



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

Executive Committee Meeting

to be held on Wednesday 4th September 2019 at 1115hrs

**at Chetwode Room, Victory Services Club, 63-79 Seymour Street, London, W2
2HF**

Agenda

Apologies for absence should be sent to the COMEC Secretary Jason Norris at secretary@comec.org.uk

1. Apologies

- To Receive: Apologies for absence.

2. Minutes

- To Confirm: The Minutes of the Executive meeting held on 16 May 2019 (COMEC_2019_09_A)

3. Matters Arising

- Action points arising (COMEC_2019_09_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_09_B)

6. Reports from the Service Staff Officers

- To Receive: A report from each of the Service Staff Officers:
 - a. Royal Navy (COMEC_2019_09_C1)
 - b. Army (COMEC_2019_09_C2, to receive)
 - c. Royal Air Force (COMEC_2019_09_C3)
 - d. Defence People (COMEC_2019_09_C4, to receive)

7. Conference 2019

- To Receive: An update from the Vice-Chairman on the COMEC Conference 2019

8. COMEC Prize

- To Report: The COMEC Prize Winner 2019 is OCdt Matthew Smith of Sheffield OTC. The runner up is OCdt Alexandra Yorsten of EMU OTC

9. Membership of the Executive

- To Note: There are three Terms of Office of Ordinary Members occasioned by the completion of term of office for Prof E Archibald, Ms A Lyon and Mr R Hall.
- To Note: Nominations to Executive Committee Member have been received by the due date in respect of the following:
 - Prof Alastair Adair (COMEC_2019_09_D1)
 - Prof Elizabeth Archibald (COMEC_2019_09_D2)
 - Prof James Davenport (COMEC_2019_09_D3)
 - Dr Ross Hall (COMEC_2019_09_D4)
 - Prof Paul Ivey (COMEC_2019_09_D5)
 - Prof Michael Siva-Jothy (COMEC_2019_09_D6)
 - Dr Margi Vilnay (COMEC_2019_09_D7)

There being seven nominations received by the due date for three vacancies, a vote will be held at the AGM.

10. Duty of Care

- To Receive: A presentation from Professor Adrian Parker on OCdt Welfare issues.

11. COMEC Relations with MECs

- To Receive: An update from the Vice-Chairman in preparation for the COMEC AGM.

12. Any Other Business:

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

13. Dates and Venues of Future Meetings:

- To Note: The dates and venues of future meetings:
 - Thursday 21 November 2019 (ULOTC, London)
 - Thursday 20 February 2020 (ULOTC, London)
 - Thursday 14 May 2020 (ULOTC, London)
 - September 2020 (Date & Venue TBC)