

1000-10 (C&E Tour OIC)

March 2017

Distribution List

COMMUNICATIONS AND ELECTRONICS BRANCH  
BATTLEFIELD STUDY TOUR 2017 - JOINING INSTRUCTIONS

References: A. CJOC Warning O - CAF Support to the 100th Anniversary Battle of Vimy Ridge, 12 Oct 16

B. 1000-34-6 (C&E Branch Leader) COMMUNICATION & ELECTONICS BATTLEFIELD STUDY TOUR 2017 (1-10 APRILIL) 27 January 2017

C. CANFORGEN 110/14 CMP 047/14

GENERAL

1. The Communications and Electronics (C&E) Branch Heritage Program has coordinated an impressive Study Tour in conjunction with the Royal Canadian Artillery that will take 100 serving, retired and associate members of our Branch on a WWI/WWII Battlefield Study Tour from 1 to 10 April 2017. The tour includes participation in the national commemoration of the 100th anniversary of the Battle of Vimy Ridge on 9 April 2017 and an educational program at Passchendaele, Menin Gate in Ypres, Verrières Ridge, Beaumont-Hamel, Arras, Dieppe, Normandy, Juno Beach, Caen and others.

2. Our Branch Leader's Intent is to promote the **Preservation, Celebration and Education** of our incredible C&E history. This is all about our people creating an esprit and identity, as part of our professional preparation to face the operational challenges of today and do our business to communicate and conduct information operations and cyber warfare. The courage, initiative and sacrifice of our fore-bearers at Vimy Ridge, and other iconic battles, can only reinforce the commitment and motivation of our branch members to better “enable command.”

3. The C&E Branch has reserved 50 seats for deserving members who are getting subsidized through sponsorship and fundraising to cover the airfare, accommodations, most meals, land transportation and museum entry fees (referred to as Bus #2). The other 50 participants, called VIPs, are paying their own way and are retired and serving members accompanied by spouses (referred as Bus#1). The tour is coordinated and serviced by Fields of Fire Tours: <https://www.foftours.com>.

AIM

3. The aim of this directive is to detail the General Joining Instructions and any general information required by personnel participating in this Battlefield Tour, as either a deserving or VIP member. Any additional information not available at the time these instructions were signed will be promulgated via email.

TOUR PREPARATION & PRE-STUDY

4. On the [www.cmcen.ca](http://www.cmcen.ca) website you will find a myriad of articles and reference material pertinent to the locations we will visit. The following link: <https://cmcen.ca/heritage/ce->

[commemorative-battlefield-study-tour-1-10-April-2017/](http://commemorative-battlefield-study-tour-1-10-April-2017/) takes you directly to the Battlefield tour page. You are encouraged to peruse the site and absorb as much information as possible before we leave in order to make this trip a memorable, enriched experience.

5. The following link <https://cmcen.ca/2017/03/03/return-to-vimy-pre-tour-presentations/> will also take you to the presentations/videos of the Pre-Tour Presentation that took place on 16 February 2017 at the Military C&E Museum. This evening was a success and thanks to the CFB Kingston Base Video, you can all benefit from it. Of interest will be the Return to Vimy-Tour Overview & Itinerary by Mr Patterson which will give you a quick update of the overall trip.

## FLIGHTS

6. The participants requiring connection flights are booked on Air Canada in order to facilitate those connections from within Air Canada. The others are booked on either Air Canada or Air France. Both airlines are susceptible to schedule changes so it is important to check before you leave that the timings have not changed. The e-tickets have been sent to all participants directly by Mr Brian Cruickshank from Merit Travel. It is crucial that you advise of any discrepancies with your ticket (ie wrong name not matching names on passport) directly with Mr. Cruickshank.

7. Both airlines are holding a block of seats for the entire group. Individual seats are only assigned at airport check in. If you want to be seated with another member of your party, make sure you check in together so you can have seats assigned together.

## TRAVEL/MEDICAL INSURANCE

8. The Regular Force members are already covered from a medical standpoint by their Medavie Blue Cross/Croix Bleue insurance. The Reserve Force participants, civilians and Regular Force members who would like added protection are encouraged to secure private travel/medical insurance. There are various options available through financial institutions, CAA or else but the Blue Cross (<http://www.bluecross.ca/en/index.html>) is an excellent choice. You can get a Medical Plan only for \$5.32/day (based on a 46 year's old living in Ontario). You can get an "All-inclusive without trip cancellation" for \$7.14/day which will give you baggage loss, damage and delay insurance.

## TRAVEL ADVICE AND ADVISORIES

9. This Government of Canada website <https://travel.gc.ca/> is a one-stop-shop information on all travel destinations. It provides Travel Advice and Advisories and might be worth looking at prior to our departure. There is also a "Registration of Canadians Abroad" free service that allows the Government of Canada to notify you in case of an emergency abroad or a personal emergency at home. The service also enables you to receive important information before or during a natural disaster or civil unrest. The site encourages travelers to register when planning a vacation.

