

**2015 Consolidated Annual Activity Report  
of  
the Office of the Body of European Regulators  
for Electronic Communications  
(the BEREC Office)**

3 June 2016

## Contents

Analysis and assessment of the Management Committee .....	3
List of Acronyms .....	6
Executive summary.....	8
Introduction .....	13
The BEREC Office in brief.....	13
The year in brief .....	14
1        Part I: achievements of the year.....	16
1.1       Support for the implementation of the BEREC WP.....	16
1.1.1    Setting up of BEREC EWGs and providing support .....	16
1.1.2.    Activities under Article 7 /7a of the Framework Directive.....	20
1.1.3.    Collection, exchange and transmission of information.....	22
1.2.       Horizontal or other support.....	24
1.2.2.    Assist BEREC Chair and Vice-Chairs, plenary meetings of the BoR and MC, the CN meetings and BEREC's international activities .....	24
1.2.3.    Ensure transparency, accountability and other horizontal support.....	29
2        Part II Management: .....	35
1.3.       Management Committee.....	35
1.4.       Major developments.....	36
1.5.       Budgetary and financial management.....	36
1.5.2.    Rate and type of implementation of appropriations .....	36
1.5.3.    The BEREC Office budget structure .....	36
1.5.4.    Budget 2015: initial and with transfers and amendments .....	37
1.5.5.    Budget 2015: rate of implementation .....	37
1.5.6.    Types of procurement procedure used .....	47
1.6.       HR management.....	48
1.7.       Assessment by management.....	48
1.8.       Budget implementation tasks entrusted to other services and entities .....	49
1.9.       Assessment of audit results during the reporting year .....	49
1.9.2.    Internal Audit Service .....	49
1.9.3.    Internal audit capability .....	50
1.9.4.    European Court of Auditors (ECA) .....	50
1.10.      Follow-up of recommendations and action plans for audits.....	50
1.11.      Follow-up of observations from the discharge authority .....	50
2.        Part III: assessment of the effectiveness of the internal control systems .....	50
2.1.       Risk management.....	50

2.2.	Compliance and effectiveness of internal control standards.....	51
3.	Part IV: management assurance.....	56
3.1.	Review of the elements supporting assurance.....	56
3.2.	Reservations and overall conclusions on assurance.....	56
(5)	Part V: Declaration of Assurance .....	57
Annex I:	Core Business Statistics .....	58
Annex II:	Statistics on financial management.....	59
Table 1:	Revenue – appropriations .....	59
Table 2:	Expenditure - summary of the transfers.....	60
Table 3:	Revenue (actually received) .....	66
Table 4:	Expenditure .....	67
Annex III:	Organisational Chart of the BEREC Office .....	80
Annex IV:	Establishment Plan .....	81
Table 2:	Information on the entry level for each type of post: Indicative table.....	83
Table 3:	Benchmarking against previous year results* .....	85
Annex V:	Human and financial resources by activity .....	86
Annex VI:	Specific annexes related to Part I .....	88
Table 1:	List of EWGs supported by the BEREC Office in 2015.....	88
Table 2:	List of BEREC public consultations managed by the BEREC Office in 2015 .....	89
Table 3:	List of data collection exercises organised by the BEREC Office for the BEREC EWGs in 2015 .....	90
Table 4:	Overview of the 2015 the ordinary plenary meetings of the BoR and the MC 2015, CN meetings, high-level events with stakeholders and public debriefings .....	92
Annex VII:	Specific annexes related to Part II .....	94
Table 1:	2015 Electronic Voting Procedures of the BEREC Office Management Committee (MC) .....	94
	BEREC Office MC Opinion concerning the final accounts of the year 2014 .....	94
Table 2:	Overview of public documents the BEREC Office Management Committee adopted in 2015 .....	98
ANNEX VIII:	Final annual accounts .....	102

## Analysis and assessment of the Management Committee

### The BEREC Office Management Committee (MC),

Having regard to Article 13(2) of Regulation (EC) No 1211/2009 of the European Parliament (EP) and of the Council of 25 November 2009 establishing the Body of European Regulators for Electronic Communications (BEREC) and the Office<sup>1</sup> (the BEREC Regulation);

Having regard to Article 47(2) of Decision No MC/2014/1 of the BEREC Office MC on the financial regulation applicable to the BEREC Office in accordance with the framework financial regulation for the bodies referred to in Article 208 of Regulation (EU, Euratom) No 966/2012 of the EP and of the Council on the financial rules applicable to the general budget of the Union;

Having regard to the BEREC Office Work Programme (WP) 2015<sup>2</sup>, which was developed to support the achievement of the objectives of the BEREC WP 2015<sup>3</sup>;

Having regard to the 2015 Consolidated Annual Activity Report of the BEREC Office Administrative Manager (AM)/Authorising Officer (AO) to the MC on the performance of his duties;

### Whereas,

- (1) In 2015, the BEREC Office further strengthened its support to BEREC, in particular by:
  - a) providing the Board of Regulators (BoR), the Contact Network (CN) and all Expert Working Groups (EWGs) with high-quality administrative and professional support;
  - b) increasing its professional support to the BEREC WP, including by finalising the three studies on topics of strategic importance for BEREC launched in 2014 (on net neutrality and the future of the telecom sector), which were used as input to BEREC deliverables and internal reflection;
  - c) finalising in May 2015 the pilot project of the development of the platform for collaboration between BoR, CN and EWGs members, BERECnet, and its further development in line with the users' needs, which started in 2015 and is ongoing in 2016;
  - d) finalising the development phase of the Information Sharing Portal at the beginning of January 2016;
  - e) continuing its contribution to increased transparency of BEREC's work by managing the public register of BEREC documents and implementing the BEREC Communication Plan;
  - f) organising in 2015 the annual BEREC Stakeholder Forum and the public debriefings for the first time with live streaming and possibilities for interaction through social media, which provided citizens and other interested parties with more opportunities to follow these events and take part in the discussion remotely;

<sup>1</sup> OJ L 337, 18.12.2009, pp. 1-10.

