



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

Executive Committee Meeting

**to be held on Thursday 24th November 2022 from 1100hrs to 1500hrs 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. Introductions

2. Apologies

- To Receive: Apologies for absence.

3. Minutes

- To Confirm: The Minutes of the Executive meeting held on 13th September 2022 (COMEC_Exec_2022_11_A1)
- To Receive: The draft Minutes of the Annual General meeting held on 13th September 2022 (COMEC_Exec_2022_11_A2)

4. Matters Arising

- To Consider: Any matters or action points arising (COMEC_Exec_2022_11_A3)

5. Chairman's Report

- To Receive: An Executive Summary from the Chairman (COMEC_Exec_2022_11_B)

6. Treasurer's Report

- To Receive: An Executive Summary from the Treasurer (COMEC_Exec_2022_11_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_11_D1)
 - b. Army (COMEC_Exec_2022_11_D2)
 - c. Royal Air Force (COMEC_Exec_2022_11_D3)
 - d. Defence People (COMEC_Exec_2022_11_D4)

8. URNU / University MoU and Student Welfare

- To Receive: An update from Lt Jamen Smith (COMEC_Exec_11_E)

9. Conference

- To Receive: Feedback from the 2022 COMEC Conference at RMAS
- To Resolve: Executive to discuss whether to have a conference once per year or every two years.
- To Resolve: Confirmation of timing, venue, proposed agenda of the next COMEC Conference

10. COMEC Constitution:

- To Receive: Feedback from the AGM regarding the COMEC Constitution and next steps.

11. COMEC Prize

- To Consider: The COMEC Prize criteria and guidance for 2022/23 with input from the Service Staff Officers.

12. COMEC President

- To Consider: An update from the Chairman

13. Any Other Business:

- To Consider: Any other business at the discretion of the Chairman.

14. Dates and Venues of Future Meetings:

- To Consider: The dates and venues of future meetings subject to pandemic restrictions:
 - Thursday 16th February 2023 (Virtual Microsoft Teams Meeting)
 - Thursday 18th May 2023 (ULOTC, London)
 - September 2023 AGM & Conference (Royal Navy)
 - Thursday 23rd November 2023 (ULOTC, London)