



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

Executive Committee Meeting

held on Tuesday 11th September 2018 at 1115hrs

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); Mr J S Castle; Mr H Hamilton; Ms A Lyon; Ms C Kinhead; Gp Capt H Edwards; Col N Tougher; Col D Guinness; Lt Col M Bishop

In Attendance;

Mr Jason Norris (Secretary)

Apologies

Professor E Archibald; Mr R Hall; Dr P J R Mileham; Cdr A McLennan RN

1. Minutes

APPROVED: The Minutes of the meeting held on 17 May 2018 (COMEC_2018_09_A)

2. Matters Arising

Continuation-Recruiting Statistics (Min 2 22 Feb 2018)

- NOTED: This item will be discussed at the 22 November 2018 Executive meeting.
- **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 UOTC leaver numbers – Lt Col M Bishop to send through.**

COMEC Prize (Min 2 22 Feb 2018)

- NOTED: A request was sent to MECs with incomplete nominations to obtain the required information.
- NOTED: Ms A Lyon's second term ends in 2019 requiring a successor.
- NOTED: The prize criteria need to be reviewed along with the weighting. More focus could be given to USU activities in particular.

- NOTED: Need to promote prize wider and encourage COs to put forward candidates with range of skills.
- NOTED: The Executive may want to consider other prizes or sub divisions to note good candidates and recognise other categories e.g. most improved student.
- **ACTION: A successor to Ms A Lyon to be identified at the November Executive meeting.**
- **ACTION: It was agreed that Ms A Lyon, with the other adjudicators, would review criteria in 2018 for 2019 prize.**

Update on Publications (Min 2 22 Feb 2018)

- NOTED: The COMEC Secretary has scanned and archived the 2004 Conspectus
- NOTED: An updated COMEC Conspectus is being developed. The Chairman thanked those who have contributed to date.

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

- NOTED: The Chairman met with Col N Tougher and Lt Col M Bishop to discuss the issues raised.
- **ACTION: Recruiting statistics to be received at the November Executive meeting.**

Welbeck update (Min 2 17 May 2018)

- NOTED: Ms A Lyon noted that J Kindell had now left DTUS and she will now contact his successor. A Welbeck sub-committee will take place on 10th October at which statistics on A Levels and Placements should be released.
- NOTED: Welbeck intake was 177 out of 180 places before drop outs this year. 160 students left last year.

Reports from the Service Staff Officers (Army) (Min 5b 17 May 2018)

- NOTED: The Chairman has discussed engagement with Col N Tougher.

Reports from the Service Staff Officers (Royal Air Force) (Min 5c 17 May 2018)

- NOTED: The UAS Biennial Report has been received by the COMEC Secretary and is available at <https://uod.box.com/s/wfoc0fwbffj1pgtj9hpesikdurpofsq9>

Reports from the Service Staff Officers (Defence People) (Min 5d 17 May 2018)

- NOTED: Col D Guinness advised that it is DRM that promote covenant not RFCAs as stated in the minute and he would take this up with them.

Conference & AGM (Min 7 17 May 2018)

- NOTED: The conference is covered later in the agenda.
- RECEIVED: Dr P J R Mileham completed the outcomes of 2017 COMEC Conference to inform discussions at the 2018 conference. Printed copies of the Proceedings are available at the AGM, and it is available on the website.

Development of COMEC and Relations with MECs (Min 8 17 May 2018)

- NOTED: This item is covered later in the agenda.

GDPR Compliance (Min 9 17 May 2018)

- NOTED: This item is covered later in the agenda.

Dates and Venues of Future Meetings (Min 10 17 May 2018)

- NOTED: COMEC Executive meeting start times now confirmed at 1115hrs
- NOTED: 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. Further to discussion with the RQMS this is unfortunately not possible at ULOTC.