<sup>2</sup> MC (14) 102, [BEREC Office Work Programme 2015](http://www.berec.europa.eu/eng/document_register/subject_matter/berec_office/office_annual_work_programmes/4616-berec-office-work-programme-2015), 26 September 2014, [http://www.berec.europa.eu/eng/document\\_register/subject\\_matter/berec\\_office/office\\_annual\\_work\\_programmes/4616-berec-office-work-programme-2015](http://www.berec.europa.eu/eng/document_register/subject_matter/berec_office/office_annual_work_programmes/4616-berec-office-work-programme-2015)

<sup>3</sup> BoR (14) 1856, [Work Programme 2015 BEREC Board of Regulators](http://www.berec.europa.eu/eng/document_register/subject_matter/berec/annual_work_programmes/4779-work-programme-2015-berec-board-of-regulators), 4 December 2014, [http://www.berec.europa.eu/eng/document\\_register/subject\\_matter/berec/annual\\_work\\_programmes/4779-work-programme-2015-berec-board-of-regulators](http://www.berec.europa.eu/eng/document_register/subject_matter/berec/annual_work_programmes/4779-work-programme-2015-berec-board-of-regulators)

- g) deploying audio and video-conference facilities in Brussels to facilitate the remote participation of national regulatory authority (NRA) representatives in the EWG meetings;
  - h) organising professional training for NRA experts on the regulatory framework for electronic communications of the European Union (EU);
- (2) In 2015, the BEREC Office saw further improvement in its day-to-day operations, in particular through:
- a) maintaining full staffing, which was attained in 2014;
  - b) maintaining a high rate of budget execution in commitments (95.6 %);
  - c) reducing payment delays for experts from 19 days at the end of 2014 to 10 days at the end of 2015;
  - d) introducing a risk management procedure and establishing a risk register with the most significant risks;
  - e) ensuring a high level of compliance with the Internal Control Standards (ICSs);
  - f) addressing the observations of the Internal Audit Service (IAS), the European Court of Auditors (ECA) and the Discharge Authority;
- (3) The BEREC Office undertook the necessary measures for the preparation of Service Level Agreements (SLAs) with the European Commission (EC) and the European Network and Information Security Agency (ENISA) aimed at further increasing its efficiency and effectiveness;
- (4) The MC is assured of the reliability of the accounts and of the legality and regularity of the transactions undertaken, given that the ECA has presented its preliminary observations with a view to preparing a report on the annual accounts of the BEREC Office for the financial year 2015<sup>4</sup>.

**Following an analysis of the Consolidated Annual Activity Report 2015 from the AM/ AO, the following conclusions are made:**

1. The BEREC Office provided BEREC with high-quality professional and administrative support in 2015 and this strongly contributed to the preparation of high quality BEREC deliverables in a timely manner ;
2. The information contained in the report presents a true and fair view and demonstrates further improvements in the BEREC Office's performance in 2015 in achieving its objectives, as defined in the BEREC Regulation and the BEREC Office WP 2015;
3. The resources assigned to the activities described in the report have been used for their intended purpose and in accordance with the principle of sound financial management;
4. The control procedures put in place give the necessary guarantees concerning the legality and regularity of the underlying transactions.

**The AM/AO is invited to:**

1. Maintain and, where possible, increase the high level of professional support provided to BEREC;
2. Maintain the high level of compliance with the ICSs at the BEREC Office;

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<sup>4</sup> Adopted by Chamber IV at its meeting of 19 April 2016

3. Further mobilise the resources and capabilities of the BEREC Office to limit payment delays for expert reimbursements as far as possible;
4. Address any remaining issues raised by the ECA and the Discharge Authority;
5. Address the recommendations of the IAS from the 2015 audit on Article 7/7a and management of stakeholder relationships and external communications;
6. Report regularly on achieving the key performance indicators by the BEREC Office and addressing any remaining open issues raised by ECA and the Discharge Authority and complying with IAS recommendations.

Done at Vienna, on 3 June 2015.

**For the Management Committee**

**(s)**

**Wilhelm Eschweiler**

**Chair for 2016**

## List of Acronyms

Acronym	Meaning
ABAC	Accrual Based Accounting
ABB	Activity-based budgeting
AD	Administrator
AM	Administrative manager
AO	Authorising Officer
AST	Assistant
AST/SC	Secretaries and clerks
BAG	BEREC Office Advisory Group
BEREC	Body of European Regulators for Electronic Communications
BEREC Office	Office of the Body of European Regulators for Electronic Communications
BEREC Regulation	Regulation (EC) No 1211/2009 of the European Parliament and of the Council of 25 November 2009 establishing BEREC and the Office <sup>5</sup>
BoR	Board of Regulators
CA	Contract Agent
CN	Contact Network
DG CONNECT	Directorate-General for Communications Networks, Content & Technology
DG HR	Directorate-General for Human Resources and Security
EC	European Commission
ECA	European Court of Auditors
EFTA	European Free Trade Association
ENISA	European Network and Information Security Agency
EP	European Parliament
ERGP	European Regulators Group for Postal Services
EU	European Union
EWG	Expert working group

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<sup>5</sup> OJ L 337, 18.12.2009, pp. 1–10.

