

4th Meeting of the Management Committee Hosted by OPTA

30 September 2010

Amsterdam

Conclusions

1. Opening of the meeting and adoption of the agenda

Draft MC Agenda

MC (10) 36

Conclusions

The agenda was approved.

2. Appointment of the Administrative Manager of the BEREC Office

Background

Following the hearing by the ITRE Committee of the selected AM and the adoption of the BEREC budget for 2010, the MC appointed the AM of the BEREC Office.

Conclusions

Mr. Ando Rehema was appointed Administrative Manager of the BEREC Office.

3. Nomination of the Vice Chair responsible for staff matters and delegation of certain of these powers to the Administrative Manager

Background

According to Article 10.3 of the BEREC Regulation, a Vice-chair of the Management Committee has certain powers regarding staff matters.

The MC decided, as a general rule, to nominate the incoming Chair as the responsible Vice-chair for staff matters.

A decision to delegate some of these powers to the AM in order to ensure a smooth functioning of the Office was submitted for approval.

Conclusions

As a general rule, the incoming Chair is designated as the Vice-Chair responsible for staff matters.

4. Work programme of the BEREC Office

Work programme of the BEREC Office 2011

MC (10) 39

Background

In accordance with article 9.3 of the BEREC regulation, the Management Committee shall adopt the annual work programme of the Office by 30 September.

OPTA and the Administrative Manager presented the work programme of the BEREC Office for 2011.

Conclusions

The BEREC Office work programme for 2011 was approved.

5. Recruitments for the BEREC Office

Draft vacancy notice for the Head of the Programme Management

MC (10) 40

Background

Some information was provided regarding the status of the ongoing recruitments. A draft vacancy notice for the position of Head of Programme Management (AD 9) was presented for adoption.

The Selection Committee for the position of Head of Administration and Finance provided a detailed report of the selection process and made a recommendation of a candidate to be selected.

Conclusions

The recommendation of the Selection Committee for the Head of Finance and Administration was adopted by secret ballot.

The vacancy notice for the position of Head of Programme Management was adopted for publication.

6. Service level agreements

Background

The Commission presented the SLAs to be signed in order to start the operations of the BEREC Office (payroll management, medical service, OIB for the temporary seat and the preparation of the future premises, training and EPSO).

Conclusions

The Management Committee agreed to the signature of the SLAs.

7. Financial rules

Background

Following some discussions with the Implementation Team and the Commission, the financial rules applicable to the BEREC Office were presented for validation first by the MC before approval by the Commission.

Conclusions

The Management Committee validated the draft financial rules for transmission to the Commission for approval and prior to final approval by the Management Committee.

8. Anti-fraud measures

Background

In accordance with Article 16 of the BEREC regulation, the MC shall adopt implementing provisions regarding anti-fraud measures.

Conclusions

The provisions on anti-fraud were adopted.

9. BEREC website (A item)

Background

The IMT updated the MC on the future BEREC website.

Conclusions

The Management Committee took note.

10. AOB

a) Next meeting of the Management Committee (BIPT)

The next meeting will take place in Bruges (2-3 December 2010)