



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

Executive Committee Meeting

**to be held on Thursday 17th February 2022 from 1100hrs to 1345hrs via
Microsoft Teams**

Agenda

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

1. Introductions

2. Apologies

- To Receive: Apologies for absence.

3. Minutes

- To Confirm: The Minutes of the Executive meeting held on 18th November 2021 (COMEC_Exec_2022_02_A1)

4. Matters Arising

- To Consider: Any matters or action points arising (COMEC_Exec_2022_02_A2)

5. Chairman's Report

- To Receive: An Executive Summary from the Chairman (COMEC_Exec_2022_02_B)

6. Treasurer's Report

- To Receive: An Executive Summary from the Treasurer (COMEC_Exec_2022_02_C)

7. Reports from the Service Staff Officers

- To Receive: An Executive Summary from each of the Service Staff Officers:
 - a. Royal Navy (COMEC_Exec_2022_02_D1)
 - b. Army (COMEC_Exec_2022_02_D2)
 - c. Royal Air Force (COMEC_Exec_2022_02_D3)
 - d. Defence People (COMEC_Exec_2022_02_D4)

8. COMEC Prize

- To Resolve: The Chairman noted general agreement on principal for new COMEC Prize criteria and requested the COMEC Prize Sub-Group now consider the options in detail and decide on how best to take forward.
- To Consider: 2022 COMEC Prize Criteria

9. Engagement

- To Resolve: The Chairman requested Professor P Ivey, Ms C Kinkead and the Treasurer investigate HE engagement further with the Army Engagement Group once Maj R O Wilson's replacement is in post. Ms C Kinkead will report at the February meeting.
- To Consider: Feedback from the January 2022 MEC / COMEC Forum (Notes available through the COMEC Secretary)
- To Receive: UK MEC Representation Summary (COMEC_Exec_2022_02_E)

10. Conference

- To Resolve: Consider on the spot feedback for the next conference and a networking session at the beginning of the conference schedule.
- To Resolve: The Chairman suggested we ask MEC Chair's to invite a CO or student representative to the next MEC Chair's Forum to widen representation.
- To Resolve: Dr G Matthews-Smith agreed to send out a questionnaire to MECs that would crystallise a set of themes that would come to the next conference for further discussions and support development of an action plan.
- To Resolve: The Vice-Chair will approach the Secretary of HR Scotland to support development of the COMEC vision and principals, as well as creative ways of marketing these with MECs.
- To Resolve: Conference Sub Committee and Col N Cheshire to report back on draft conference proposals at the February Executive meeting. The Committee to consider changing the name from Conference to Working Group.

11. COMEC Constitution & MEC Terms of Reference:

- To Consider: An update on discussions relating to the COMEC Constitution and MEC Terms of Reference.

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 subject to pandemic restrictions:
 - Thursday 19th May 2022 (ULOTC, London)
 - September 2022 AGM & Conference (Army)
 - Thursday 24th November 2022 (ULOTC, London)
 - Thursday 16th February 2023 (Virtual Microsoft Teams Meeting)