## TRANSPORTATION TO AIRPORT

10. Ground transportation to the airport has been coordinated for those leaving from Kingston and Ottawa. For the other cities, you are responsible to coordinate your own transportation to your respective airport of departure:

- a. Kingston: There will be a bus departing from the Military Communications and Electronics Museum, on Hwy # 2 at approximately 13:00 hrs on 1 April 2017 to take the participants to Pierre Elliot Trudeau International Airport in Montreal. The bus will also bring the participants back to the museum on 10 April 2017. List of participants booked on this ground transportation is found at annex H; and
- b. Ottawa: On your e-ticket there is a connecting “flight” between Ottawa and Montreal. This is the Air France bus that departs from the Ottawa VIA Rail Station, at 200 Tremblay Road. Ensure you arrive enough time in advance to facilitate a smooth check in. You will have to check in with the driver as he has to confirm his list of passengers.

### BAGGAGE ALLOWANCE

11. Air Canada. As per reference C, all currently serving and former members of the Canadian Armed Forces can check three pieces of luggage free of charge, each weighing up to 32 Kgs (70 Lbs). These offers apply to both duty and leisure travel. To have your baggage fee waived, see an airport agent after you check in and present one of the following military identification:
  - a. CAF or veteran CFOne Card (with photo identification);
  - b. CAF Identification Card (NDI 20); and
  - c. Record of Service Card (NDI 75).
12. Air France. Travelers are allowed one piece of checked luggage not exceeding 23 Kgs (50.7 Lbs) in the Economy cabins. Deserving members who are not able to pack everything in one 23Kgs-suitcase are to contact MWO Taylor to discuss options.
13. In addition to your checked bag you can also carry one “Hand Baggage Item” and one “Accessory”. Note that for both airlines, a garment bag is considered as a standard hand baggage item, not as an accessory. If you require more info regarding luggage please refer to airline’s web site or your e-ticket.

### ARRIVAL IN CHARLES DE GAULLE AIRPORT

14. Our four flights will be arriving Paris between 08:00-09:30 hours on 2 April 2017. Representatives from Fields of Fire Tours will meet participants at arrival and direct us to the four buses/coaches that will take us to Normandy.
15. There will also be an administrative vehicle within the Command Team to allow us some flexibility in case of logistical or real life emergencies.

### ROOM ALLOCATION

16. All deserving members will be sharing a room. The room allocation can be found at annex E.

### TOUR STUDY ITINENARY

17. For a detailed itinerary, see annex A. The highlights are:

2 April 2017	3 April 2017	4 April 2017	5 April 2017	6 April 2017	7 April 2017	8 April 2017	9 April 2017
Juno Beach	Pegasus Bridge, Bény- sur-Mer cemetery	Beaches of Dieppe	Ypres and the Menin Gate	The Somme and Beaumont- Hamel	Vimy Battlefield tour	Aras and Givenchy en Gohelle	Vimy Centenary ceremony

## PROTOCOL AND CEREMONIAL

18. There are three locations where serving members will be expected to be in uniform in order to pay our respect and lay wreaths on behalf of all our 23 respective units, our C&E branch and our generous sponsors. These locations are:

- a. Bény-sur-Mer Cemetery where 31 signallers are buried;
- b. Menin Gate Ceremony; and
- c. Vimy 100<sup>th</sup> ceremony.

19. Canadian flags, C&E flags and RC Sigs flags, wreaths and banners will be brought over by the Command Team and distributed in location when required.

## DRESS

20. During our three ceremonies, all military personnel will be expected to be in DEU 1A with medals. You will need:

- a. DEU (tunic, pants, medals and accoutrements);
- b. 3 x shirts;
- c. Tie;
- d. Parade boots (shoes for officers);
- e. Beret or wedge;
- f. Lightweight nylon raincoat or gabardine;
- g. Black gloves;
- h. Black umbrella (optional);

21. Lightweight nylon raincoat – if you do not have this outer garment it can be ordered on-line at Logistik Unicorp: <https://www.logistikunicorp.com/en/index.asp>.

22. For the remainder of the tour, you will be wearing civilian attire. There is no requirement for formal attire (jacket and tie), so comfortable casual clothes are all you need to pack. No ripped jeans/pants or inappropriate t-shirts will be allowed.

23. The Vimy 2017 jacket with the C&E crest that were ordered and not picked up from the museum before our departure will be brought over and distributed at Charles de Gaulle airport upon arrival.

#### WEATHER IN APRIL

24. The average high temperature in Normandy in April is around 12° Celsius with a low of around 5° Celsius. Being spring type weather, it is likely that we will get some rain so come prepared with a rain jacket and/or an umbrella.

