



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

**Executive Committee Meeting**

**to be held on Thursday 21<sup>st</sup> February 2019 at 1115hrs**

**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)

The RMAS Independent Advisory Panel has been asked to look at UOTCs over the next few months and come up with suggestions for improvements. Their Chairman, Brigadier Mark van der Lande, has been invited to attend the meeting.

**1. Apologies**

- To Receive: Apologies for absence.

**2. Minutes**

- To Confirm: The Minutes of the Executive meeting held on 22 November 2018 (COMEC\_2019\_02\_A)

**3. Matters Arising**

- Action points arising (COMEC\_2019\_02\_A1)

**4. Chairman's Report**

- To Receive: A report from the Chairman

**5. Treasurer's Report**

- To Receive: A report from the Treasurer (COMEC\_2019\_02\_B)

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

- To Receive: A report from each of the Service Staff Officers:
  - a. Royal Navy (COMEC\_2019\_02\_C1)
  - b. Army (COMEC\_2019\_02\_C2)
  - c. Royal Air Force (COMEC\_2019\_02\_C3)
  - d. Defence People (COMEC\_2019\_02\_C4)

**7. Conference 2019**

- To Receive: A report from the Vice-Chairman on committed attendance of members, timing, location and format of the COMEC Conference 2019 (COMEC\_2019\_02\_D)

**8. COMEC Prize**

- To Resolve: A successor to Ms A Lyon to be identified at the February 2019 Executive meeting.
- To Receive: Final Guidance and Criteria for the COMEC Prize

**9. Publications**

- To Receive: An update on Occasional Papers and Conspectus
- To Resolve: A successor to Dr P J R Mileham to be identified at the February 2019 Executive meeting.

**10. Membership of the Executive**

- To Note: The terms of office of Miss Lyon, Professor Archibald and Mr. Hall end in September. Professor Archibald and Mr. Hall are eligible for re-election for one further term of four years. Nominations will be invited next month for submission by July.

**11. Any Other Business:**

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

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

- To Note: The dates and venues of future meetings:
  - Thursday 16 May 2019 (ULOTC, London)
  - First Week September 2019 (London)
  - Thursday 21 November 2019 (ULOTC, London)
  - Thursday 20 February 2020 (ULOTC, London)