Acronym	Meaning
FG	Function group
FTE	Full-time equivalent post
HR	Human resources
IAS	Internal Audit Service
ICC	Internal Control Coordinator
ICS	Internal control standard
IRG	Independent Regulators Group
IT	Information technology
ITRE	Committee on Industry, Research and Energy of the EP
MC	Management Committee
MS	Member State
NGN	Next Generation Networks
NRA	National regulatory authority
OJ	Official Journal of the European Union
PMO	Office for the administration and payment of individual entitlements
PRD	Project requirements document
SLA	Service level agreement
SNE	Seconded national expert
TA	Temporary agent
TSM	Telecoms Single Market Regulation (Regulation (EU) 2015/2120 <sup>6</sup> )
WBA	Wholesale broadband access
WLA	Wholesale local access
WLL	Wholesale leased lines
WP	Work Programme

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<sup>6</sup> OJ L 310, 26.11.2015, pp. 1–18.



## Executive summary

The BEREC Office was established by [Regulation \(EC\) No 1211/2009 of the European Parliament and of the Council of 25 November 2009](#) as an agency of the EU to provide professional and administrative support to BEREC. With the same legal act, the legislator established BEREC with the objective of contributing to the development and better functioning of the internal market for electronic communications networks and services. BEREC has no legal personality and acts as an exclusive forum for cooperation among NRAs, and between NRAs and the EC, in the exercise of the full range of their responsibilities under the EU regulatory framework for electronic communications. BEREC also serves as a body for reflection, debate and advice for the EP, the Council of the EU and the European Commission (EC) in the field of electronic communications.

The BEREC Office comprises a MC and an AM. The BEREC Office, under the guidance of the BoR, performs the following tasks: providing professional and administrative support services to BEREC, collecting and exchanging information from NRAs in relation to all BEREC tasks, disseminating regulatory best practice among NRAs, assisting the Chair in the preparation of the work of the BoR, setting up EWGs at the request of the BoR and providing them with the support needed to ensure their smooth functioning.

## Achievements of the year

### Support for the implementation of the BEREC WP

Tasks carried out by the BEREC Office to support BEREC in implementing the 2015 WP included:

#### ***Setting up EWGs and providing support***

A member of the Programme Management Unit was assigned as a contact person for each of the EWGs and was in charge of distributing meeting documents, drafting the minutes of the meetings and providing other administrative and professional support, if needed, including by participating in the drafting teams at the request of the EWG Chair. When needed, the contact person also provided content-related support.

The BEREC Office organised 92 EWG meetings (compared with 86 in 2014) and reimbursed travelling expenses to 879 NRA representatives (compared with 730 in 2014). To facilitate remote participation in EWG meetings, the BEREC Office deployed an audio and video-conference facility at BEREC's Brussels presence established at the Secretariat of the Independent Regulators Group (IRG). The initial use of the facility in the last quarter of 2015 demonstrates that it led to significant savings in financial resources and time for travelling.

The BEREC Office supported the End-User EWG and the Next Generation Network (NGN) EWG in organising public workshops, including by handling the procurement procedures for them.

At the request of the EWGs, the BEREC Office provided support to the EWGs in preparing and finalising the documents, including proofreading and ensuring that the document design complied with the BEREC Style Guide. The BEREC Office also supported the EWGs in managing the public consultations (a total of six in 2015) relevant to their activity. The BEREC Office drafted five policy-related reports and five reports on the outcome of public consultations.

In 2015, the BEREC Office finalised three studies launched in 2014, as follows:

- the study on net neutrality (on the value of network neutrality to European consumers) and the desk research on the demand side of internet usage, which were used as input to the

BEREC report on net neutrality<sup>7</sup>;

- the study on the future of the sector, which was used as the basis for triggering a debate on the review of the EU regulatory framework for electronic communications.

### ***Activities of the BEREC Office under Article 7/7a of the Framework Directive***

In 2015, BEREC provided opinions for five Article 7/7a phase II cases. Phase II EWGs were established by the BEREC Office for each case and were provided with all the support and the coordination needed to deliver draft opinions to the BoR within the deadlines defined in the regulatory framework.

A simple database of Article 7/7a Framework Directive focal points, rapporteurs and experts was maintained. Regular tracking of all Article 7/7a Framework Directive notifications from the NRAs and comments from the EC continued. In 2015, the BEREC Office registered 149 notifications including those from the EFTA states.

The Article 7/7a procedures and processes at the BEREC Office were subject to an audit by the IAS in 2015 and were found fit for purpose.

### ***Data collection***

In 2015, the BEREC Office was responsible for regularly collecting data on international roaming rates, termination rates and regulatory accounting, and for preparing historical data to share with the EC. The BEREC Office also collected the data for the second phase of monitoring the implementation of the BEREC Common Positions on wholesale local access (WLA), wholesale broadband access (WBA) and wholesale leased lines (WLL), for performing a qualitative analysis of Article 7/7a phase II cases and for providing the EC with data for the EC 'REFIT' exercise in relation to the review of the EU regulatory framework for electronic communications.

