



**Constitution, Organisation and Operating Procedures
of the
Council of Military Education Committees of the
Universities of the United Kingdom**

FOREWORD

The relationship between academia and HM Forces has a long history and has always been symbiotic. Any occasional strain has been largely due to ignorance and mutual misunderstanding. Therefore it is essential that the lines of communication between these often insular worlds are kept wide open and COMEC does much to fulfil this purpose. We in the Ministry of Defence are therefore delighted to support COMEC's efforts fully.

Anyone who has had contact with the university military units will know that they are buzzing with enthusiasm and activity. This activity not only gives students a positive experience of military life that they will carry into their future careers, but it also provides them with qualities, skills and knowledge that will enhance these careers. However, such activity must live alongside the academic study which is the primary purpose of life at university. The Military Education Committees have an important role to play in ensuring that the right balance is achieved here and their corporate voice is COMEC. This document provides the guidance that forms the basis for harmony and understanding between all parties. It is there to support communication, not to stifle it. I commend it and the work of COMEC to the reader.



Director General Training and Education

LIST OF CONTENTS

	Page	Section
Forward	ii	
Contents	iii	
Council of Military Education Committees	1	1
Introduction	1	1.1
Terms of Reference of Council	1	1.2
Membership of Council	2	1.3
Meetings of Council	3	1.4
Executive Committee of Council	3	1.5
Subscriptions	4	1.6
Military Education Committees	4	2
Membership of MECs	4	2.2
Consultation	4	3
 Appendices		
MECs Terms of Reference Guidance	Appendix 1	
University Service Units	Appendix 2	I
Purpose	i	IA
Mission	i	IB
Tasks	i	IC
Command and Control	i	ID
Unit Command	ii	IE
Membership	ii	IF
Bursars	iii	IG
Discipline	iii	IH
Terms and Conditions of Service	iii	IJ
Payment and Bounty	iii	IK

Defence Technical Undergraduate Scheme	Appendix 2	II
Constitution and Governance	iv	IIA
Purpose	iv	IIB
Tasks	iv	IIC
Command and Control	iv	IID
Unit Command	iv	IIE
Membership	iv	IIF
Terms and Conditions of Service	v	IIG
Payment and Bounty	v	IIH
Bursars	v	IIJ
Recourse in the Event of Disablement		III
Presidents, Chairmen and Secretaries of COMEC	Appendix 3	
Historical Background	Appendix 4	
Executive Committee Operating Procedures	Appendix 5	

NOTE

- i. The phrase “university” or “universities” as used in these Notes includes all Institutions of Higher Education which are connected with the workings of COMEC.
- ii. The term ‘University Service Unit’ (USU) includes University Officers’ Training Corps (UOTC), University Royal Navy Units (URNU), University Air Squadrons (UAS) and Defence Technical Undergraduate Scheme (DTUS).
- iii. The president, Chairman and Treasurer of COMEC and Membership of the COMEC Executive Committee are honorary positions.

1 COUNCIL OF MILITARY EDUCATION COMMITTEES

1.1 INTRODUCTION

1.1.1 The Constitution, Organisation, Operating Procedures, and Advice to Military Education Committees (subsequently referred to as the 2008 Constitution) and which supersedes the COMEC Charter, is issued by the Council of Military Education Committees of the Universities of the United Kingdom (COMEC). It is for the use of members of the following organisations:

- The Council of COMEC;
- The COMEC Executive Committee;
- Chairmen and members of individual Military Education Committees (MECs) and comparable bodies;
- Vice-Chancellors of Higher Education Institutions;
- Members of the Armed Services associated with University Service Units.

1.1.2 The document contains the Constitution, Organisation and Operating Procedures and terms of reference of COMEC; guidance to MECs concerning their terms of reference and objectives; and information on matters relating to the Armed Services so far as these concern universities. The document replaces all previous Charters of the Council of Military Education Committees of the Universities of the United Kingdom. The Constitution shall not override the relevant provisions of Queen's Regulations for the Royal Navy, the Army and the Royal Air Force.

1.1.3 Amendments to the Constitution and other resolutions must be approved by Council at a General Meeting. Resolutions shall be made with a simple majority of votes cast by ballot of all the non-service members of the Council present and voting at the General Meeting.

