

**Agenda Item 19**

**Enclosure 15**

**Paper ETC64/02**

## **Education and Training Committee**

**DATES OF MEETINGS IN 2003**

**From the Executive**

**for discussion and agreement**






## **Meetings in 2003**

Meetings will be held on 12 February and 26 March 2003.

After that the Committee must establish its cycle of meetings, which it might wish to consider being two to three weeks ahead of the Council's dates (attached). In the light of this year's experience members may wish to consider the desirability of a meeting around the beginning of the academic year.

The Committee may also wish to review the other arrangements for its meetings.



## **Dates of Council Meetings from 1 April 2003 to 31 March 2004**

Listed below are the dates of Council meetings for the coming year which have been approved by the President :

Wednesday	2	April 2003
Wednesday	4	June 2003
Wednesday	17	September 2003
Wednesday	8	October 2003 and Thursday 9 October 2003 – 'awayday'
Thursday	11	December 2003
Tuesday	2	March 2004

- (i) The Council is requested to approve the dates.**
- (ii) The Council is requested to agree that committees do not hold meetings on the morning of Council except in exceptional circumstances.**
- (iii) Committee Chairmen are requested to work with Committee Secretaries to set meeting dates for their committees for the coming year. A calendar will be presented to the November meeting of Council for approval.**