



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

**Executive Committee Meeting**

**held on Thursday 17<sup>th</sup> May 2018 at 1100hrs**

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

**Minutes**

**Present**

Mr R G Livingston (Chairman); Mr B Ritchie (Vice Chairman); Rev Professor J P Taylor (Treasurer); Professor E Archibald; Mr J S Castle; Mr H Hamilton; Ms A Lyon; Dr P J R Mileham; Cdr A McLennan RN; Sqn Ldr A Hawes

**In Attendance;**

Mr Jason Norris (Secretary)

**Apologies**

Mr R Hall, Ms C Kinkead, Col D Guinness, Col N Tougher; Lt Col M Bishop

**1. Minutes**

APPROVED: The Minutes of the meeting held on 22 February 2018 (COMEC\_2018\_05\_A)

**2. Matters Arising**

Continuation-Recruiting Statistics (Min 2 22 Feb 2018)

- NOTED: The Army Service Staff Officers were not in attendance, and no report was forwarded, so this item could not be discussed.
- **ACTION: Service staff officers to email COMEC secretary with recruiting statistics in the autumn each year, down to unit level if available.**
- **ACTION: The Chairman requested data on leaver numbers from the Army – Lt Col M Bishop to send through the percentages.**

COMEC Prize (Min 2 22 Feb 2018)

- NOTED: 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 with reminders in February, March and April 2018.

- NOTED: As the Vice Chairman has stepped down as adjudicator, Mr R Hall agreed to join the adjudication panel.
- NOTED: There were 8 nominations at the 30<sup>th</sup> April 2018 closing date (6 from OTC, 2 from URNU). All but 1 of the nominees were female with a disproportionate number of medical students.
- NOTED: It was noted that some COs of USUs felt their students could not compete with past winners and so were not motivated to support an application. The Vice Chairman suggested a moderated example may encourage more applications. It was also noted that on the closing date, when applications were most likely to be received, many students were embedded in exams.
- **ACTION: 5 nominations were incomplete and a request is to be sent to obtain the required information.**
- **ACTION: It was agreed that Ms A Lyon, with the other adjudicators, would review prize criteria in 2018 for 2019 prize.**

#### Membership of the Executive Committee (Min 2 22 Feb 2018)

- NOTED: MECs are encouraged to nominate members for filling the two COMEC Executive vacancies noting the Executive would like as wide a representation across the UK as possible. The COMEC Secretary wrote out to MECs on this matter in March 2018.
- NOTED: No nominations have been received to date.
- NOTED: Discussions were had relating to encouraging nomination from MEC members. Mr J Castle noted COMEC are now more transparent with its activities which may support further interest.

#### Update on Publications (Min 2 22 Feb 2018)

- NOTED: The No 8 and No 11 Occasionals are now published on the COMEC website.
- NOTED: The Service staff representatives, including Defence People, are requested to send content and images of their respective services to Dr P J R Mileham at the earliest opportunity (for publication in the new Conspectus by the COMEC Conference in September 2018). It was agreed by the Chairman that DTOEES will be included under the Defence Academy section. The COMEC relationship chart was being adapted for the new Conspectus by Dr P J R Mileham and the Chairman, and a version will also be published on the website which will be regularly updated.
- **ACTION: COMEC Secretary to scan and archive the 2004 Conspectus**

#### Reports from Service Staff Officers (Army) (Min 5b 22 Feb 2018)

- NOTED: The Army Service Staff Officers were not in attendance, and no report was forwarded, so this item could not be discussed.
- **ACTION: The Chairman requested the numbers in paragraph 9 of the report include the number of leavers each year as this is the pool services are looking to recruit from. Mr H Hamilton requested numbers show how many UOTC students go through to final year (separate from those in their first 2 years of UOTC as different level of engagement).**
- **ACTION: The Chairman raised a concern on how MEC / COMEC was involved in consulting on options, and local cultural considerations. Lt Col Bishop agreed to connect the ADP team to the Chairman for views.**

- **ACTION: Lt Col Bishop will provide COMEC with updated stats on the common commissioning course.**
- **ACTION: The Committee noted a lack of recent consultation with MECs on UOTC CO appointments which was commonly undertaken in the past. Request for services to include MECs in CO appointments as they can add vital environmental / cultural input which may be helpful to the selection process.**

Reports from Service Staff Officers (Defence People) (Min 5d 22 Feb 2018)

- RECEIVED: The number of Universities that have signed the armed forces covenant was sent to the Executive by Col D Guinness.
- RECEIVED: Col D Guinness has sent revised numbers of “Actual Trained Strength and Target Numbers” before publication.