1.2 TERMS OF REFERENCE OF COMEC

- To co-ordinate and represent the views of MECs to the Ministry of Defence; Directorates for University Service Units; UK Universities and Executive and Representative bodies of Higher Education
- To consider and deliberate upon matters of policy emanating from the Directors for University Service Units and to advise the MoD, Directors of Reserve Forces and Cadet Associations and UK Universities thereon.
- To promote co-operation between the MoD, the UK Universities and Military Education Committees.
- To advise and support the UK Universities and their MECs on matters relating to educational and training needs of the Armed Services and Ministry of Defence Civil Service.

- To encourage and support initiatives aimed at promoting the concept of the Armed Services in Society within the broader, UK University community.
- To liaise with other appropriate bodies concerned with Defence Studies and other relevant issues.

1.3 MEMBERSHIP OF THE COUNCIL of MILITARY EDUCATION COMMITTEES

1.3.1 The membership of the Council is as follows:

- The President
- The Officers of COMEC:
 - Chairman
 - Vice-Chairman and
 - Treasurer
- Ordinary Members of the Executive
- Three non-service representatives from each MEC.
- The Staff Officer, or alternate of each Service with responsibility for University Service Units.
- The Commanding Officers of each University Service Unit, including DTUS.
- A representative nominated by the following:
 - The Director General of Training and Education (MoD) and
 - The Director of the Defence Academy
 - The Council of Reserve Forces Cadet Association
- Representation of universities without constituent MECs at the discretion of the COMEC Executive.

1.3.2 The President shall be appointed by invitation upon such terms as shall be considered, from time to time, appropriate. The COMEC Executive (see 1.5 below) shall identify a potential candidate who shall be ratified by the Council at a General Meeting.

1.3.3 The Officers shall be elected by the Council to hold office for a period of four years and shall normally be eligible for re-election for one further term. Nominations as an Officer of COMEC should be proposed and seconded by non-service members of the Council and accompanied by a statement and biography provided by the candidate. Elections shall be by secret ballot of the non-service members of the Council present at the General Meeting with a simple majority of votes cast for the successful candidate to secure election.

1.3.4 Nominations as an Officer shall be sought no later than 31st March and received by the Secretary no later than 30th June in advance of the Annual General Meeting of the Council where the election is to be held. In addition, nominations for the Chairman will require a supporting statement from their home institution.

1.4 MEETINGS OF COUNCIL

- 1.4.1 The Council shall meet at least once a year on a date decided at the previous Council meeting. The Chairman may call a special meeting at such other times as may be deemed desirable and must do so whenever requested in writing by not less than four constituent MECs.

1.5 EXECUTIVE COMMITTEE OF COUNCIL

- 1.5.1 There shall be an Executive Committee of COMEC consisting of the Officers; eight non-service members, who must be drawn from the current membership of MECs at the time of election; and one Staff Officer representing each Service and one Staff Officer representing each of DTUS and DGTE.
- 1.5.2 Executive Committee members shall be elected by the Council to serve for a period of four years. In order to preserve continuity, two members shall normally retire from the Executive each year. They shall be eligible for re-election for one further term. This does not preclude a former Member from being elected back to the Committee in a subsequent year, nor a current Member seeking election as an Officer. In the event of a member of the Committee leaving part way through a term of office, an election will be held at the next General Meeting
- 1.5.3 Nominations to the Executive should be proposed and seconded by non-service members of the Council and accompanied by a statement and biography provided by the candidate. Elections shall be by secret ballot of the non-Service members of the Executive and University MEC representatives present at the General Meeting with a simple majority of votes cast for the successful candidate(s) to ensure election.
- 1.5.4 Nominations as a Member shall be sought no later than 31st March and received by the Secretary no later than 30th July in advance of the Annual General Meeting of the Council where the election is to be held.
- 1.5.5 The Executive may co-opt additional members as necessary. The period of cooption shall not normally exceed two years.
- 1.5.6 The Executive shall meet at least three times a year and shall, in appropriate circumstances, act on behalf of the Council. In particular it may act to provide timely advice to MECs and the Ministry of Defence on matters of policy.

1.6 SUBSCRIPTIONS TO COUNCIL

- 1.6.1 Each MEC shall contribute the annual subscription as decided by the Annual Meeting. These monies shall be administered by the Treasurer

who will make regular reports to the Executive Committee and an Annual Report to the Council AGM.

