:

- a. support of the amendment motion by a simple majority as stipulated in Article 305, paragraph 1; and
- b. approval of the EFC Chairperson (acknowledged by their approval of the Record of Decisions in which the motion is recommended).

3. The effective date of an amendment to the EF Constitution is the date that the EFC Chairperson approves the Record of Decisions recommending the amendment.

DUTIES AND RESPONSIBILITIES

CHAIRPERSON EUROPEAN FUND COMMITTEE

1. The Chairperson:
 - a. Presides at all meetings of the EFC.
 - b. Reviews and authorizes all Records of Decisions of EFC meetings.
 - c. Monitors all subordinate councils, organizations and activities to ensure that they perform within the policy and financial guidelines as authorized. They may choose to delegate these tasks at their discretion.

DUTIES AND RESPONSIBILITIES

REGULAR VOTING MEMBERS EUROPEAN FUND COMMITTEE

1. Regular voting members or delegated representatives shall be responsible to the Chairperson for:
 - a. attending all Committee meetings;
 - b. presenting regular activity or performance reports to the Chairperson;
 - c. review/approve budget submissions where applicable for Committee approval;
 - d. being the chief advisor to the Committee regarding the special requirements of their organizations or activity;
 - e. assisting the Committee in determining priorities for current and long-term planning;
 - f. providing direction and input to the EFWG and other subordinate committees or individuals; and
 - g. advising their EF members of the results of the EFC.

2. In addition to the above, the NUF Member Representative to the EFC is responsible for liaising with NUF members to keep them abreast of policies pertaining to their entitlements.

DUTIES AND RESPONSIBILITIES

REGULAR VOTING MEMBERS EUROPEAN FUND WORKING GROUP

1. Regular voting members or delegated representatives shall be responsible to the EFWG Chairperson for:
 - a. attending all EFWG meetings;
 - b. presenting regular activity or performance reports to the Chairperson;
 - c. review/approve budget submissions where applicable for EFWG review;
 - d. being the chief advisor to the EFWG regarding the special requirements of their organizations or activity;
 - e. assisting the EFWG in determining priorities for current and long-term planning;
and
 - f. advising their CO/designated CO and EF members of the results of the EFWG.

2. In addition to the above, the NUF Member Representative to the EFWG is responsible for:
 - a. soliciting concerns/requests from NUF members to be brought up at the EFWG meeting; and
 - b. liaising with NUF members to keep them abreast of EFWG recommendations to the EFC regarding policies pertaining to their entitlement.

DUTIES AND RESPONSIBILITIES

CORPORATE SERVICES OFFICER CFSU(E)

1. Corporate Services Officer is responsible to the Chairperson for the efficient conduct of financial and accounting procedures related to NPP and NPF. He/she shall advise the Committee on financial and accounting implications of all decisions related to the expenditure of funds. In particular, shall be responsible for:

- a. acting as Chairperson of the EFWG;
- b. acting in an advisory role regarding the audit of NPP operations;
- c. monitoring all approved capital expenditures;
- d. verifying that the accounting records are compatible with the budget format;
- e. informing the Chairperson of any significant deviations from the budget;
- f. verifying cash flow; and
- g. acting as an ex-officio member of the EFC.

DUTIES AND RESPONSIBILITIES

SENIOR MANAGER PERSONNEL SUPPORT PROGRAMS (EUROPE)

1. Senior Manager PSP (Europe) will assist the Chairperson in the effective management of the EF. In particular, shall be responsible for:
 - a. acting as an ex-officio member of the EFWG and the EFC;
 - b. the supervision and overall management of NPP operations in accordance with reference C;
 - c. monitoring and advising on the cash position of subordinate NPP operations in relation to overall European NPP activities;
 - d. coordinating all capital expenditure requests;
 - e. assisting committee members in the preparation of their budget submissions;
 - f. coordinating budget data;
 - g. informing the EFWG Chairperson of any significant deviations from the budget;
 - h. monitoring cash flow;
 - i. preparing both EFWG and EFC meetings;
 - j. providing advice and guidance on NPP policies and procedures regarding NPP matters; and
 - k. being responsive to the needs of the military chain of command.

DUTIES AND RESPONSIBILITIES

NPF ACCOUNTING MANAGER

1. The NPF Accounting Manager will provide the following services:
 - a. the administration of NPF accounting activities for the EF, so as to ensure compliance with financial policies and regulations;
 - b. the receipt, safeguarding and disbursement of NPFs;
 - c. the production of timely monthly and quarterly financial reports to the Chairperson of the EFC and Sr Mgr PSP;
 - d. providing financial statements of actual operations on a monthly basis to each manager so that they can exercise budgetary control for areas for which they are responsible; and
 - e. providing budgetary updates to both the EFC and EFWG on the current status of funds.

DUTIES AND RESPONSIBILITIES

SECRETARY

1. The Secretary is responsible to the Chairperson through the Senior Manager PSP (Europe) for the efficient performance of the following duties:
 - a. prepare the agenda in coordination with the Senior Manager PSP (Europe) and the EFWG Chairperson for Committee meetings;
 - b. distribute the agenda to members and advise them of the time and place of meetings;
 - c. record Record of Decisions of meetings for the Chairperson's signature and distribute them when approved; and
 - a. maintain for the Chairperson a record of:
 - (1) correspondence;
 - (2) reports;
 - (3) constitutions and terms of reference of all NPP subordinate councils, organizations and activities; and
 - (4) budgets and capital expenditure requests of all NPP subordinate councils, organizations and activities.