### ***Horizontal activities***

#### ***Assisting the BEREC Chair and Vice-Chairs, plenary and CN meetings and the BoR and the MC***

In addition to the activities mentioned above, the BEREC Office regularly provided support to the BoR, the BEREC Office MC, the CN and BEREC's international activities. The BEREC Office also provides support to the BEREC Chair and Vice-Chairs to enable them to fulfil their remits, upon request.

In 2015, the BEREC Office supported the organisation of three regular plenary meetings (BoR and MC), four CN meetings and nine international events<sup>8</sup> and co-hosted one plenary meeting together with the Latvian Public Utilities Commission (SPRK) held on 1 and 2 October 2015 in Riga. The BEREC Office also provided support in the organisation of two 'what-if' meetings with the EC dedicated to the revision of the regulatory framework for electronic communications, and in the participation of the BEREC Chair and Vice-Chairs in<sup>9</sup> events on behalf of BEREC.

The BEREC Office provided support to BEREC and the meeting host for organising the BEREC public Workshop on Oligopoly Analysis and Regulation (25 February 2015, Berne) and hosted the third BEREC Stakeholder Forum Meeting (15 October 2015, Brussels).

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<sup>7</sup> BoR (15) 65, *BEREC Report on How Consumers Value Net Neutrality in an Evolving Internet Marketplace: a report into ecosystem dynamics and demand side forces*, 4 June 2015, [http://www.berec.europa.eu/eng/document\\_register/subject\\_matter/berec/reports/5024-berec-report-on-how-consumers-value-net-neutrality-in-an-evolving-internet-marketplace-a-report-into-ecosystem-dynamics-and-demand-side-forces](http://www.berec.europa.eu/eng/document_register/subject_matter/berec/reports/5024-berec-report-on-how-consumers-value-net-neutrality-in-an-evolving-internet-marketplace-a-report-into-ecosystem-dynamics-and-demand-side-forces)

<sup>8</sup> The list of BEREC international events is presented in document BoR (16) 66: *BEREC Annual Reports 2015*.

<sup>9</sup> See BoR (16) 66.

The BEREC Office also organised the traditional public debriefings after each plenary meeting (organised in cooperation with the EC Services). The BEREC Office provided support to the Chair in handling BEREC's communication activities, including by revising the BEREC Communication Plan, which was approved by the BoR during its 23rd BEREC plenary meeting in Bergen, and issued four editions of the BEREC newsletter. All public events were advertised through social media; the public debriefings and the BEREC Stakeholder Forum meeting were video-streamed live and citizens were invited to submit questions to the speakers before the event or in real time, which provided a wider audience with the opportunity to interact with the speakers.

A delegation from the EP's Committee on Industry, Research and Energy (ITRE) paid a visit to the BEREC Office and discussed with the BEREC Chair and the AM issues related to the functioning of the telecom single market and the BEREC Office.

For participation in the aforementioned events, the BEREC Office reimbursed 364 meeting participants within 27 days on average.

The BEREC Office also provided support to the Chair for organising 19 electronic voting procedures and the elections of the Chair for 2017 and Vice-Chairs for 2016.

***Ensuring internal and external transparency, accountability of BEREC's work and its office and other horizontal support***

In 2015, the BEREC Office continued to develop the BEREC website by regularly updating its content, in particular the events sections and the public register. In 2015, the BEREC Office registered 721 documents, including the annual declarations of interest and commitment of BEREC and the BEREC Office MC Members.

In 2015, as part of the strategy for increasing the transparency of the work of all NRAs, the BEREC Office launched a project for the establishment of an information sharing portal, whose development was finalised on 18 January 2016. After a transitional period of several months, during which the portal will be used only by the NRAs, it is expected to go live in the middle of 2016.

In 2015, significant attention was paid to increasing internal transparency and managing information flows to the BEREC Members and Observers and CN and EWG members. In particular, on 4 May 2015 the BEREC Office finalised the first phase of the development of a collaboration platform (BERECnet), which was considered as a pilot project. Following the successful competition of phase I, in order to further take into account the user needs, the BEREC Office continued the platform development, which will be finalised in 2016.

The BEREC Office also provided support to BEREC in drafting the BEREC Annual Activity Report for 2014, and in preparing the BEREC WP 2016, including managing the public consultation and public hearing on the draft WP.

In 2015, following a request from the MC, the BEREC Office implemented for the first time a pilot project for increasing the professional competence of NRA staff through the provision of professional training on the EU regulatory framework. The training was launched for the academic year 2015/2016 and was considered a useful and successful project. Therefore, the MC requested the BEREC Office to expand this project in the coming years.

To support the preparation of the BEREC WP 2016 and to trigger a debate on the review of the EU regulatory framework for electronic communication in 2015, the BEREC Office finalised a study on the future of electronic communications, which was commissioned in 2014. The results of the study were presented at a plenary workshop on 3 June 2015 in Bergen.

## **Management**

### ***BEREC Office MC***

In 2015, the BEREC Office MC held four ordinary plenary meetings during which all topics related to the functioning of the BEREC Office were discussed. All decisions taken by the MC during its plenary meetings were prepared by the CN. Additionally, the Chair organised seven electronic voting procedures for adopting urgent BEREC Office documents.

As a result of these events, in 2015 the BEREC Office MC adopted 15 decisions, two opinions, the BEREC Office WP for 2016, the Consolidated Annual Activity Report for 2014, the Statement of Revenue and Expenses for 2016 (the BEREC Office Budget) and the BEREC Office Multiannual Staff Policy Plan for 2016-2018.

### ***Budgetary and financial management***

The initial budget of the BEREC Office for 2015, as adopted by the MC and approved by the budgetary authority in 2014, was EUR 4 017 244.