2 MILITARY EDUCATION COMMITTEES

2.1 TERMS OF REFERENCE

2.1.1 In accordance with the establishment of University Officer Training Corps following the Haldane Reform (see Appendix 4), for students to participate in University Service Units, there must be a Military Education Committee. It is a matter for each university, or cluster of universities, to determine the terms of reference of its Military Education Committee. The Council offers Terms of Reference for guidance at Appendix 1.

2.2 MEMBERSHIP

2.2.1 In addition to the nominees of the university, the Commanding Officers of the University Service Units should be members of the MEC. Representatives of local service formations and student representatives may be invited to attend meetings of MECs at the discretion of the MEC.

3 CONSULTATION

3.1 COMEC and MECs should be consulted on issues affecting the University Service Units; and before the introduction of changes in MoD policy likely to affect the Constitution, Organisation, and Operating Procedures of COMEC, particularly, where such changes are likely to affect the academic careers of student members of the University Service Units.

3.2 After consultation an MEC may recommend its university or universities to withdraw recognition of a University Service Unit and request the Ministry of Defence to disband it if it is considered that the maintenance of the Unit is not in the interest of the university. A Unit or sub-Unit may be disbanded by the Ministry of Defence, subject to consultation if, in the MoD's opinion, the continuation of the unit is no longer justified.

3.3 The Chairman of COMEC, through the Authority of the Council, shall have direct access to the Directors responsible for University Service Units.

Suggested Terms of Reference of a Military Education Committee

- To monitor and support the University Service Unit(s) which are constituted within the university cluster from which it recruits.
- To ensure that a student's service within an associated University Service Unit is not to the detriment of his/her academic welfare.
- To advise its constituent university(ies) on matters of military education.
- To make recommendations or advise upon posts of Honorary Colonel and Commanding Officers in accordance with specific arrangements determined by the Directors of the University Service Units.
- To encourage and promote a significant interest in defence studies within its university or universities and beyond.
- To foster arrangements to promote equal and beneficial partnership between the Council, the MEC, the MoD, and Universities
- To liaise with COMEC

I UNIVERSITY SERVICE UNITS

A PURPOSE

- i To raise the profile and project a positive image of the Armed Services through University Service Unit members to the wider university and civilian community.

B MISSION

- i To educate and develop the skills of a wide spectrum of high calibre students who show potential as society's future leaders, policy makers and opinion formers in order to better inform them of the ethos, need for and the role of the Armed Services, and to develop an awareness of the career opportunities in the Services.

C TASKS

- i To provide high quality Sea, Land and Air training opportunities in support of the Mission Statement and to develop leadership and management skills of selected university students; in order to secure their commitment, whether as officers or as future leaders in their chosen profession, to champion the Armed Services in society. University Service Units also provide training opportunities for other national Cadet organisations.

D COMMAND AND CONTROL

- i University Royal Navy Unit (URNU)
Flag Officer Sea Training (FOST) is responsible for the overall policy and standards for the URNU scheme. Commodore Britannia Royal Naval College (BRNC) is responsible to FOST for routine administration and operation of the Units. Commander-in Chief Fleet (CINCFLEET) through Commodore Portsmouth Flotilla (COMPORFLOT), Captain Mine Warfare and Patrol Vessels (Capt MFP) and Commander First Patrol Boat Squadron (Cdr 1PBS) retains responsibility for the operation capability, safety and readiness of the URNU training ships (P2000s).
- ii University Officers' Training Corps (UOTC).
UOTC contingents are TA units and take their place in the regional chain of command. The regional Brigade Commander is normally¹ responsible for day to day command and control of units. Commander Regional Forces (CRF) is responsible for the regional chain of command and for UOTC policy. Commandant RMAS is responsible for functional control of training to ensure national coherence and consistency. The local Reserve Forces and Cadets Association (RFCA) administers the OTC estate.

¹ GOC London District in the case of London UOTC.

iii University Air Squadron (UAS).

UASs are established as units of the Royal Air Force Volunteer Reserve (RAFVR) under AOC No22 (Training) Group, Air Command. Command and control of the UAS organization is delegated through the Commandant RAF College Cranwell to the Officer Commanding No1 Elementary Flying Training School (OC 1 EFTS). However, the Director of Flying Training, through OC 1 EFTS, retains responsibility for UAS flying operations.

E UNIT COMMAND

i URNU.