#### LEAVE PASSES

25. At reference B, the C&E Branch Leader is recommending that all selected personnel going on this trip be provided with “Special Leave – Community Affairs” in order to participate if at all possible. A Commanding Officer (CO) can approve seven days of such a special leave and a Formation Commander, ten days. In order to alleviate having to send all leave passes to your respective formation commander, it is recommended that the period of 1-10 April 17 be covered as following:

- a. Special leave - community Affairs (seven days) : 1-7 April 2017;
- b. Weekend (two days): 8-9 April 2017; and
- c. Short (one or two days): 10-11 April 2017.

Some people might need two days short leave if they don't get home on 10 April 2017. CO's who aren't comfortable with the proposed breakdown can definitely push the leave passes to the Formation Commander level.

26. The address should state: Vimy Battlefield tour, France. If you require more details, you can attached the list of hotels – Deserving members are in Bus#2:

Location	Signals Bus #2 (Deserving/sponsored participants)	Signals Bus #1 (VIP/paying participants)
Normandy 2-4 Apr	Royal Hotel, Caen	<i>Mercure Omaha Beach</i>
Dieppe 4-5 Apr	Hotel Windsor, Dieppe	<i>Hotel Europe Dieppe</i>
Ypres 5-6 Apr	leper Peace Village	<i>Novotel Roeselare</i>
Lille 6-10 Apr	Holliday Inn Lille Ouest	<i>Carlton Hotel Lille</i>

27. The Command Team (Major Allaire and MWO Taylor) will each have a local European phone during the tour. The phone numbers will be promulgated once received by the tour operator (mid-March). In the interest of time to get the leave passes processed, use the C&E Branch Adj's phone number: 613-483-0186.

## VAC REGISTRATION

28. Your official e-ticket will be sent to you by VAC via e-mail as we get closer to the date of the ceremony. Once you receive your e-ticket, please send us a copy via email (to MWO Taylor and Maj Allaire) so we can leave Canada with a printed copy of all 100 e-tickets. On the day of the ceremony you must bring both your printed official e-ticket and your photo ID (passport or National photo ID card). The VAC web site is clear that there will be no exception to this security requirement. Without a printed copy of your official e-ticket and your official photo ID, you will not be able to attend the ceremony on April 9, 2017.

29.

## INCLUDED IN YOUR TOUR PACKAGE

30. In addition to the airfare, accommodations, breakfasts/lunches, land transportation and museum entry fees, all participants will have a light buffet dinner the evening of 5 April 2017, in Ypres, prior to the Menin Gate Ceremony. There will also be a Signals group dinner the evening of 7 April 2017 in Lille at The Carlton Hotel.

31. You will be responsible to pay for the non-included dinners (six) and any other personal expenses (snacks, drink souvenirs, etc). As you know, the currency where we are going (France and Belgium) is the Euro. The exchange rate on 5 March 2017 was (\$1Can = 0.70 305 €). Credit cards are widely accepted in Europe but you should bring some Euros with you to provide some flexibility. The exchange rate is usually better in financial institutions than at the Airport Exchange boot.

## MOMENTOS, ARTICLES, PICTURES

32. During our trip and upon our return home, it will be important to collect pictures and articles in order to create memento of this trip of a life time. A repository will be created to allow all to share pictures.

33. Participants will be tasked to write articles on specific sites, day, and ceremonies in order to ensure all facets of our trip are covered. Letters of appreciation for our sponsors will be a must as this trip would not have been possible without their generous donations. Assignments to draft those letters will be given at a later date.

## POINT OF CONTACTS

34. Main Point Of Contacts:

- a. BGen Dave Patterson, Joint RCA - C&E Contingent Lead;
- b. Maj Brigitte Allaire, C&E Tour OIC;
- c. MWO Dennis Taylor, C&E Tour SM; and
- d. WO Sylvain Gagnon, C&E Tour Bugler.

- e. Mr Brian Cruickshank, Merit Travel Agent;
- f. Dr Cindy Brown and Dr Lee Windsor, C&E Tour Guides

35. Key involvement in various planning activities:

- a. MGen Greg Loos, C&E Branch Leader;
- b. Col-Cmdt BGen (Retd) Bill Richard, Study Tour Fundraising;
- c. Col (Retd) James Holsworth, Chair C&E Heritage Committee;
- d. LCol (Retd) Bob Taylor, C&E Study Coordinator;
- e. Maj Steeve Lavoie, C&E Branch Adjutant; and
- f. CWO Michel Boislard/CWO Pascal Dupuis, C&E Branch CWO.

M.J.B. Allaire  
Major  
C&E Tour OIC

ANNEXES

Annex A – Detailed Itinerary  
Annex B – List of Flights  
Annex C – Nominal Roll of Bus #1 – VIP members  
Annex D – Nominal Roll of Bus #2 – Deserving members  
Annex E – List of Room Allocation  
Annex F – Baggage allowance for Air Canada  
Annex G – Baggage allowance for Air France  
Annex H – List of participants taking ground transportation from Kingston

Distribution List

All C&E Regular and Reserve Unit POCs  
All Tour Participants