

MEMORIAL AND COMMEMORATION

PROCEDURE

1. Introduction

1.1 The University of Essex recognises the need to provide a formal way of commemorating those that have passed away with a permanent memorial at the University. This document describes the procedure for requesting a commemorative leaf and the process that will be taken if approved in line with the Memorial and Commemoration Policy.

2. Roles and responsibilities

2.1 The Memorial and Commemoration Policy is owned by Estates and the Campus Services Section, and the Estates Management Section (EMS) Helpdesk manages the procedure, process, and request forms. Formal commemoration services can be arranged, and the EMS Helpdesk can provide details of the relevant department and contact details that are able to assist depending on the type of commemoration service required.

3. Request process

3.1 Requests for commemorative leaves should adhere to the Memorial and Commemoration Policy and should be made using the Memorial and Commemoration Request form, ensuring all sections are completed, including any supporting evidence.

3.2 Requesters should make clear if they wish to have a commemoration service (informal or formal), or no service.

3.3 Once the form has been completed, it should be emailed to the EMS Helpdesk at ems-helpdesk@essex.ac.uk, and a response will be provided within 2 weeks.

3.4 Once the EMS Helpdesk have received the commemoration request form, a call log will be generated on the Estate Management facilities system, and this will be used as a reference number for all future correspondence.

3.5 The EMS Helpdesk will send a holding email with the reference number back to the requester confirming receipt of the form and next steps in the process.

3.6 The EMS Helpdesk will require information on the formal service taking place to ensure the request is suitable to take place in the context of the wider operations of the University.

4. Approval/Non-Approval Process

4.1 The completed request form will be passed to the Head of Customer Service or their nominee, who will review the request against the Memorial and Commemoration Policy and liaise with other sections across the University regarding the person that has passed away.

4.2 The preferred time and date for the commemoration, along with requests for a formal service will be considered by the Head of Customer Service or their nominee, who will determine the dates impact on any core University events or operations.

4.3 Once the request has been reviewed it will be approved or declined. If declined the Head of Customer Service or their nominee will advise the requester and forward in writing the reasons for the application being declined.

4.4 If the request is not approved, we will retain the information for 1 year and then securely delete it. The University's full privacy statement is available [here](#).

4.5 If the request is approved the request will be passed to the Grounds Manager to arrange engraving and installation of the commemorative leaf.

5. Costs

5.1 There is no cost to supply and install a 'commemorative leaf'. There may be other costs related to the cost of conducting a formal service (including any hire of facilities and staff) that the requester will be required to finance.

6. Implementation

6.1 The Grounds Manager or his nominee will arrange for the 'commemorative leaf' to be engraved with the individual's name and the date they passed away. This process will take 2 weeks from formal approval. The commemorative will then be mounted onto the Memorial prior to the agreed commemoration date.

6.2 After the memorial service flowers and other formal tributes that have been left within the memorial area will be removed by the Grounds Team after a respectful period, typically 72 hours following the commemoration service.

6.3 The Grounds Team will carry out daily checks on the memorial area and remove any other tributes that have been left to minimise the safety impact to other students, staff, and visitors and to ensure there is not any interference with the surrounding maintenance.

7. Memorial Register and Data

7.1 Memorial and Commemoration Request Forms and details contained within, will be retained permanently.

7.2 Details of each commemoration will be recorded in the Memorial and Commemoration Register and accessed only by the EMS Helpdesk and Grounds Manager and will not be shared with any other department or section of the University.

7.3 Request Forms of unsuccessful commemoration requests will be deleted after one year.

7.4 The University's full privacy statement is available [here](#).