3. Chairman's Report

- RECEIVED: An oral report from the Chairman
- NOTED: The Chairman met Vice Admiral Ben Key, Fleet Commander, who made clear his support and encouragement for the work of our URNUs and MECs. He was particularly interested in the URNU C2 structure introduced by the then FOST and the concerns which we had had which mainly emanated from the duty of care to our students. He appreciated that a full and stable plot of COs, good communication between COs and the units and ships, and the enhanced role of the TOs, together with continued monitoring, will ensure that the structure works well and delivers additional benefits.
- The Chairman will shortly be discussing continuation recruiting statistics from the URNUs to the RN with COMCORE.
- NOTED: Air Marshal Edward Stringer, Director General, has expressed his support of the valuable work and important role of the MECs in supporting and promoting Defence and our student cohort. He spent two days this summer mentoring LUAS and is keen to support Liverpool MEC. He thinks, with the Defence Academy undergoing a major transformation programme, there is merit in exploring how a COMEC-Def. Ac. relationship might be developed, on a more strategic level to support each other's aims and objectives. The President and Chairman will meet him to discuss this further. Meantime, they will update the references to the Def. Ac. and DTUS in our Conspectus.
- NOTED: The Chairman expressed disappointment that Southampton MEC had to withdraw from membership of the Council because its universities cannot budget for the subscription for reasons of financial stringency. It is to be hoped that they will find the resources to rejoin the Council at an early opportunity.
- Discussion was had regarding their subscription for last year noting this was still due, and the impact on COMEC representation. It was also felt the reason given for withdrawing could have been overcome. The service representatives also noted concern in terms of lines of communication as this was one of the core responsibilities of COMEC to manage and co-ordinate communications nationally on behalf of all the MECs.
- **ACTION: The Chairman will discuss the issues raised with Southampton MEC.**

4. Treasurer's Report

- RECEIVED: A report from the Treasurer (COMEC_2018_09_B)
- NOTED: There are currently two MEC subscriptions due, one is on the way and the other is Southampton MEC. The Treasurer will update the accounts to show Southampton MEC as a debtor.
- NOTED: There remain challenges in collecting subscription payments from MECs due to the different payment systems and changing contacts. The

Treasurer noted that invoices will now go to MEC Chairs and Secretaries for them to arrange payment with their institutions.

- NOTED: Payment for Executive travel expenses is up significantly reflecting the wider geographical spread of the Officers.
- NOTED: The loss of Southampton MEC subscription will bring forward the requirement to review the subscription amount or reduce COMEC costs. The Chairman noted this will be kept under review and will need to be considered when structuring future events.

5. Reports from the Service Staff Officers

- RECEIVED: A report from the following Service Staff Officers:
 - a. Royal Navy (COMEC_2018_09_C1)

Significant Events

1. *The main activity of note since the last report was the Summer Deployments over Jun and Jul. Whilst some of the P2000s routed around UK and Northern European ports the majority headed to the Baltic which included participation in Baltic Operations (BALTOPS) a NATO multi-national maritime exercise that involved 43 maritime units, 60 aircraft, and approximately 5,000 maritime, ground and air force*

Personnel

2. *The staff plot of COs and Coxswains appears to be stable and a selection board for the CO positions due to change in Q1 & Q2 2019 will be held early next term.*

Infrastructure

3. *The move of Cambridge URNU to the Coldham's Lane ARC is awaiting approval of funding for essential work. The rehousing of Glasgow URNU in Nov 19 is progressing on the assumption that the solution is a RFCA facility in the centre of Glasgow to be shared with the OTC.*

Future Activity

4. *The annual URNU COs and Cox's conference will be held at BRNC 13 & 14 Sep. This should set the scene for the following term which with recruiting and the New Entry Weekends at BRNC is the busiest period of the URNU calendar. The Recruit Medical process continues to be refined however there is still an expectation that medical failures will impact unit numbers. In an attempt to counter this units have been directed to over-recruit by approximately 10%.*
- NOTED: The Chairman noted the interesting summer deployment in Baltic operations which is of great benefit to students and highlighted the positive staffing update and ongoing medical processing issues.
 - NOTED: Mr H Hamilton queried if an URNU for the East Midlands was still being considered.

