

# **6<sup>th</sup> Meeting of the Management Committee Hosted by SPRK**

**24 February 2011, Riga**

## **Conclusions**

### **1. Opening of the meeting and adoption of the agenda**

Draft MC Agenda

**MC (11) 01**

#### **Conclusions**

The agenda was adopted.

### **2. Declaration of interests**

#### **Background**

The European Commission proposed some amendments to the annual declaration of interests to be signed by MC members and alternates in application of article 21 of the BEREC Regulation.

#### **Conclusions**

The updated declarations of interests were approved.

### **3. Recruitments for the BEREC Office**

#### **Background**

The Administrative Manager presented the results of the selection procedure and the Selection Committee employment proposals for the following posts:

- a) Head of Programme Management (AD9)
- b) Human Resource Officer (AD5)
- c) Legal Officer (AD5)
- d) Executive Support Officer (AD5)

#### **Conclusions**

The lists of successful candidates and the corresponding reserve lists (with a validity of 12 months) were approved by the Management Committee.

### **4. BEREC Office Multi-annual Staff Policy Plan for 2012-2014**

#### **Background**

The BEREC Office has to prepare every year a three year Multi-annual Staff Policy Plan (MSPP) with final submission deadline for 2012-2014 MSPP by the 31 March 2011. The Management Committee validated the first version of the document at Bruges plenary, which was sent to the Commission shortly for their comments, as requested by the procedure. Final comments may be issued during the 2012 budgetary procedure.

## **Conclusions**

The MSPP 2012-2014 was validated by the Management Committee, subject to Commission's final comments.

### **5. BEREC Office preliminary draft budget 2012**

#### **Background**

The BEREC Regulation Art. 12(1) states: By 15 February of each year, the Administrative Manager shall assist the Management Committee with the preparation of a preliminary draft budget covering the expenditure anticipated for the following financial year, together with a list of provisional posts. Each year the Management Committee shall, on the basis of the draft, make an estimate of revenue and expenditure of the Office for the following financial year. That estimate, including a draft establishment plan, shall be transmitted by the Management Committee to the Commission by 31 March. Considering the current staffing and non-autonomy status of BEREC Office the Commission has prepared the draft budget 2012.

#### **Conclusions**

The Management Committee took note of the draft budget 2012.

### **6. BEREC Office Service Level Agreements (SLA)**

#### **Background**

The Administrative Manager AM presented the SLAs to be signed in order to facilitate the operations of the BEREC Office with:

- Translation Center - for provision of translation services upon request;
- DG HR - for training incl. training courses provided by DG BUDGET on procurement;
- The European Administration School – for specific training courses
- DG DIGIT – for specific training courses (e.g. ICT training);
- EPSO – for support with recruitment
- DG BUDGET – for implementation of the ABAC Financial Management System.

#### **Conclusions**

The Management Committee validated the signing of the above SLAs by the BEREC Office.

### **7. Status update of BEREC Office set-up by AM**

The BEREC Office Administrative Manager provided a status update on the following topics: Staff Recruitment, Seat Agreement, Permanent office premises.

#### **Conclusions**

The Management Committee took note.

### **8. AOB**

#### **a) Next meeting of the Management Committee (ANACOM)**

The next meeting will take place in Porto (26-27 May 2011).