The BEREC Office has only non-differentiated appropriations; therefore, commitment and payment appropriations are equal. Of EUR 4 017 244 of allowed commitment and payment appropriations, EUR 3 842 404.98 (95.65 %) were accepted in commitments and EUR 3 226 447.73 (80.31 %) were paid. Where invoices arrived in the following financial year, payments needed to be carried forward. The total carry-forward of EUR 615 957.25 represents 16.03 % of total commitments established in 2015, which amount to EUR 3 842 404.98 (or 15.33 % of total available appropriations in 2015, which amount to EUR 4 017 244).

In 2015, the BEREC Office made 18 transfers of appropriations within the limits allowed to the AM based on Article 27(1) of Decision MC/2014/1 on the BEREC Office Financial Regulation.

One transfer beyond the limits allowed to the AM (between Title 2 and Title 3 appropriations) was proposed to the MC and approved by its Decision MC/2015/9 on 5 June 2015.

### ***Human resources management***

Of 11 recruitment procedures launched in 2014, five were closed with recruitment in 2015. Secondment opportunities were fully covered by the end of 2015.

In 2015, the BEREC Office published two vacancy notices; for one of them the recruitment procedure was finalised in 2015. Three other posts that became vacant in 2015 were filled by using the previously established reserve lists.

Appraisal and reclassification exercises were also carried through in 2015. In 2015, the BEREC Office revised the existing and adopted several new implementing rules.

### ***Assessment of the audit results during the reporting year and follow-up of the recommendations and action plans for audits***

In 2015 the BEREC Office managed to complete the implementation of the ICSs, which led to closure of the two recommendations of the IAS, which remained open after the 2014 follow-up on the limited review of the implementation of the ICSs.

In 2015 the IAS carried out an audit on the activities carried out by the BEREC Office under Article 7/7a, including communication activities and management of relationship with stakeholders. The procedure and processes in place were found fit for purpose and the IAS did not make any critical or very important recommendations. The IAS made five important recommendations, which will be addressed in 2016 according to the Action Plan agreed with the IAS in the beginning of 2016.

In 2015 the BEREC Office addressed all issues raised by the ECA during its audit of 2014. The issues raised in ECA's preliminary findings during its audit in 2015 will be addressed in 2016.

The MC will be informed regularly on the progress achieved.

***Assessment of the effectiveness of internal control***

The BEREC Office has assessed the effectiveness of its key internal control systems during the reporting year and has concluded that in general the ICSs are effectively implemented.

In addition, the BEREC Office has systematically examined the available control results and indicators, including the outcome of the ex-post control carried out by the ICC Assistant under the SLA with ENISA, as well as the observations and recommendations issued by the internal auditor and ECA. These elements have been assessed to determine their impact on the management's assurance as regards the achievement of control objectives.

It has to be emphasised, however, that retaining a high level of compliance with the ICSs requires an on-going effort taking into account the low number of staff and the relatively high turn-over.

**Management Assurance and Declaration of Assurance**

In conclusion, the management has reasonable assurance that, overall, suitable controls are in place and working as intended; risks are being appropriately monitored and mitigated; and necessary improvements and reinforcements are being implemented.

The AM, in his capacity as AO signed the Declaration of Assurance.

## Introduction

### The BEREC Office in brief

The BEREC Office was established by the [BEREC Regulation](#) as an agency of the EU to provide professional and administrative support to BEREC.

With the same legal act, the legislator established BEREC with the objective of contributing to the development and better functioning of the internal market for electronic communications networks and services. BEREC assists the EC and the NRAs in implementing the EU regulatory framework for electronic communications. It provides advice on request and on its own initiative to the European institutions, and complements at European level the regulatory tasks performed at national level by the NRAs. BEREC also serves as a body for reflection, debate and advice for the EP, the Council of the EU and the EC in the field of electronic communications.

BEREC has no legal personality and is composed of the BoR. The BoR is composed of one representative of the NRA established in each Member State (MS) with primary responsibility for overseeing the day-to-day operation of the markets for electronic communications networks and services. The EC attends BEREC's meetings as an observer and is also represented at a high level. The NRAs from the EFTA States and from the states that are candidates for accession to the European Union also have observer status and are represented at a high level.

The BoR appoints its Chair and Vice-Chairs from among its members. The term of office of the Chair and of the Vice-Chairs is 1 year. Before serving as Chair, the incoming Chair has to serve 1 year as Vice-Chair. The outgoing Chair also has to serve 1 year as Vice-Chair after his/her chairmanship. The BoR may elect additional Vice-Chairs for 1 year. For practical reasons, the BEREC Chair and Vice-Chairs act in the same capacity at the BEREC Office MC.

To provide BEREC with professional and administrative support, the BEREC Office has been established as an agency of the EU with the following tasks:

- providing professional and administrative support services to BEREC;
- collecting and exchanging information from NRAs in relation to all BEREC tasks;
- disseminating regulatory best practice among NRAs;
- assisting the Chair in preparing the work of the BoR;
- setting up EWGs at the request of the BoR, and providing them with the support needed to ensure their smooth functioning.

The BEREC Office performs these tasks under the guidance of the BoR (i.e. BEREC).

The BEREC Office comprises an MC and an AM. The Vice-Chair and incoming Chair exercise the powers conferred on the appointing authority by the Staff Regulations of Officials of the EU, and the authority to conclude contracts conferred by the conditions of employment of other servants of the EU. The administration of the BEREC Office is headed by the AM, who is also the Authorising Officer and is accountable to the MC.