b. Army

- NOTED: Col N Tougher noted little impact on OTC activities despite financial constraints. This includes OTCs undertaking a considerable amount of regional work. London UOTC reached out to help Border Force.
- NOTED: The UOTC Study has been a long consultative process across the country with significant engagement (discussed at a later agenda item).
- NOTED: The medical contract went out for tender with no expressions of interest resulting in medical checks now being done in house.
- NOTED: No recruiting targets have been set for OTCs to ensure quality level is prioritised.
- NOTED: ECAP meet in November to discuss 3 themes: i) OTC ii) future training of army reserve soldier, iii) where army establishments will be located. Col N Tougher noted a much clearer understanding of OTC operations and outcomes which has already resulted in some savings.
- NOTED: The Chairman asked if any lessons had been learnt from this year's summer camp? Col N Tougher noted there was greater working together across OTCs e.g. Bristol and Exeter, and he aims to roll this out to other regions e.g. Scotland.
- NOTED: An update was given on Leadership in Practice – 38 Brigade would like Queen's to deliver 4 times per year. This is resource heavy on the unit and it was asked if this activity is something Universities can assist with? Perhaps MECs can look at this in future and support connections? It was noted Universities unlikely to engage due to financial pressures although there is interest.
Manchester MEC had enquired if there had been any developments on the delivery of Leadership in Practice to non-UOTC university students. This was proving difficult owing to lack of personnel, and it had been suggested that universities might assist. Delivery must be very much up to what the local UOTC CO can achieve and what the universities would find useful. The Chairman suggested Col N Tougher discuss this with them directly.

c. Royal Air Force (COMEC_2018_09_C3)**Key Points**

- **Recruitment**
- **Bristol UAS**
- **RAF Woodvale**
- **Northern Ireland UAS**
- **Project TELUM**

1. **Recruitment.** *We have had another successful recruiting programme. The emphasis has been on quality rather than meeting our establishment of 1000. Current strength is 804 students of which 29% are female and 10% are BAME. Like our sister Services we are experiencing difficulties with the replacement to TAFMIS; the Defence Recruiting System. We currently have circa 75 sponsored UAS students though this number will significantly increase as 18/19 academic year students begin to apply for sponsorship. Excluding serving personnel, the UAS provided 35% of the officer intake into Initial Officer Training (IOT). The*

target for this coming academic year is to recruit to our establishment and to deliver 40% of the officer cadre into IOT.

2. **Bristol UAS.** We still await the outcome of the DIO feasibility study to determine the future location of BUAS. BUAS flying task has been markedly reduced this year and will continue to be depressed for the next 2 years, pending a confirmation on future location. To mitigate the situation, flying will be conducted at flying camps at Newquay Airport. These will comprise 4 x one week UAS focused, 1 x 3 and 1x 6 week AEF focused flying. The Town Headquarters function in the short term will continue to be located at Azimghur Barracks; the CO of 21 Signals Regt has been very supportive throughout.

3. **RAF Woodvale.** Work to the main runway at RAF Woodvale is programmed to be undertaken in FY 18/19. Liverpool and Manchester & Salford UASs are collocated on the site.

4. **NIUAS.** NIUAS enabling infrastructure works are due to be completed within this FY; work in Hangar 28 to be completed Dec18, Bldgs 3, 3A and 29 by mid Mar 19. Sqn Ldr Mark Hammond, the new OC NIUAS, is now in post and will shortly be joined by 2 x Qualified Flying Instructors. Work is ongoing with Babcock to permanently base 2 aircraft at Aldergrove.

5. **Project TELUM.** Air Capability is the lead for the delivery of Project TELUM which is the Fixed-wing Light Aircraft Training System that will replace LAFT 2 for the delivery of UAS and air experience flying, and engineering support. It now forms part of the Youth Aviation Programme, circa £230M which encapsulates both powered aircraft and gliders.

