



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

Executive Committee Meeting

**to be held on Thursday 22nd February 2024 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 23rd November 2023 (COMEC_Exec_2024_02_A1)

4. Matters Arising

- To Consider: Any matters or action points arising (COMEC_Exec_2024_02_A2)

5. Chairman's Report

- To Receive: An Executive Summary from the Chairman (COMEC_Exec_2024_02_B)

6. Treasurer's Report

- To Receive: An Executive Summary from the Treasurer (COMEC_Exec_2024_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_2024_02_D1)
 - b. Army (COMEC_Exec_2024_02_D2)
 - c. Royal Air Force (COMEC_Exec_2024_02_D3)
 - d. Defence People - (COMEC_Exec_2024_02_D4)

8. COMEC President

- To Receive: An update from the Chairman and Col L Brooks.

9. Nominations to the Executive Committee

- To Note: From Sept 2024, there are four vacancies on the Executive occasioned by the completion of term of office for Mr J Castle, Chairman (eligible for re-election), Dr M Vilnay, Vice-Chair (eligible for re-election); Rev Professor J P Taylor, Treasurer (not eligible for re-election) and Prof M Siva-Jothy, Executive Member (eligible for re-election).
- To Note: Mr J Norris is stepping down as Secretary from 1st June 2024. Maj I Stoney will take on this role on an interim basis, keeping his current position on the Executive, until a permanent successor is appointed.

10. COMEC Prize:

- To Receive: An update from Ms C Kinhead
- To Consider: Recognition for 2nd and 3rd place and appropriate reward.

11. COMEC Constitution & MEC Terms of Reference:

- To Receive: An update from Rev Professor J P Taylor.

12. Conference

- To Consider: Wg Cdr Dewar to consider venues and dates for the 2024 COMEC AGM & Conference and report back.

13. Any Other Business:

- To Consider: The Executive to consider a formation of a working group to see how MECs are financed.
- To Consider: The Executive to consider alternative venues for the COMEC Committee meetings.
- 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:
 - Thursday 16th May 2024 (ULOTC, London)
 - September 2024 AGM & Conference (Royal Air Force)

- Thursday 21st November 2024 (ULOTC, London)
- Thursday 20th February 2024 (Virtual Microsoft Teams Meeting)