The staff of the BEREC Office are organised into the following units:

- Executive Support, which reports directly to the AM;
- Programme Management;
- Administration and Finance.

The MC is composed of one high-level representative of each of the 28 EU MSs' NRAs and the EC. Each member has one vote. The heads of the independent NRAs from the EFTA States and the states that are candidates for accession to the EU, as well as representatives of the EFTA

Surveillance Authority, have the right to participate in the Management Committee meetings as observers.

The MC meets in an ordinary plenary meeting four times a year. For practical reasons, the meetings of the MC are held on the same date and in the same venue as the meetings of the BEREC BoR. When it is not possible or practicable to convene a meeting, and the adoption of a decision cannot wait until the next plenary meeting, the Chair may seek a decision of the Management Committee by means of an electronic voting procedure.

The MC is assisted by a working group composed of senior representatives of all members: the CN, which is responsible for the preparation of the decisions of the MC.

Additionally, the BEREC Office Advisory Group (BAG) supports and advises the MC and the Vice-Chair (the incoming Chair), exercising the powers conferred on the appointing authority by the Staff Regulations of Officials of the EU and the authority to conclude contracts conferred by the Conditions of employment of other servants of the EU (CEOS), in performing their duties.

The BAG is composed of one representative of the incoming Chair, who chairs the group, one representative of the Chair, one representative of the EC, four representatives from other NRAs and the BEREC Office AM.

### **The year in brief**

Due to its supportive nature, the BEREC Office's main activities in 2015 were closely related to the work performed by BEREC to implement its ambitious WP 2015 and to provide advice to the EC, the EP and the Council of the EU upon request. According to the legal acts in force, the BEREC Office WP is established before the finalisation of the BEREC WP. Additionally, some of BEREC's tasks related to Article 7/7a phase II cases and providing advice to the EU institutions are difficult to plan in advance. Consequently, the main objective of the BEREC Office is to establish the necessary capacity to provide all the support need by BEREC in performing its assignments. Therefore, the BEREC Office WP should be considered a framework document defining the scope of activity for the BEREC Office.

In 2015, the activity of the BEREC Office was marked by a change in the legal environment for BEREC, which introduced new assignments for BEREC in the fields of roaming and net neutrality<sup>10</sup>, and the EC's preparation for the review of the EU regulatory frameworks for electronic communications and of the EC Terminations Rates Recommendations.

The BEREC Office provided support to all plenary and CN meetings (eight in total), BEREC international events (nine), BEREC's relations with the EU institutions (two meetings with the EC on the forthcoming review and one meeting with ITRE delegation) and stakeholders, and to the BEREC Chair in performing his activities (by assisting the organisation of 54 events). The BEREC Office was in charge of the implementation of the BEREC Communication Plan, which had the objective of further enhancing the transparency of BEREC's activities and increasing the visibility of its work.

In 2015, the BoR established nine EWGs, comprising 31 work streams, to implement the 2015 BEREC WP. The BEREC Office provided support in setting up, organising and coordinating the

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<sup>10</sup> [Regulation \(EU\) 2015/2120 of the European Parliament and of the Council of 25 November 2015 laying down measures concerning open internet access and amending Directive 2002/22/EC on universal service and users' rights relating to electronic communications networks and services and Regulation \(EU\) No 531/2012 on roaming on public mobile communications networks within the Union \(Text with EEA relevance\)](#)

work of these EWGs, which held 92 meetings in total.

The BEREC Office coordinated BEREC's activities under Article 7/7a of the Framework Directive. These tasks included the monitoring and registering of all notified national measures and EC's comments, setting up EWGs to prepare BEREC opinions in phase II cases and coordinating the work of these EWGs. In 2015, BEREC provided five opinions in four Article 7/7a phase II cases.

The BEREC Office provided full support to BEREC in managing seven public consultations, including by drafting the initial reports on the outcomes of the consultations.

The BEREC Office dedicated a large part of its human resources to finalising the following projects commissioned in 2014:

- 1) study on the value of network neutrality to European consumers;
- 2) desk research on the demand side of internet use;
- 3) BEREC study on the future of electronic communications;
- 4) phase I of the development of the collaboration platform, BERECnet.

In 2015, the BEREC Office also launched new projects in support of BEREC and NRAs, such as

- 1) the development of a public Information Sharing Portal,
- 2) the deployment of audio and video-conference facilities and
- 3) the provision of professional training to NRA experts.

The BEREC Office revenue during 2015 consisted of an EU subsidy with a total cashed value of EUR 4 017 243.84 (in 2014, the EU subsidy had a total cashed value of EUR 4 162 972.00). In 2015, the BEREC Office committed its appropriations at a rate of 95.65 % (compared with 97.91 % in 2014) to carry out the operational activities specified in the WP 2015, as well as administrative tasks that are necessary to ensure compliance with the regulatory framework. Payments reached the level of 80.31 % (compared with 75.66 % in 2014) of the total appropriations received from the EU Budget 2015.

Of the total EUR 3 842 000 committed, EUR 1 428 000 was spent on overheads (administrative and management expenditure), representing 37 % of the overall expenditure. EUR 2 414 000 was spent on operational expenditure, including EUR 1 169 000 on human resources for operational activities, representing 63 % of the total. The Establishment Plan of the BEREC Office of 31 December 2015 envisaged 15 temporary agents (TAs). In addition, the BEREC Office had 12 external posts, namely eight contract agents (CAs) and four seconded national experts (SNEs).

