

**Explanatory Memorandum
to the Decision of the Management Committee of the Office of the
Body of European Regulators for Electronic Communications
(BEREC Office) on the adoption of the draft Annual and Multi-
annual Programming of the BEREC Office Activities for the period
2017-2019
(MC/2016/01)**

28 January 2016

The BEREC Office is an Agency of the EU, established with the objective of providing administrative and professional support to the Body of European Regulators for Electronic Communications (BEREC). BEREC contributes to the development and better functioning of the internal market for electronic communications networks and services. BEREC and the BEREC Office were established by Regulation (EC) No 1211/2009 of the European Parliament and of the Council of 25 November 2009.

In compliance with the provisions of Article 32 of the BEREC Office Financial Regulation, which entered into force on 1 January 2016, the BEREC Office for the first time has prepared a draft multi-annual programming document, which has the objective of ensuring consistent programming of its activities with its resource programming (e.g. multi-annual budget and staff).

The document has been prepared on the basis of the Commission Guidelines¹ of 16 December 2014 and the outcome of the orientation debate held on the subject by the BEREC Office Management Committee during its 25th plenary meeting (10-11 December 2015, London)².

The document comprises the BEREC Office multi-annual programme for the period 2017-2019 and its annual work programme for 2017.

The BEREC Office multi-annual programme defines the main strategic objectives of the Agency for the 3 year period mentioned above, as follows:

- maintaining appropriate capacity while taking into account the effects of the technology and market developments;
- developing expertise to encompass the EU regulatory developments;
- assisting BEREC to improve its working methods and the quality of its output.

The activities to be undertaken by the BEREC Office in support to BEREC in 2017 are presented in the annual work programme and are split into two main groups, as follows: operational activities and administrative and managerial activities.

The operational activities include all actions to be undertaken by the BEREC Office in support of BEREC, which are grouped as follows:

- setting-up EWGs and supporting their activities in order to fulfil the BEREC work programme;
- collecting, exchanging and transmitting information;
- supporting BEREC activities under Article 7 and 7a of the Framework Directive,;
- assisting the BEREC Chair and Vice-Chairs in fulfilling their assignments, organising the meetings of the Contact Network, the Board of Regulators and the BEREC Office

¹ C(2014) 9641 final, Communication from the Commission on the guidelines for programming document for decentralised agencies and the template for the Consolidated Annual Activity Report for decentralised agencies

² MC (15) 140, Conclusions of the 25th ordinary meeting of the BEREC Office Management Committee in London, 11 December 2015,

http://www.berec.europa.eu/eng/document_register/subject_matter/berec_office/management_committee_meetings/meeting_conclusions/5594-conclusions-of-the-25th-meeting-of-the-berec-office-management-committee-in-london

Management Committee and BEREC international events, and managing the relations with BEREC stakeholders;

- ensuring internal and external transparency and accountability of BEREC's work and providing other horizontal support to BEREC.

The administrative and managerial activities are organised in the following activity groups:

- budget, finance and accounting;
- IT infrastructure;
- premises and equipment;
- human resources;
- legal activities and procurement;
- general management and control.

The annual work programme of the BEREC Office corresponds to a financing decision for the activities it covers. It contains detailed objectives, expected results and the description of the actions to be financed, including an indication of the amount of the financial and human resources to be allocated to each action.

All the activities listed above are developed on the basis of the availability of the following financial and human resources:

Amount of EU contribution	Establishment plan posts	External personnel
EUR 4 246 000	15	12

The draft programming document was approved by the Management Committee on 28 January 2016 with Decision MC/2016/01 for submission to the Commission, the European Parliament and the Council of the EU. It will become definitive after the final adoption of the General Budget of the European Union.

In compliance with the provision of Article 32 (4) of the BEREC Office Financial Regulation the Management Committee has delegated the power to make non-substantial amendments to the annual work programme to the BEREC Office Administrative Manager.

Any substantial amendments to the annual work programme must be adopted in accordance with the provisions of the BEREC Regulation and Article 33 of the BEREC Office Financial Regulation.