- NOTED: Gp Capt H Edwards noted need to prove UAS is working and providing a benefit. Col N Tougher noted similar issues in Army.
- NOTED: Concern was raised on the experience of Bristol students having to travel long distances to fly. Gp Capt H Edwards noted, trying to accommodate as much as possible e.g. provision of wi-fi to enable students to study.
- NOTED: The importance of delivering Project TELUM on-budget and on-time for seamless delivery of UAS flying.

d. Defence People (COMEC_2018_09_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. We continue to expect that the review will report its headline conclusions 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 the United Kingdom's exit from the European Union. 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). Overall there is very little in this programme which affects 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 Act 2018. Since the last Executive Board, the Bill received Royal Assent and has become law. We are now working to build the data sharing framework with HMRC in order to deliver this important tool for understanding our Regular Reserve capability.

5. RESCAS. The 2018 Reserves Continuous Attitude Surveys (RESCAS) were open to all trained and untrained Maritime Volunteer Reserves and all RAF Volunteer Reserves (excluding hard to reach reservists) and were sent to a sample of 11,186 trained and untrained Army Volunteer Reserves between January and end March 2018. The response rate was 33%. The survey shows that, amongst other things, 93% of volunteer reservists feel proud to be in the

Reserves, 85% would recommend joining the Reserves to others, and 74% are satisfied with Service life in general. The results of the survey are now public and can be viewed on gov.uk.

6. FRRP. The Future Reserves Research Programme was a joint Ministry of Defence, British Army and Economic and Social Research Council (ESRC) study. Its aim was to identify, explain and understand the cultural, social and economic issues that impact on our Reserve personnel. The reports were published on 27 June 2018 and we will now consider the recommendations and findings of the FRRP alongside other evidence and research to assess how we may best conduct business in the future.

7. EST. We have received the 2018 External Scrutiny Team report and it was laid before Parliament prior to Recess on 24 Jul 18. We are still considering it and have not formally responded yet.

FR20 (Update info from the latest UK Armed Forces QSPS info)

8. 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.

9. Reserves from all Services continue to operate in every theatre alongside their regular counterparts.

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

Trained Strength Against Target:

	<i>End FY 15 Actual</i>	<i>End FY 16 Actual</i>	<i>End FY 16/17 Target*</i>	<i>1 April 18 Actual¹</i>	<i>End FY 17/18 Target*</i>	<i>01 Apr 19 Target*</i>
<i>All Services</i>	27,050	31,364	30,880	32,224	32,250	35,060
<i>Navy</i>	2,320	2,555	2,320	2,756	2,790	3,100
<i>Army</i>	22,890	26,657	26,700	26,957	28,600	30,100
<i>RAF</i>	1,840	2,152	1,860	2,511	1,860	1,860

*Written Ministerial Statement targets

Employer Engagement

11. 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. The Defence EN Directive for 18/19 has been published, together with a revised JSP766.

¹ Trained Strength as at 1 April 18 – Source: UK Armed Forces QSPS published

c. Armed Forces Covenant (AFC). The rate of signings continues to increase at an average of c 20 per week. The total number of signings (as at 29 Jun 18) is 2596.

d. ERS Awards. RF&C are awaiting confirmation of Royal Patronage for the awards. The Gold Board to decide on this year's awards is scheduled for 19 Jul with the results announced shortly thereafter. Planning continues for the Gold Awards event, scheduled for late Oct. Work continues to develop proposals for ensuring ERS remains sustainable going forward.

e. Reserves Day. A national flagship event took place in the Members' Dining Room, House of Commons, on 26 Jun, hosted by SofS and attended by CDS, Service Chiefs and a number of Reservists and employers. A Civil Service Reserves Reception took place in the Rose Garden, 10 Downing Street on 27 Jun and further events were staged at London Waterloo, Edinburgh Waverley and Manchester Piccadilly Railway Stations. A number of employers staged celebratory events to mark the day. RF&C will be evaluating the impact of RD and this will be reported to the E3G in due course.