Of 15 establishment plan posts, 14 were occupied as of 31 December 2015.



## 1 Part I: achievements of the year

### 1.1 Support for the implementation of the BEREC WP

#### 1.1.1 Setting up of BEREC EWGs and providing support

##### 1.1.1.1 Objective

To set up EWGs and provide them with the appropriate administrative, professional and logistical support; to manage public consultations and procurement procedures for workshops and research studies; to collect information from NRAs and draw up periodical BEREC benchmark reports.

##### 1.1.1.2 Actions

The tasks of the BEREC Office related to setting up and supporting the BEREC EWGs are core activities of the BEREC Office. These are directly linked to the BEREC WP and are of crucial importance to preparing BEREC's deliverables. Therefore, after the decision to establish the BEREC EWGs was taken by the BoR and their respective project requirements documents (PRDs) were approved, the BEREC Office assumed responsibility for setting up the EWGs and providing them with support with a view to ensuring their smooth functioning.

Along with providing the EWGs with day-to-day support as listed below, in 2015 the BEREC Office finalised the following studies, which were launched in 2014:

- **Study on the value of network neutrality to European consumers**

The BEREC Office commissioned a study on the value of network neutrality to European consumers<sup>11</sup> at a cost of EUR 384 640 (excluding VAT). The objective of the study was to collect empirical data on:

- the behaviour and perceptions of end-users, namely their understanding of net neutrality-related information and the impact of users' subscriptions to content application providers;
- the incentives and constraints for internet access service providers to differentiate traffic, focusing in particular on differentiation between content application providers due to partnerships such as bundled access and content services (particularly to favour data traffic over access services from such Content and Application Providers (CAPs)).

- **Desk research on the demand side of internet use**

To complement the findings of the study on the value of network neutrality to European consumers, the BEREC Office commissioned desk research on the demand side of internet use<sup>12</sup> at a cost of EUR 39 620 (excluding VAT). The research was commissioned with the objective of investigating how consumers use and value internet services and how the ecosystem responds to these characteristics. The study had a global scope but with a specific emphasis and focus on developments in Europe, reinforced with examples and trends from North America.

The final deliverables from the aforementioned studies were used as input to the BEREC WP 2015 in the field of net neutrality for the preparation of the [BEREC Report on How Consumers Value Net Neutrality in an Evolving Internet Marketplace: a report into ecosystem dynamics and demand side forces](#), approved by the BoR on 4 June 2015.

<sup>11</sup> Contract Award Notice No 2014/S 142-253802, TED daily: <http://ted.europa.eu/udl?uri=TED:NOTICE:253802-2014:TEXT:EN:HTML>; the contract was signed on 9 June 2014 for a duration of seven months and was implemented in three stages.

<sup>12</sup> Specific contract No BEREC/14/049 implementing Framework Contract No DI/07171 – Lot 2.

The full list of actions undertaken by the BEREC Office under this activity is listed below:

Reference to WP	Planned actions	Actions implemented
3.1.1.2.a	Set up EWGs and manage changes	<p>Nine EWGs and one joint BEREC–European Regulators Group for Postal Services (ERGP) ad hoc EWG were set up, which included 31 work streams. Resource commitments were collected from all BEREC members and observers and regularly managed and updated.</p> <p>Mailing lists of each full EWG, work stream and drafting teams were established and regularly updated. The full list of EWGs set up by the BEREC Office in 2015 is presented in Annex VI, Table 1.</p>
3.1.1.2.b	Provide administrative support to EWGs with the organisation of meetings and the information flow amongst members	All EWGs were provided with administrative support for their meeting organisation and management of the information flow among their members.
3.1.1.2.c	Provide professional support to EWGs in the preparation of BEREC documents	<p>All EWGs were provided with professional support in the preparation of BEREC documents. The BEREC Office contributed to the drafting of six BEREC documents.</p> <p>The BEREC Office managed all (in total, seven) public consultations launched by BEREC in December 2014 and in 2015, including one consultation relevant to the BEREC WP 2016, as described in section 1.2.3.</p> <p>The full list of public consultations managed by the BEREC Office is provided in Annex VI, Table 2.</p>
3.1.1.2.d	Provide logistical support to EWGs, such as circulation of documents, travel reimbursements, building capacity for catering, etc.	All EWGs were provided with logistical support, such as circulation of documents and/or travel reimbursements in accordance with the BEREC Office rules in place.
3.1.1.2.e	Manage procurement procedures for internal workshops and studies	<p>In 2015, the BEREC Office did not organise procurements for studies due to a lack of requests. The internal workshops did not require procurement either.</p> <p>With an ad hoc financing decision approved by the MC the BEREC Office prepared and successfully finalised the</p>

Reference to WP	Planned actions	Actions implemented
		procurement procedure for the deployment of an audio and video-conference facility for the EWGs. The facility was put in operation in mid-October 2015. Its initial operation demonstrated that its use led to significant saving in travelling expenses and travelling time.
3.1.1.2.f	Collect market data from NRAs when requested by BEREC	At the request of the EWGs, the BEREC Office collected and consolidated the data necessary for the EWG projects as defined in their PRDs.
3.1.1.2.g	Draw up periodical BEREC benchmark reports, including in regard to over-the-top services (OTTs), where appropriate	<p>The BEREC Office prepared BEREC benchmark reports, including on roaming.</p> <p>The Benchmarking EWG concluded that at this stage, due to deficiencies of the legal base in place, collection of benchmarking data on OTTs would not provide reliable information and therefore such reports have not been prepared.</p>