DTUS Report (Min 6 22 Feb 2018)

- NOTED: The Chairman noted the report did not mention the strategic review report on value for money, which was still with the MoD, or measures to tackle quality and quantity. The Chairman will update on this as part of the Chairman’s Report.

Development of COMEC and Relations with MECs

- NOTED: The Vice Chairman will update on this under this item on the agenda.

Conference and AGM

- NOTED: Prof E Archibald noted that Newcastle and Durham Universities may wish to jointly host a COMEC Conference in future.
- NOTED: The Vice Chairman will update on this under this item on the agenda.

Welbeck update (COMEC 2018\_05\_A2)

- RECEIVED: A report from Ms A Lyon:

Exercises

*Welbeck Upper Sixth deployed to Minley Training Area on Thursday 15 March and enjoyed good weather and a constructive programme with the Royal Engineers for the next 24 hours. We then occupied a Forward Operating Base and conducted a full field exercise from 1800 on the Friday until the Sunday morning. This coincided exactly with Beast From The East Mk 2! The students formed four platoons, of which two were operating in the field at any one time, while the other two remained in the FOB, their sections rotating between patrolling, acting as a Quick Reaction Force and resting. Thunderer Sqn provided the enemy.*

*The bad weather kicked in during the small hours of Saturday morning, with a noticeable drop in temperature, a biting wind and intermittent snow. By that evening it was snowing hard, and continued to do so until daylight on Sunday. However, and contrary to my expectations, not a single cadet had to be pulled off the exercise, although a small number had to be brought into Exercise Control for thawing-out, and there were a few minor injuries to wrists and ankles (none*

requiring visits to A&E). This was in no small measure due to the hard work and expertise of our designated First Aider, and other staff members. A decision was taken on Saturday evening to bring everyone inside the FOB and under cover, and we managed to squeeze all the cadets inside hard cover or tents, and as far as possible on camp beds rather than the ground. The next morning a decision was taken that the final enemy attack on the FOB should go ahead, but in modified form to minimize the danger of falls in the slippery conditions.

*Despite the awful weather, it was a very successful weekend.*

Other:

- 1) *Welbeck has now established a system of exchange visits with the Lycee Militaire de St Cyr, a school for the sons and daughters of French servicemen. A number of French students came on the Lower Sixth AT exercise in June 2017 and another group on Exercise Leader in February 2018.*
- 2) *A group of RAF students took part in the RAF 100 commemoration during April.*
- 3) *The summer term does not involve any military training until after the A level and AS level exams, but the Lower Sixth AT week will again take place at the end of June.*

- NOTED: It was noted that student fitness was a recurring issue, due in part to students being responsible for their own health and avoiding fitness assessments. It was suggested that students in the “1<sup>st</sup>” sports teams were supported but there was less support elsewhere and this should be looked at by the governing board.
- NOTED: The Chairman asked how the rise in unconditional offer making by Universities was impacting on student motivation and performance. Ms A Lyon noted this was being discussed at a future board meeting.
- **ACTION: The Chairman noted concern on the Welbeck intake and variation in numbers. Ms A Lyon noted there was not a coherent promotional strategy and current students did not learn about Welbeck via conventional means. Ms A Lyon will discuss this with Welbeck and report at the next meeting.**

### 3. Chairman’s Report

- RECEIVED: An oral report from the Chairman.
- NOTED: The following issues had been raised with Air Marshal Edward Stringer, DG Defence Academy: a) Association of Defence Academy with COMEC and working relationship; b) Strategic review report on DTOEES (noting this is still with the MoD after over a year); c) Issues of quality and quantity of bursars and willingness to contribute appropriately; d) Occasional Paper 8 was shared for interest; e) Contribution to the COMEC Conspectus.

### 4. Treasurer’s Report

- RECEIVED: A report from the Treasurer (COMEC\_2018\_05\_B)
- NOTED: It was noted that 14 MECs had paid the COMEC subscription with 6 still to pay.
- NOTED: Executive meeting travel expenses have increased due to all Officers now being from Scotland or Northern Ireland.