f. RESCAS. The Reserves Continuous Attitudes Survey results for 2018 have been published. Employer-related statistics continue to be broadly positive and confirm the trends identified in this year's Employer Attitudes Research. Key results include:

- i. 97% of Reservists say their employer is aware of their Reserve service.
- ii. 75% agree their main civilian employer supports their Reserve service (up from 72% last year).
- iii. 55% agree their main civilian employer values Reserve service (up from 51% last year).
- iv. 21% agree their main civilian employer would prefer it if they were not Reservists (down from 26% last year)
- v. 51% agree Reserve service is good for their civilian career (up from 48% last year).
- vi. 10% believe they have been disadvantaged in civilian jobs as a result of Reserve service (down from 12% last year).
- vii. 19% believe they have been advantaged in civilian job as a result of Reserve service (down from 21% last year).

Cadets

12. The Cadet Expansion Programme (CEP) continues 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 recent CEP approvals board in May a number of approvals were made and we now have over 400 units parading. The formal 6-monthly CEP progress report to No.10 is currently in hand and should be submitted later this month. Once feedback has been received, details of newly approved units will be announced and published as soon as possible.

13. Independent research being carried out by the University of Northampton continues into the social impact of cadets with Professor Simon

Denny due to present the findings to date at the Youth & Cadet Council later this month. With much of the data in the first report based on research within the community cadets, the second has more focus on findings in schools and the CEP. It continues to show the potential benefits of cadets across several Government departments.

14. Robert Goodwill MP, former Minister of State for Children and Families, is undertaking an independent study to assess the benefits which having a military ethos and values in a school can provide to its pupils. This study is due to report in September. MOD and DfE will provide relevant support as requested by Mr Goodwill.

RFCA Governance

15. The next customer board will be held on Wednesday 19 September 2018 in Main Building; invitations have been sent. Reports will be commissioned in due course.

16. In the last report, we advised that screening and SLA process would operate from FY19/20. A working group had been established and a meeting was held in Main Building on 30 May 2018 to discuss this. Given the Quinquennial Review must report before the end of March 2019, and that schemes of associations and the Regulations will need to be issued in the same timeframe, we do not feel this working group needs to meet again.

17. RF&C are working with the Public Bodies team in MoD and the Public Bodies Reform Team in the Cabinet Office to develop the terms of reference for the Quinquennial Review. The ToRs will follow the Cabinet Office guidance on reviews of public bodies (March 2016). This guidance sets out the principles for government departments to use when reviewing public bodies. The principles aim to ensure public bodies remain fit for purpose, well governed and properly accountable for what they do.

- NOTED: It was noted that many Universities have not signed up to covenant (including most of our most active and long standing MEC members, Northern Ireland, practically all Wales, and most OTR and DTUS universities), and some of those that have signed have not actioned further. Col D Guinness noted the need to engage.
- **ACTION: Col D Guinness suggested inviting the Defence Relationship Management team to the next COMEC Executive meeting to talk about how they work with Universities and can support COMEC / MECs.**

6. COMEC Prize

- REPORTED: The COMEC Prize Winner 2018 is OCdt Brannan of Queen's Belfast UOTC. The Runners-up are OCdt Gillanders of Wales UOTC and JUO MacDonald of Glasgow & Strathclyde UOTC.

7. UOTC Study

- CONSIDERED: A consultation paper report on the Study (COMEC_2018_09_D)