Each URNU is commanded by a Regular RN Lieutenant (OiC) and a Chief Petty Officer as the 2iC. The OiC is also the Commanding Officer of the Unit's Patrol Vessel which has a permanent crew of four Regular RN personnel.

ii UOTC.

Each UOTC is commanded by an officer in the rank of Lieutenant Colonel². The 2iC will always be a Territorial officer in the rank of Major. The Adjutant may be a regular officer³ or a non-Regular permanent Staff Officer in the rank of Captain.

iii UAS.

Each UAS is commanded by a Regular RAF officer, normally at the rank of Squadron Leader. The deputy OC will normally be an ex-Regular officer of the flying branch employed on Full Time Reserve Service (FTRS). Additional UAS staff officers may be Regular or FTRS. Administration is managed by an Adjutant who is a member of the Civil Service (Military Support Function) with a Reserve Commission as a Squadron Leader.

F MEMBERSHIP

- i Students studying at universities represented by the respective MEC are eligible to apply for University Service Unit membership for an initial period set down by each Service. They will enlist for no more than their time as a student at university. Applicants must pass a Selection Board, be medically fit and have parental consent to join if under 18 years of age. Applicants must at all times since birth have been a British subject, Commonwealth subject or a citizen of the Irish Republic and have been born in a country or territory which is, or then was, within the UK, Commonwealth or Irish Republic.

² The Commanding Officer (appointed in accordance with the designated consultation procedure) may be a Regular or Territorial Officer, except in the case of Oxford, Cambridge and London UOTCs which by tradition will be a Regular officer. If a Territorial officer is selected to command, the Army will assign a Regular officer to be the Training Major.

³ In the case of Oxford, Cambridge and London UOTCs.

ii URNU

Student membership will normally be for a period of three years. Candidates with less than three years in which to complete an approved course of study may be accepted exceptionally, at the discretion of the local URNU Selection Board.

G BURSARS

- i Sponsored students (Bursars) who are within reasonable travelling distance of the nearest Unit are normally expected to enlist as full and active members with the status of Officer Cadet. Bursars and Medical and Dental students may apply for a Cadetship for their final 2 years of study and will be commissioned and salaried in accordance with current regulations. Bursars and Medical/Dental Cadets are expected to honour their commitment to the University Service Unit throughout their time at university.

H DISCIPLINE

- i Members of University Service Units, while being trained or exercised in pursuance of any enactment relating to Armed Services or any regulations made under any such enactment, are subject to their respective Service Disciplinary Act, under the same conditions as other members of the Reserve Forces. At all other times they are expected to behave in accordance with the spirit of the Act. University members also remain subject to the regulations of their parent University.

J TERMS AND CONDITIONS OF SERVICE

- i Student members of University Service Units are granted the rank of Officer Cadet on entry. When attending courses with Regular units or establishments they have officer status and should be accommodated accordingly. Membership by non-sponsored personnel does not carry any obligation on the part of the Service or the individual for subsequent commissioning into the Service. The duration of membership and opportunities for promotion within University Service Units are enshrined in single-service regulations.

K PAYMENT AND BOUNTY

- i Members of the University Service Units are entitled to receive attendance based pay and allowances for various categories of authorised training, although some training may be categorised as unpaid. Rates of pay are established by the MOD and promulgated annually by the independent Armed Forces Pay Review Body. Students will join the pay table at OF1 IL1 where they will remain until graduation. The number of training days is subject to annual review. In addition, a tax-free training bounty is payable after the end of each training year to those who have met single-Service annual training requirements.

II DEFENCE TECHNICAL UNDERGRADUATE SCHEME

A CONSTITUTION AND GOVERNANCE

- i The Defence Technical Undergraduate Scheme (DTUS) is a part of the Defence Academy. It consists of 4 squadrons established under Memoranda of Understanding with the universities of Aston, Birmingham, Loughborough, Newcastle, Northumbria and Southampton.

B PURPOSE

- i The mission of the DTUS is to educate and develop selected individuals in order to prepare them for further training and careers as engineer or technical officers in the Armed Services or as graduate entrants to the MoD Civil Service.

C TASKS

- i DTUS squadrons are tasked:
 - To mentor DTUS students throughout their studies so that they achieve the academic qualifications needed to support their future careers.
 - To develop leadership and management skills through a challenging programme of development activities, adventurous training and sport.
 - To educate DTUS students about the role, ethos, values, organisation and capabilities of the Services.
 - To foster a positive relationship with DTUS partner universities and the local Military Education Committees.

