## 3<sup>rd</sup> Meeting of the Management Committee Hosted by FICORA

#### **Timing and location**

27 May 2010 9.00 am – 1.00 pm 2:30 – 3:30 pm Finlandia Hall Congress Center, HELSINKI, FINLAND

### Draft Agenda

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

Draft MC Agenda

MC (10) 17 Rev1

#### Action required by the MC

To agree on the agenda and identify any point to be raised under AOB.

# 2. Hearings for the recruitment of the Administrative Manager of the BEREC Office

#### Background

The candidates short-listed by the Selection Panel will be interviewed before the Management Committee on the basis of a list of questions to be defined by the Management Committee.

#### Action required by the MC

To run the interviews and to select the final candidate.

#### End of morning session

#### 3. Other recruitments for the BEREC Office

Draft vacancy notice Legal Officer positionMC (10) 19Draft vacancy notice Human Resources Officer positionMC (10) 20Draft vacancy notice Executive Support Officer positionMC (10) 21

#### Background

The Commission will propose a recruitment procedure to be followed for the two posts advertised (Head of Administration and Finance and Financial Assistant). Additional draft vacancy notices will also be presented.

#### Action required by the MC

To agree on the selection procedure, to appoint the Selection Panel and to approve the draft vacancy notices.

#### 4. Staff implementing rules of the BEREC Office

Draft decision on middle management staff

MC (10) 22

Draft general Implementing provisions on the procedure governing the engagement and the use of temporary agents at the BEREC Office **MC (10) 23** 

Draft general implementing provisions on the procedures governing the engagement and the use of contract staff MC (10) 24

Draft decision on the appraisal of the Administrative Manager MC (10) 26

Draft decision on the adoption of implementing rules to the staff regulations MC (10) 27

#### Background

Following exchanges between the Commission and the Implementation Team, the Head of the IMT will present the staff implementing rules applicable to the various categories of agents to be recruited in the BEREC Office.

#### Action required by the MC

To discuss, validate and transmit to the Commission for approval and subsequently final approval by the Management Committee.

#### 5. Multi-annual staff policy plan (MSPP)

#### Background

Following fine-tuning changes which had to be made to comply with EU budgetary rules, the staff policy plan approved by the Management Committee has evolved and has been sent to the budgetary authority. **MC (10) 07 rev 2** 

#### Action required by the MC

To take note.

#### 6. Access to BEREC Office documents

Draft decision of the Management Committee regarding transparency and access to documents MC (10) 28

#### Background

AGCOM will present the draft decision of the MC regarding transparency and access to documents. A draft decision of a similar nature will be submitted for approval to the Board of Regulators.

#### Action required by the MC

To approve for publication.

#### 7. BEREC website

#### Background

The IMT will circulate an information note to update the MC on the future BEREC website. MC (10) 29

#### Action required by the MC

To take note.

#### 8. Service level agreements

#### Background

The Commission will provide an information note regarding the service level agreements offered by the Commission to the BEREC Office. **MC (10) 30** 

#### Action required by the Management Committee

To take note and give mandate to the Implementation Team to finalise.

#### 9. Financial rules and budgetary control system

#### Background

The Commission will provide an information note regarding the financial rules applicable to the BEREC Office. **MC (10) 31** 

The IMT will provide a note concerning the adoption of the ABAC – budgetary control system. MC (10) 32

#### Action required by the Management Committee

To take note of the financial rules and to approve the adoption of the ABAC by the BEREC Office.

#### 10.AOB

a) Next meeting of the Management Committee (OPTA) Information on the meeting date and venue