- NOTED: Col N Tougher noted the paper aimed to establish baseline of knowledge. The Chairman noted the paper was written for ECAB and the way it is written could raise concerns in Universities rather than promote engagement. Col N Tougher noted it could be rewritten for other audiences.
- NOTED: The Committee recognized the need for financial stringency, affordability and value for money, and appreciated that UOTCs have realized savings through restricted RSDs, improved control and standardization without loss of activities. However, any further savings would change the character and utility of UOTCs, and AR gapping is cause for concern.
- NOTED: Point 2h regarding increasingly filtering out students who were not committed was queried. The Committee would expect USUs to continue to select students who would benefit from, and contribute to, the breadth of unit activities. This should ensure that unit membership remains healthy with many different viewpoints and outlooks. However, Col N Tougher noted there were significant numbers of OTC cadets who only occasionally turn up and have a significant resource cost. Reducing commitment back to 2 years would make more time for those committed to a commissioned officer route so they can be fast tracked. It was noted that, while students will be expected to make progress towards completing their military training within two years, this needed to be managed with flexibility for individual circumstances.
- NOTED: Point 2i: the Committee recognized the need to rebalance establishments in order to move resource to where there is most demand for places.
- **ACTION: Col N Tougher would like input from members on a letter from General Nanson to be distributed to universities in November. The Chairman noted the letter needs to emphasise that UOTCs are a joint enterprise.**
- **ACTION: Further discussion on the UOTC Study would continue at the AGM**

8. Development of COMEC and Relations with MECs, and Conference 2018

- CONSIDERED: A report on the consultation and review of working relationships with MECs (COMEC_2018_09_E)
- NOTED: The Vice-Chairman had pulled together a more condensed version of the MEC survey outcomes for discussion at the AGM.
- CONSIDERED: The circumstances of the cancellation of the Conference 2018, and the timing and structure of future events.
- NOTED: The MEC survey feedback supported the conference in Dartmouth in September. However, the additional day required to travel, in addition to a later September conference date, was a significant issue for many MEC members, resulting in a total of 15 representative from 9 MECs signing up – significantly less than the 23 service representatives. This was the worst response to conference in memory, noting in previous years MEC attendance numbers were 30-40, dropping to 23 in Halton. A commitment needed to be made before BRNC's summer shutdown, and reluctantly, it was decided the conference had to be cancelled.
- NOTED: It was felt by some of the Executive that more credibility was lost cancelling the conference and those who had booked to attend lost money as a result.
- NOTED: There is difficulty finding a date suitable for both the officer training establishments and university commitments, and we will need to give careful consideration to the structure of future events. The Executive

discussed how best to engage MECs for future conferences. Mr H Hamilton noted longer notice is required and suggested call for papers in January. Also need to ensure conference takes place in first week of September. Earlier and more frequent communications are required.

- NOTED: The Executive discussed future format and location for the conference, noting the need to continue to engage MECs to get consensus. London was seen as the easiest location to travel to, although it was noted the loss of an officer training establishment as host might also affect attendance. Other locations such as military units, Universities or Service clubs were also considered.
- **ACTION: The issue will be discussed further at the AGM**

9. General Data Protection Regulation Compliance Statement

- CONSIDERED: A paper from the Chairman on GDPR (COMEC_2018_09_F)
- **RESOLVED: To adopt the GDPR compliance statement and privacy policy, subject to any observations by members of the Committee, for publication on the website to inform data subjects about the collection and use of their personal data.**

10. Nominations to the Executive Committee

- NOTED: There were no Terms of Office of Ordinary Members due to end in 2018. There is one unfilled vacancy from 2017 and one new vacancy for 2018.
- NOTED: Nominations to Executive Committee Member were received by the due date in respect of the following:
 - Major Ian Stoney (Leeds) (COMEC_AGM_2018_F1)
 - Dr Julie Smith (Cambridge) (COMEC_AGM_2018_F2)
- RESOLVED: There being two nominations received by the due date for two vacancies, Major Stoney and Dr Smith are duly declared elected to the Executive Committee as Ordinary Members subject to ratification at the AGM.
- RESOLVED: The co-option of Dr. P. Mileham to the Executive Committee until September 2019 to complete outstanding publication business was approved.

11. Any Other Business:

- NOTED: There was no other business considered.

12. Dates and Venues of Future Meetings:

- NOTED: The dates and venues of future meetings:
 - Thursday 22 November 2018 (London)
 - Thursday 21 February 2019 (London)
 - Thursday 16 May 2019 (London)
 - September 2019 (Venue TBC)