



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

Executive Committee Meeting

to be held on Thursday 21st November 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

1. Apologies

- To Receive: Apologies for absence.

2. Minutes

- To Confirm: The Minutes of the Executive meeting held on 4th September 2019 (COMEC_2019_11_A1)
- To Receive: The draft Minutes of the AGM meeting held on 4th September 2019 (COMEC_2019_11_A2)

3. Matters Arising

- Action points arising (COMEC_2019_11_A3)

4. Chairman's Report

- To Receive: A report from the Chairman

5. Treasurer's Report

- To Receive: A report from the Treasurer (COMEC_2019_11_B)

6. Reports from the Service Staff Officers

- To Receive: A report from each of the Service Staff Officers:
 - a. Royal Navy (COMEC_2019_11_C1)
 - b. Army
 1. Army Report for November COMEC Meeting (COMEC_2019_11_C2a)
 2. Full IAP Report with Executive Summary (COMEC_2019_11_C2b)

3. Formal Response to IAP, including progress so far (COMEC_2019_11_C2c)
- c. Royal Air Force (COMEC_2019_11_C3)
- d. Defence People (COMEC_2019_11_C4, to follow)

7. Continuation Recruiting Statistics Annual Return

- To Receive: Annual continuation recruiting statistics from Service Staff Officers. (COMEC_2019_11_D)

8. Conference

- To Receive: Collated feedback report from the Vice-Chairman on the COMEC Conference 2019. (COMEC_2019_11_E)
- To Resolve: Timing and venue for 2020 COMEC AGM & Conference at RAF Halton, which failing the RAF Club.
- To Resolve: Nominations are invited from members to liaise on planning the 2020 Conference with our RAF host.

9. Relations with MECs

- To Consider: Means of improving engagement, including:
 - a. Asking a few MECs per Executive meeting for a brief report on their activities.
 - b. Reintroducing the designation of a member of the Executive as a contact for each MEC.
 - c. Holding a meeting each year outwith London, and the Conference on a regional basis.

10. Publications

- To Resolve: Nominations were invited from members to succeed Dr P J R Mileham as Publications Editor.
- To Receive: Conspectus draft text for any observations. (COMEC_2019_11_F)

11. Prize

- To Resolve: Appointment of lead adjudicator in succession to Ann Lyon. Ross Hall has been nominated.
- To Resolve: Appointment of any adjudicators in addition to Carol Kinkead, Hugh Hamilton and Ross Hall.

12. Any Other Business:

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

13. Dates and Venues of Future Meetings:

- To Consider: The dates and venues of future meetings:
 - Thursday 20 February 2020 (ULOTC, London)
 - Thursday 14 May 2020 (ULOTC, London)
 - September 2020 (Date & Venue TBC)
 - Thursday 19 November 2020 (ULOTC, London)