- NOTED: The Chairman noted that typically ordinary members would claim for travel expenses via their MECs and officers would claim through COMEC.

## **5. Reports from the Service Staff Officers**

- RECEIVED: A report from the following Service Staff Officers:
  - a. Royal Navy (COMEC 2018\_05\_C1):

### ***Significant Events***

1. *The annual URNU Sports Weekend that had been planned for the first weekend in March was cancelled due to the significant weather and associated red warnings. Unfortunately, the demands on the sports venue (HMS TMERAIRE) and the accommodation (HMS BRISTOL) mean that rescheduling is unachievable this year.*
2. *The main activity over the last period has been the Easter deployments with the students enjoying extended periods on the P2000s as they operated around the UK, Ireland, Netherlands Belgium and France.*

### ***Personnel***

3. *The CO positions at Manchester & Salford and Liverpool URNUs have changed with Wales URNU changing by the end of May. The staff plot of COs and Coxswains appears to be stable for the first time since the C2 split in 2014 and all changes over the next 12 months have nominated reliefs.*

### ***Infrastructure***

4. *Solutions for the rehousing of Glasgow URNU in Nov 19 continue with the assumption being a RFCA facility in the centre of Glasgow shared with the OTC. The solution for Cambridge URNU is focused on a move to the Coldham's Lane ARC with dates and detail TBC.*

### ***Future Activity***

5. *With a relatively short period remaining before the end of most university terms, most units will be holding their annual receptions including passing out parades for this year's leavers. The main focus for the summer will be the P2000 embarked training with half of the units deploying to the Baltic region*
- NOTED: Cdr A McLennan noted planning for the COMEC Conference was underway.
  - NOTED: Cdr A McLennan noted the URNUs were actively trying to increase interest with STEM students by involving them in activities at Portsmouth as well as other students through Mess dinners and other functions.

- NOTED: Mr H Hamilton queried if an URNU for the East Midlands was still being considered. Cdr A McLennan noted this will be looked at again once finance issues had been resolved.
- NOTED: The Chairman was encouraged by the increasing stability of the personnel issues and queried any issues on manning of ships, especially in engineering. Cdr A McLennan noted there were no known issues and where any arose these were looked at on a case by case basis.

b. Army

- NOTED : There was no report received from the Army or attendance at the meeting.
- **ACTION: The Chairman noted concern at the lack of engagement by Sandhurst at the meeting and will take up with Col Tougher.**

c. Royal Air Force (COMEC\_2018\_05\_C3)

1. **Air Transformation Programme.** *As part of the Air Transformation programme, the Head of Air Commercial has tasked Deloitte to look at the role and objectives fulfilled by UAS and Air Cadets. They were also tasked to review scope of current LAFT2 contract and its alignment to UAS and Air Cadet output. They are due to report their findings in later this year.*
2. **Bristol UAS.** *We await the outcome of the DIO feasibility study to determine the future location of BUAS. Not an ideal situation but we continue to work with Babcock International Group to deliver flying from Boscombe Down, albeit at a restricted rate and retain the Town Headquarters function at Azimghur Barracks; the CO of 21 Signals Regt has been very supportive throughout.*
3. **RAF Woodvale – Manchester & Salford and Liverpool UAS.** *Contract has been let to repair the hangar doors and the work should commence in Jul 18. Central Air Programme for Airfield Operating Surfaces Works will see the resurfacing of Runway 03-21 this FY. As with BUAS, infrastructure has been the main cause for a decrease in flying out during FY17/18.*
4. **NIUAS.** *Approval given to expand NIUAS to a 'Full Sqn' which will include 3 x Tutor aircraft permanently based at Aldergrove. In the process of establishing a SO2 CO and civil servant sqn adjutant. Successfully recruited 2 x FTRS flying instructors. As an interim measure 2 aircraft will deploy as previously to Aldergrove during 4 -8 Jun 18 to fly UAS students. Full Operating Capability will be dependent on how quickly DIO can complete enabling works to the hangar in order to bring it up to EASA 145 compliance.*
6. **Tutor Display.** *AOC 22 Gp approved Tutor display on 9 May 18 and the team will now undertake 20 displays across the UK including RIAT. UAS students actively support the team and raise awareness of the role of UASs throughout last summer which displayed to over 600K members of the public in 2017.*