D COMMAND AND CONTROL

- i The Director of the Defence Academy has command responsibility for the DTUS. The chain of command runs through the Commandant of the Defence College of Management and Technology to the Assistant Director of the Defence Technical Officer and Engineer Entry Scheme to the DTUS Squadron Commanding Officers.

E UNIT COMMAND

- i Each DTUS Squadron is commanded by a Regular officer in the rank of Commander/Lieutenant Colonel/Wing Commander. The remaining staff in each squadron are 3 officers in the rank of Lieutenant RN/Captain/Flight Lieutenant, an Administrative NCO and a Civil Service Administrative Officer.

F MEMBERSHIP

- i Membership of DTUS squadrons is limited to students selected by their Service for sponsorship under the Defence Technical Officer and Engineer Entry Scheme. They are committed to a return of service in the Regular Forces and are required to study, at a DTUS partner university, for degrees selected from an approved list relevant to their future careers.
- ii Most DTUS students will previously have attended Welbeck the Defence Sixth Form College (DSFC). A few students are selected for direct entry to DTUS at the university stage of their education.

G TERMS AND CONDITIONS OF SERVICE

- i Bursar members of the DTUS are granted the rank of midshipman or officer cadet depending on Service. When attending courses with Regular units or establishments they have officer status and should be accommodated in officers' or officer cadets' messes.
- ii A few serving officers each year are selected to attend degree courses at DTUS universities. They are termed In Service Degree Officers, are salaried, and are members of the relevant DTUS Squadron.

H PAYMENT AND BOUNTY

- i DTUS personnel are entitled to the same pay, allowances and entitlements as their University Service Unit peers (See 4.10).

J BURSARS

- i The DTUS bursary is paid at a higher rate than the standard Defence bursary in recognition of the Service need underpinning the scheme. Bursary awards are conditional on the students remaining medically and physically fit, making satisfactory academic progress and receiving their Commanding Officer's recommendation are members of the relevant DTUS Squadron.

III RECOURSE IN THE EVENT OF DISABLEMENT

- i Awards on account of disablement or death attributable to service in a University Service Unit will be at the rate and subject to the conditions currently in force for Regular personnel of the Armed Services.

Presidents, Chairmen and Secretaries of COMEC

Presidents

Chairmen:

1919 - Jun 1921	Professor T F Tout MA (Manchester)
Jun 1921 -Nov 1926	Professor T Hudson-Beaure BA BSc MICE (Edinburgh)
Nov 1926 - Sep 1936	Professor D J Medley MA LLD (Glasgow)
Sep 1936 - Sep 1946	Professor J A Nixon CMG MD (Bristol)
Sep 1946 - Sep 1953	Colonel S J Worsley DSO MC TD NM (London)
Sep 1953 - Sep 1959	Brigadier Sir A D Buchanan-Smith CBE TD (Edinburgh)
Sep 1959 - Sep 1963	Colonel J T Whetton DSO OBE MC TD (Leeds)
Sep 1963 - Sep 1968	Brigadier T R Henn CBE MA (Cambridge)
Sep 1968 - Sep 1982	Professor C H Tonge TD MB BS BDS DDSC FDSRCS (Northumbria)
Sep 1982 - Sep 1989	Professor MN Naylor RD BSc BDS PhD FDSRCS QHDS (London)
Sep 1989 –Sep 1996	Colonel A C Roberts OBE TD JP DL MPhil PhD DSc DTech LLD
Sep 1996 - Sep 2000	Professor M Furnston (Bristol)
Sep 2000 - Sep 2004	Mr S Guy (London)
Sep 2004 -	Professor D Ritchie CBE DL BSc PhD CBiol FIBiol FRSE

Secretaries:

1919 - Nov 1925	Captain F W Ritson (Durham)
Nov 1925 - Sep 1946	Dr R M Brown
Sep 1946 - Sep 1966	Lieutenant Colonel R L Stear OBE TD (London)
Sep 1966 - Sep 1978*	Lieutenant Colonel K Garside (London)
Sep 1978 - Sep 1982	Professor M N Naylor RD BSc BDS PhD FDSRCS QHDS (London)
Sep 1982 - Sep 1989	Commander J F W Exworthy BSc MSc C Eng MIEE (Southampton)
Sep 1989 – Sep 1996	Dr C A G Brooks BSc PhD (Leeds)
Sep 1996 - Sep 2001	Dr J L Thompson TD BSc MSc PhD (Bristol)
Sep 2001 – Sep 2006	Professor R M Loynes BA PhD ScD CStat (Sheffield)
Sep 2006 -	Mr R D Thomas MA

Also Acting Honorary Secretary 1955-56 for Lt Col R L Stear (temporary duty in Nigeria).