DUTIES AND RESPONSIBILITIES

Director NATEX (E)

1. The duties and responsibilities for DNATEX in relation to the EFC are contained in the 31 Mar 2017 SLA and are summarized below for convenience:
 - a. attend EFC as an ex-officio member,
 - b. provide full disclosure on all financial data related to the Canadian Canteen Ramstein.
 - c. provide full NATEX transparency to the EFC includes COGS, mark-up percentage, profits, CFCF contributions, that relate to the Canadian Canteen; and
 - d. provide subject matter expertise to Commander Formation Europe and CO Ramstein.

GRANTS AND SUBSIDIES

1. The EF provides grants and subsidies to its membership as approved in the annual budget. The purpose of these grants and subsidies is to fund morale and welfare activities and programs. The amount of the annual grants and subsidies will be determined at the annual budget meeting and details will be published with the approved annual budget. The following defines the current established grants and subsidies:
 - a. EF Grant—grant is based on the site population and is used to fund local morale and welfare initiatives. These funds are downloaded to UFs semi-annually.
 - b. EF NUF Grant—NUF members receive an amount based on family size. The grant is used to fund morale and welfare activities for families. These funds can be used throughout the fiscal year; however, claims (supported with receipts) must be submitted no later than ten working days prior to 31 March.
 - c. CANEX/SISIP Dividend—this CFMWS grant is transferred to UFs based on military member strength at the site. NUF CAF members receive the grant individually. The grant amount is determined by CFMWS and is to be used for morale and welfare activities and events. These funds are downloaded to UFs once received from CFMWS. NUF members can use these funds throughout the fiscal year; however, claims (supported with receipts) must be submitted no later than ten working days prior to 31 March.
 - d. Physical Fitness Maintenance Grant (PFMG)—this CFMWS grant is transferred to UFs based on military member strength at the site. The grant is used to fund the provision and maintenance of physical fitness equipment for military personnel. These funds are downloaded to UFs quarterly.
 - e. Representational Funds—funding for Commanders and COs/designated COs, SCRs, SCOs and SNR with a minimum rank of Maj/LCdr to meet obligations to represent the Department/Unit/designated Unit. The expenditure of these funds shall comply with the guidance provided at reference A. The NPP Board of Directors authorizes the maximum annual amount and the EF Chairperson approves the local amounts.
 - f. Support to Families During Deployment—a monthly amount for families of EF members away on deployment/TD/course for a minimum of 30 consecutive days. These funds are used to procure wellness items/services.

- g. EF Academic Program—the EF allocates an annual amount to provide scholarships to qualified students entering post-secondary education. The Senior Manager PSP (Europe) promulgates application information annually.
- h. Depart with Dignity—the EF allocates an annual amount for the purchase of two frames for certificates per retiring member.
- i. Hospital Comfort for families—the EF provides hospital comfort to hospitalized family members of the CAF.
- j. PSP Chalet Program:
 - (1) the EF subsidizes summer and winter vacation destinations enabling EF members and their families to rent accommodations at reduced rates;
 - (2) the EF subsidizes Full Flex vouchers towards accommodation selected by EF members. Accommodation is defined by hotels, apartment rental, cruises and rental of recreational vehicles; and
 - (3) the allocation of chalets and Full Flex vouchers is determined by lottery-type draws.

EMERGENCY TRUST ACCOUNTS

1. The Canadian Forces Morale and Welfare Services (CFMWS) Support our Troops (SOT) Fund has provided the European fund with the ability to provide emergency resources to Canadian Armed Forces (CAF) members and their families posted in Europe by the creation of four (4) trust accounts as follows:

- a. 2631-0000-2230-000-3253 (Emergency Padre SHAPE): €200
- b. 2631-0000-2230-000-3253 (Emergency Padre Naples): €200
- c. 2631-0000-2230-000-3253 (Emergency Padre United Kingdom): €200
- d. 2631-0000-2230-000-3253 (Emergency CO CFSU(E)): €2000

2. This funding is to provide emergency relief to CAF members and families in times of emergencies, crises, and extreme difficulties. An emergency can be defined as a serious, unexpected, and potentially dangerous situation requiring immediate action.

3. There are other sources of funding to cover for the needs of the CAF members and their families during crises and emergencies. Those services must first be used, they are as follows:

- a. Compassionate Travel Assistance (CTA): OPI CFSU(E) through the Administration Officer;
- b. Medical Assistance and Medical Escort: OPI CF H Svcs C (O) Detachment Geilenkirchen Health Services;
- c. Social Worker: OPI CF H Svcs C (O) Detachment Geilenkirchen Health Services and Military Family Services;
- d. Family Care Assistance: OPI CFSU(E) through the Administration Officer;
- e. Emergency Child Care: OPIs Military Family Services; and
- f. Family Reunion Program: OPI Child Education Management.

4. The Emergency Trust Accounts funding can be used for the following:

- a. Emergency Padre: Gas, groceries and accommodation; and
- b. Emergency CO CFSU(E): Gas, groceries, accommodation and other emergency/safety needs as approved by CO CFSU(E).

5. The Emergency Trust Accounts funding cannot be used to pay for expenses that should be paid by the public or to supplement the expenses paid by the public (for example, CTA). It also shall not be used to pay for expenses that can be reimbursed by Military Family Services (MFS), such as emergency child care or to supplement expenses paid by MFS. It should not be used to advance funding to pay for private expenses, such as emergency medical and dental costs.

6. Emergency Trust Account OPIs will submit a NPP Request for Payment form with supporting documents (receipts in PDF) to Senior Manager (Sr Mgr) PSP for reimbursement. Forms will be initiated and signed by the OPIs and approved by Sr Mgr PSP. Sr Mgr PSP will reconcile the accounts on a monthly basis and will request replenishing of the funding when lower than €100 for Padres and lower than €500 for CO CFSU(E). Sr Mgr PSP will keep an excel spreadsheet and will be able to provide information at any time to an OPI.