7. **Project TELUM.** *The Fixed-wing Light Aircraft Training System will replace LAFT 2 which delivers UAS and air experience flying and engineering support. The initial Business Case was approved by the Air Investment Approvals Committee at the end of Mar 18.*

- **ACTION: The Chairman requested a copy of the UAS Biennial Report which Sqn Ldr A Hawes will forward via the COMEC Secretary.**
- NOTED: Sqn Ldr A Hawes noted additional activity being taken forward for the RAF100 including a special baton going round all the RAF Stations (including in the Tutor aircraft) which the cadets are involved in.

d. Defence People (COMEC\_2018\_05\_C4)

### Defence Overview

1. *The MOD continues to progress the final elements of the FR20 programme and a number of new work strands have commenced to ensure the progress made under FR20 is maintained (e.g. examining wider uses for Reserves). Support to the wider People Programme also remains a key focus to ensure that Reserve specific issues are factored in as the models are being finalised.*

2. *Defence was separated from the recently concluded National Security Capability Review (NSCR), which was published on 23 Mar 18. The department will now undertake the Modernising Defence Programme (MDP). The programme is split into four strands. The first three will optimise how the MOD is organised and is operating, identify further efficiencies and ways to be more productive, including through an aggressive programme of business modernisation and improve our performance on the commercial and industrial issues. The last strand will look at the capabilities that defence requires to contribute to our three national security objectives today and in the future. It is too early to say how this will impact on reserves, although we expect to be heavily involved in some of this work. It is expected that the review will report before the Summer Recess.*

3. *Outside the MDP, the department's priorities remain delivering operations overseas, especially against Daesh, and supporting the Government in its work to deliver BREXIT. The financial situation for the department continues to be challenging and ensuring that the budget is balanced remains a priority. It is unlikely that there will be any relief, in the short term, from the financial controls, but RF&C remains actively engaged regarding any savings measures that might affect Reserves and Cadets.*

### Reserves Policy

4. *Apart from the work on the MDP the other key priorities for the Reserves Policy team are:*

a. Flexible Engagement Strategy (FES). *The Bill enabling certain elements of FES is now progressing through Parliament. Overall there remains very little*

change, in this programme, to the management of reserves. However, we are looking at a number of small initiatives that might help Reserves exploit any opportunities that might arise from FES.

b. Use of Reserves. As part of the Department's focus on whole force we are examining ways that we might make better use of the reserves. Specifically, we are looking at ways that we might make it easier for the Services to use reserves across the spectrum of defence activities. As these ideas progress we will be engaging with stakeholders including the RFCAs.

c. Reserve Forces Act 1996. In the time between now and the next Armed Forces Bill, we will be examining the 1996 Act to ensure that it continues to meet the requirements of the whole force concept in the modern defence context.

d. Data Protection Bill. We are tabling a government amendment to the Data Protection Bill, to allow us to better track ex-regular reserves.

### Commitments

5. As at 28 Feb 18 Reserves from all Services continue to operate in every theatre alongside their regular counterparts. 280<sup>[1]</sup> reservists are currently in permanent service (mobilised). The theatres where reservists are providing support are:

- a) **Afghanistan:** 7 (4 Army & 3 RAuxAF)
- b) **Cyprus:** 3 (all Army)
- c) **Estonia & Poland:** 18 (17 Army & 1 RAuxAF)
- d) **Kosovo:** 18 (All army)
- e) **Counter the Daesh Threat:** 52 (11 Army & 41 RAuxAF)
- f) **Defence Engagement:** 28 (2 MR, 24 Army & 2 RAuxAF)
- g) **Global Counter Terrorism and Counter Piracy:** 44 (13 MR, 4 Army & 27 RAuxAF)
- h) **Operation of UK Permanent Joint Operating Bases:** 41 (19 Army & 22 RAuxAF)
- i) **Maritime Security Operations:** 11 (All MR)
- j) **South Sudan:** 54 (51 Army, 2 Air & 1 MR)
- k) **NATO Assurance:** 4 (All RAuxAF)

### FR20 (Update info from the latest UK Armed Forces MSPS info)

6. The trained strength of the Volunteer Reserves continues to increase. Whilst the overall trend is upwards there remain significant challenges to deliver 35,000 reserves trained strength by 2019, in particular from the Army.