HISTORICAL BACKGROUND

MECs owe their origin to the requirement of the then War Office and the Universities, when the Officers Training Corps (OTC) was founded in 1908. It stipulated that any university wishing to furnish a contingent of the OTC must have a Committee of Military Education appointed by the university. Since that date, MECs (or those committees with comparable functions but known under different names) have added to their duties the oversight of the units of all three Services in their universities. More recently the scope of some committees has been extended to embrace two or more neighbouring universities or other institutions of higher education with common interests in the same Service Units and from which cadets are recruited.

The Central Organisation of Military Education Committees of the Universities and University Colleges was set up in September 1919 following a conference of representatives of MECs of universities. Apart from minor changes in nomenclature, to take account of the granting of charters to former university colleges, and in its terms of reference, the Central Organisation remained substantially as founded until 1970, when the name was changed to Council of Military Education Committees of the Universities of the United Kingdom (COMEC) in order to express clearly the fact that it was not an Organisation with an executive role but rather an advisory and coordinating body. Provision was also made at this time for the representation of universities and other institutions of higher education not furnishing Service units.

The notion of a COMEC charter was conceived by Colonel A C Roberts during his period of office as COMEC Chair (1989-1996). The document so produced, known as the COMEC Charter, set out the *modus operandi* of COMEC and its relationship with Universities, MECs, and the University Service Units. This new document (Constitution Organisation and Operating Procedures of COMEC) embodies much of the intent and purpose of original charter, and as well as being updated as necessary, reemphasizes COMEC's advisory and coordinating role.

COMECE Executive Committee Standard Operating Procedures

1. An Executive Secretary shall be appointed, identified by the Executive and ratified by the Council.
2. All MEC chairmen are welcome to attend meetings of the COMECE Executive Committee as observers (although not at COMECE expense).
3. COMECE Executive Committee meets at least three times per year. One meeting will take place in September just prior to the COMECE AGM. Dates and venues will be established a year in advance and included in the Agenda and Minutes.
4. At least one month before each scheduled meeting of COMECE Exec, the COMECE Secretary will e-mail all Exec members and both the Chairman and Secretary of each MEC to confirm the date, time, and exact place of meeting, and invite submission of items for the agenda within two weeks - to ensure that all MECs have equal opportunity to raise items of business for the agenda, and that key information reaches MEC chairmen and secretaries simultaneously.
5. Seven days before each meeting of the Executive, the Secretary will e-mail the agenda paper and all attachments available in electronic form to members and all MEC chairmen and secretaries - to ensure that all MECs are aware of business in hand at the earliest opportunity, but without generating the extra work and costs implicit in printing and posting hard copies to all 20 MECs.
6. No decision may be taken at any meeting on a matter not on the agenda paper for that meeting.
7. An MEC chairman who has submitted an item which is included on the agenda may be represented at the meeting by another member of his/her MEC to speak to it if he/she is unable to be present in person - to ensure that the item is dealt with in the most fully informed way.
8. If a meeting is held outside London, the local MEC will be invited to use this opportunity to provide a brief programme ancillary to the agenda featuring one or more items of local interest or expertise - to help familiarize Exec with examples of good MEC practice or regional variations.
9. Draft minutes of each meeting of COMECE Executive will be e-mailed both to members and to MEC chairmen and secretaries within four weeks of the meeting - to ensure that information is dispersed quickly and widely.
10. The COMECE web page will be used to advertise unclassified topics of future or continuing interest and to provide brief summaries of completed business, and to facilitate cross-linking with MEC web sites.

11. The COMEC newsletter will be sent to both MEC chairmen and secretaries as hard copy twice annually, as Winter and Summer editions - to provide a convenient summary of matters of broad interest recently resolved or currently being considered by COMEC.