

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

## Timing and location

24 February 2011

Riga

## Draft Agenda

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

Draft MC Agenda

**MC (11) 01**

#### **Action required by the MC**

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

### 2. Declaration of interests

#### **Background**

The European Commission has 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.

#### **Action required by the MC**

To approve.

### 3. Recruitments for the BEREC Office

Introduction by the AM of the Head of Administration & Finance of BEREC Office.

Presentation by Selection Committee(s) of ranked short-lists of successful candidates for the following posts:

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

#### **Background**

The BEREC Regulation Art. 7(4) states that the MC shall be responsible for the appointment of staff. The document Appointments Procedure for BEREC Office Temporary Agents (approved by e-clearance in August 2010) specifies

that the Selection Committee will compile a ranked shortlist of the most suitable candidates and provide it to the MC for approval.

**Action required by the MC**

To approve the short-list of candidates. Nominate the successful candidates to above posts and approve the reserve-lists of candidates.

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

BEREC Office Multi-annual Staff Policy Plan for 2012-2014

**Background**

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. MC validated the first version of the document at Bruges plenary, which was sent to the Commission for their comments, as requested by the procedure. The current document has minor amendments related to comments already received; but final comments may be issued during the 2012 budgetary procedure.

**Action required by the MC**

To validate the final MSPP 2012-2014 document, subject to Commission's final comments.

**5. BEREC Office preliminary draft budget 2012, overview by AM**

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.

**Action required by the MC**

To take note of the overview or validate the draft budget 2012.

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

### **Background**

AM will present 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 general training incl. training courses provided by DG BUDGET e.g. on procurement;
- The European Administration School – for specific training courses (e.g. management)
- 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.

### **Action required by the MC**

To validate the signing of above SLAs by BEREC Office.

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

Status update presentation by BEREC Office Administrative Manager covering following topics: Staff Recruitment, Seat Agreement, Permanent office premises.

### **Action required by the MC**

To take note.

## **8. AOB**

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

Information on the meeting date and venue