



## **Council of Military Education Committees of the Universities of the United Kingdom**

### **Executive Committee Meeting**

**to be held on Thursday 22<sup>nd</sup> February 2018 at 1100hrs**

**at ULOTC, Yeomanry House, Handel Street, London, WC1N 1NP**

### **Agenda**

Apologies for absence should be sent to the COMEC Secretary Jason Norris at [secretary@comec.org.uk](mailto:secretary@comec.org.uk)

**1. Apologies**

To Receive: Apologies for absence.

**2. Minutes**

To Confirm: The Minutes of the meeting held on 22 November 2017 (COMEC\_2018\_02\_A)

**3. Matters Arising**

Minutes Publication on Website (Min 1 22 Nov 2017)

To Note: Minutes have been published on the website

Continuation-Recruiting Statistics (Min 2 22 Nov 2017)

To Receive: Service staff officers to email COMEC secretary with recruiting statistics in the autumn each year, down to unit level if available.

COMEC Prize (Min 2 22 Nov 2017)

To Note: It was actioned that details of the COMEC prize criteria, example of a successful submission and notice of submission date be sent to all USU COs via the MEC Chairs, MEC Secretaries and Service staff officers.

To Note: It was agreed that Ms A Lyon, with the other adjudicators, would review prize criteria in 2018 for 2019 prize.

To Note: As Mr B Ritchie has stepped down as adjudicator, the Chairman would invite Mr R Hall to join the adjudication panel.

Membership of the Executive Committee (Min 2 22 November 2017)

To Note: Prof. S Denny and Prof. I Ball have withdrawn from membership of the Executive with immediate effect.

Reports from Service Staff Officers (Defence People) (Min 4 22 Nov 2017)

To Receive: The number of Universities that have signed the armed forces covenant

**4. Chairman's Report**

To Receive: A report from the Chairman

**5. Treasurer's Report**

To Receive: A report from the Treasurer (COMEC\_2018\_02\_B)

**6. Reports from the Service Staff Officers**

To Receive: A report from each of the Service Staff Officers:

- a. Royal Navy (COMEC\_2018\_02\_C1)
- b. Army (COMEC\_2018\_02\_C2)
- c. Royal Air Force (COMEC\_2018\_02\_C3)
- d. Defence People (COMEC\_2018\_02\_C4)

**7. DTUS Report**

To Receive: A report from Ann Lyon and Jeremy Kindell (COMEC\_2018\_02\_C5)

**8. Development of COMEC and Relations with MECs**

To Consider: The Vice-Chairman's survey of MECs and their responses (COMEC\_2018\_02\_D1-3)

**9. Defence Conference and AGM**

2018

To Update: The Royal Navy offer to host the 2018 Conference during the second week of September at BRNC Dartmouth, and to consider its duration and format

Subsequent Years

To Consider: To continue discussion, following the MEC survey, whether a university should be added to the cycle in addition to our three Service hosts

**10. Any Other Business:**

To Consider: Any Other Business at the discretion of the Chairman.

**11. Dates and Venues of Future Meetings:**

To Note: The dates and venues of future meetings:

- Thursday 17 May 2018 (London)
- September 2018 (BRNC Dartmouth, w/b 9th September)
- Thursday 22 November 2018 (London)
- Thursday 21 February 2019 (London)