7. The following table shows Actual Trained Strength and Targets:

Trained Strength Against Target:

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<sup>[1]</sup> All Reservist numbers include VR & RR (the majority are VR)

	<i>End FY 15 Actual</i>	<i>End FY 16 Actual</i>	<i>End FY 16/17 Target*</i>	<i>1 Jan 18 Actual<sup>1</sup></i>	<i>End FY 17/18 Target*</i>	<i>01 Apr 19 Target*</i>
<i>All Services</i>	27,050	31,364	<b>30,880</b>	32,230	<b>23,250</b>	<b>35,060</b>
<i>Navy</i>	2,320	2,555	<b>2,320</b>	2,740	<b>2,790</b>	<b>3,100</b>
<i>Army</i>	22,890	26,657	<b>26,700</b>	27,070	<b>28,600</b>	<b>30,100</b>
<i>RAF</i>	1,840	2,152	<b>1,860</b>	2,420	<b>1,860</b>	<b>1,860</b>

*\*Written Ministerial Statement targets*

### Employer Engagement

8. *The latest updates on EE initiatives are:*
- a. *Project PORRIMA. Work to develop improved Measures of Effectiveness in the EE space is continuing. The project continues to be on schedule for introduction as part of the next iteration of the EE SLA in Mar 19.*
  - b. *Employer Notification. EN is now complete and the initial results, reported to the Mar meeting of E3G show a significant improvement on previous years. RF&C are conducting a detailed analysis of the results across the sS and will produce a further report to E3G out of committee.*
  - c. *Armed Forces Covenant (AFC). The rate of signings continues to increase. The total of signings (as at 23 Mar 18) is 2,356.*
  - d. *ERS Awards. RF&C are working with DS Sec to seek formal Royal patronage for the awards. The outcome is awaited and it is hoped that the new arrangements will be in place for this year's Gold Awards presentation.*
  - e. *Reserves Day. Planning continues for Reserves Day 18. Following direction from Min(AF) we are currently scoping the possibility of staging Attract and Inform events in four key transport hubs, which have been confirmed as London Waterloo, Cardiff, Edinburgh and Manchester.*
  - f. *Public Sector EE. The latest results for the CS Reserves Challenge (Jan 18) show that there are now 1631 Civil Service Reservists, up from 1564 in Jul 17. CS Reservists now make up nearly 5% of the total trained and untrained strength of UK Reserves.*
  - g. *NEAB Review. SofS has decided that the NEAB should be disestablished wef 1 Apr 18. Parliament and Board members have been informed.*

### Cadets

<sup>1</sup> Trained Strength as at 1 Jan 18 – Source: UK Armed Forces QSPS published 15 Feb 18

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/681512/201801\\_-\\_SPS.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/681512/201801_-_SPS.pdf)

9. *The Cadet Expansion Programme (CEP) is on track to achieve the target of 500 cadet units parading in schools across the UK by March 2020. Interest in the CEP remains healthy; at the latest CEP approvals board in November the target number of approvals was met and there are now over 400 units parading. The formal 6-monthly CEP progress report to No.10 has been submitted and, once feedback has been received, details of newly approved units will be published as soon as possible.*

10. *Independent research being carried out by the University of Northampton continues into the social impact of cadets. Professor Simon Denny briefed the All-Party Parliamentary Group for Reserve Forces and Cadets on progress in Dec 17 and at the 3\*YCSG in Mar 18. His presentation focused on the potential impact of cadets across several Government departments. The findings in the first interim report came mainly from research into community cadet forces. The next report, due to be produced in summer 2018 will have a greater emphasis on school cadet units established under the CEP.*

11. *The Cadet Forces Commission for CFAV Officers, new and existing, was introduced across all Cadet Forces on 1 Dec 17 including, for the first time, Commissions for CFAV Officers in the Royal Navy cadet forces – the Sea Cadet Corps, the Volunteer Cadet Corps, CCF(RN) and CCF(RM).*

RFCA Governance - SLA Update:

12. *The March Customer Board was cancelled due to snow and ACDS (RF&C) directed the SLAs be screened out of committee. This process is underway and the SLAs have progress as follows:*

- a. *Army: this has not yet been received. RF&C continue to chase it.*
- b. *Air: this was circulated for comment on 3 April 2018. Comments have yet to be received from CRFCA.*
- c. *Navy: this was circulated for comment on 19 March 2018 and CRFCA returned comments on 29 March 2018. A response is awaited from DCMR.*
- d. *DIQ: this has been drafted and will be circulated to CRFCA for comment shortly.*
- e. *DRM: this has been agreed and is in place.*

12. *Ahead of the Quinquennial Review, a revised screening and SLA process will operate from FY19/20. A working group has been established with the five SLA holders above and a joint paper will be circulated to CRFCA for comment by late June 2018.*

- NOTED: Col D Guinness submitted the above report but could not attend the meeting.

