



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

### **Executive Committee Meeting**

**to be held in person on Thursday 18<sup>th</sup> May 2023 from 1100hrs to 1430hrs 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)

#### **1. Introductions**

#### **2. Apologies**

- To Receive: Apologies for absence.

#### **3. Minutes**

- To Confirm: The Minutes of the Executive meeting held on 16<sup>th</sup> February 2023 (COMEC\_Exec\_2023\_05\_A1)

#### **4. Matters Arising**

- To Consider: Any matters or action points arising (COMEC\_Exec\_2023\_05\_A2)

#### **5. Chairman's Report**

- To Receive: An Executive Summary from the Chairman (COMEC\_Exec\_2023\_05\_B)

#### **6. Treasurer's Report**

- To Receive: An Executive Summary from the Treasurer (COMEC\_Exec\_2023\_05\_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\_2023\_05\_D1 & Welfare MoU Update COMEC\_Exec\_2023\_D1a and COMEC\_Exec\_2023\_D1b)
  - b. Army (COMEC\_Exec\_2023\_05\_D2)
  - c. Royal Air Force (COMEC\_Exec\_2023\_05\_D3)
  - d. Defence People (COMEC\_Exec\_2023\_05\_D4)

**8. COMEC Constitution**

- To Consider: Revised Constitution draft (COMEC\_Exec\_2023\_05\_E)
- To Discuss: The aspirational aspects of the constitution and next steps in the context of real time university activity.

**9. COMEC Prize**

- To Receive: An update on the COMEC Prize Nominations from the Chief COMEC Prize Adjudicator.

**10. Conference**

- To Receive: An update from the Vice-Chair on planning for the COMEC AGM & Conference at BRNC.
- To Approve: The draft conference programme (COMEC\_Exec\_2023\_05\_F)

**11. COMEC President**

- To Consider: An update from the Chairman
- To Note: COMEC President Brief Specification (COMEC\_Exec\_2023\_05\_G)

**12. Membership of the Executive**

- To Receive: An update from the Secretary on upcoming vacancies
- “Squaring the circle” – age profile of membership

**13. Any Other Business:**

- To Consider: Frequency of COMEC Reports from the Service Staff Officers (Col L Brooks)
- 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:
  - 6-8 September 2023 AGM & Conference (Royal Navy, BRNC Dartmouth)
  - Thursday 23<sup>rd</sup> November 2023 (ULOTC, London)

- Thursday 22<sup>nd</sup> February 2024 (Virtual Microsoft Teams Meeting)
- Thursday 16<sup>th</sup> May 2024 (ULOTC, London)