- NOTED: Prof E Archibald noted potential interest from students across all defence activities and it should be promoted there are career opportunities in new areas like cybersecurity, linguistics etc.
- NOTED: In his absence Col D Guinness left a question for the Executive on the Armed Forces Covenant and how representative this was and how we could encourage other Universities to sign. It was noted that, while most on the list played a part in MECs, but it did not include most of our most active and long standing MEC members, including Northern Ireland, practically all of Wales and most of the OTR and DTUS universities. Universities for the most part would not be averse to the Covenant, but for those which had signed, it was not known how they were actioning it. MECs could have a role to champion this more in their institutions. There appears to be an emphasis on the number of covenant signatures rather than outcomes as a result of the covenant, how can we change the focus?
- **ACTION: Col D Guinness to advise on how MECs might work with their RFCAs in promoting the Covenant.**

## 6. UOTC Study

- NOTED: A report on the consultation paper report on the Study has not yet been received.
- NOTED: The Chairman noted concern that there has been little evidence of consultation with COMEC or MECs, or opportunity for them to contribute to the report or options that may be appearing. The Chairman had written to Lt Gen Bashall and Maj Gen Nanson stating that COMEC and MECs were ready to contribute as appropriate in the interest of our UOTCs and students. This committee had also offered support to Col N Tougher and Lt Col M Bishop in the past. The Chairman noted how disturbing it is that such a review could proceed thus far without significant involvement of the universities, which have a duty of care to their students. Lessons need to be learnt from previous reviews, and from formation of the OTRs if the UOTC report makes recommendations in this direction.

## 7. Conference and AGM 2018

- CONSIDERED: The format and content of the 2018 conference.
- NOTED: The Vice Chairman noted progress was being made on the venue, and there were minor issues on finalising the structure / format to accommodate objectives of all attendees and services. These included a STEM recruiting focus for the Navy and a less academic and more interactive conference discussion to engage the MECs from COMEC. Cdr A McLennan noted service staff may not be aware what COMEC and MECs can deliver to support STEM recruitment into the services and this was an opportunity to open the discussion.
- NOTED: The Vice Chairman noted he is also involving industry and looking at speakers from BAE / Babcock / MAST (Maritime Alliance for Science & Technology).
- NOTED: Prof E Archibald suggested having a panel discussion involving cadets to engage this group with the conference. It was noted a message should go to MECs to encourage cadets to attend.

- **AGREED:** It was agreed the COMEC Executive meeting would be held on the Tuesday morning of the conference and executive members could travel the day before.
- **ACTION:** A communication to be sent to MECs to encourage and support cadet attendance at the conference along with a “Save the Date”. Formal joining instructions to be sent in June.
- **ACTION:** Dr P J R Mileham to complete outcomes of 2017 COMEC Conference to inform discussions at the 2018 conference.

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

- **CONSIDERED:** An update on the progress of the MEC survey.
- **ACTION:** The Vice Chairman will circulate via the COMEC Secretary the interim report and covering letter encourage further returns and noting the current 50% response rate.
- **ACTION:** This issue to be added to the Conference agenda for discussion.

#### **9. Any Other Business:**

- **ACTION:** The Vice Chairman noted the need to confirm COMEC was GDPR compliant and to take appropriate action as needed.

#### **10. Dates and Venues of Future Meetings:**

- To Note: The dates and venues of future meetings:
  - September 2018 (BRNC Dartmouth, 11<sup>th</sup> September AM)
  - Thursday 22 November 2018 (London)
  - Thursday 21 February 2019 (London)
  - Thursday 16 May 2019 (London)
- **ACTION:** It was agreed that future COMEC Executive meetings start at 1115hrs from now on.
- **ACTION:** The COMEC Secretary was asked to check the possibility of members being able to Skype into the meeting who were unable to attend in person.