### 1.1.1.3 Outcomes and indicators

Reference to WP	Outcomes and indicators	Results achieved
3.1.1.3.a	Ensure smooth functioning of EWGs	Smooth functioning of all EWGs was ensured (nine EWGs and one ad hoc joint BEREC-ERGP EWG).
	Reimburse related travel expenses to meeting participants	The BEREC Office reimbursed 879 experts for their participation in BEREC EWG meetings or internal expert workshops.
	Establish capacity for supporting up to 100 EWG meetings and three workshops in 2015	The BEREC Office established the planned capacity and provided support to all EWG meetings and workshops (92 EWG meetings and internal workshops and two public workshops).
3.1.1.3.b	Collect and disseminate data at request of EWGs	<p>The BEREC Office organised 10 rounds of data collection for the needs of the EWGs. The collected data were consolidated and disseminated to all members of the respective EWGs.</p> <p>The list of data collection exercises organised by the BEREC Office in 2015</p>

Reference to WP	Outcomes and indicators	Results achieved
		is presented in Annex VI, Table 3.
3.1.1.3.c	Studies and research reports at request of EWGs: net neutrality study to be finalised; possibility of commissioning a further major study and/or three smaller studies)	Two studies commissioned in 2014 on net neutrality were finalised in 2015, which contributed to the <i>BEREC Report on How Consumers Value Net Neutrality in an Evolving Internet Marketplace</i> <sup>13</sup> .  A study on the mergers and acquisitions was planned but postponed until 2016.
3.1.1.3.d	Structured information on market data	This information is covered by the information provided for item 3.1.1.3.b
3.1.1.3.e	Contribution to the drawing up of the following reports:  2 Annual report on regulatory accounting  3 International Roaming Benchmark Reports  4 Regular benchmark reports on short message service, mobile and fixed terminations rates	The BEREC Office processed the data and drafted the following reports:  <a href="#">BEREC Report Regulatory Accounting in Practice 2015</a>  <a href="#">14th</a> and <a href="#">15th</a> BEREC International Roaming Benchmark Data Reports  <a href="#">Fixed Termination Rates Report as of January 2015</a>  <a href="#">Termination rates at European level July 2015</a>

#### 1.1.1.4. Resources

Reference to WP	Resource type	Planned resources, as envisaged in WP and decisions on budget transfers	Resources used
3.1.1.4.a	Financial resources (EUR)	530 000	517 000
3.1.1.4.b	Full-time equivalent posts (FTEs)	8.5	8.4

<sup>13</sup> BoR (15) 65, *BEREC Report on How Consumers Value Net Neutrality in an Evolving Internet Marketplace: a report into ecosystem dynamics and demand side*, 21.05.2015, [forceshttp://berec.europa.eu/eng/document\\_register/subject\\_matter/berec/reports/5024-berec-report-on-how-consumers-value-net-neutrality-in-an-evolving-internet-marketplace-a-report-into-ecosystem-dynamics-and-demand-side-forces](http://berec.europa.eu/eng/document_register/subject_matter/berec/reports/5024-berec-report-on-how-consumers-value-net-neutrality-in-an-evolving-internet-marketplace-a-report-into-ecosystem-dynamics-and-demand-side-forces)

### 1.1.1.5. Risk management

The expected outcomes and resources were planned on the assumption that the structure of the BEREC EWGs and their work streams would remain stable. The allocation of human resources was planned on the assumption that the Office would remain fully staffed and that its activities would not require extra resources. However, providing more professional support to BEREC while continuing to perform the necessary administrative tasks had an effect on the allocation of human and financial resources. With that, full support was provided to all EWGs according to the requests from their chairs. Flexibility was kept until the very end of the year to be able to proceed with Article 7/7a phase II cases, if necessary.

## 1.1.2. Activities under Article 7/7a of the Framework Directive

### 1.1.2.1. Objective

To contribute to the development of a single market in electronic communications and ensure cooperation amongst NRAs, and between NRAs and the EC. In this context, the BEREC Office will be responsible for collecting and keeping track of NRA notifications, and establishing and coordinating EWGs regarding the preparation of BEREC's opinions within the deadline set by the directive.

### 1.1.2.2. Actions

This activity was identified as a priority in the BEREC Office WP. For that reason, the BEREC Office invested a lot of effort and resources in training a sufficient number of staff and developing all working documents to provide efficient and effective support to BEREC and the NRAs. The BEREC Office set up a team within the Programme Management Unit consisting of five persons, of whom three could act as phase II coordinators at any time. The improved back-up arrangements, sharing of experience and possibilities to share responsibilities allowed the BEREC Office to be prepared to handle multiple notifications arriving simultaneously.

The activities under Article 7/7a were also subject to the annual audit by the IAS, which, after reviewing all processes in place, concluded that the audited processes are fit for purpose and are managed and organised in an effective and efficient manner. The internal auditor emphasised that the BEREC Office conducts the activities under Article 7/7a effectively, including establishment and coordination of ad hoc EWGs and facilitation of the preparation (drafting, review, voting and publication) of BEREC opinion.

With the support of the BEREC Office, BEREC managed to deliver all its opinions on time and with high quality. The success of the BEREC Office in handling Article 7/7a phase II cases was strongly supported by the collaborative relationship established with the NRAs, which provided experts and rapporteurs for Article 7/7a EWGs.

In 2015, the BEREC Office undertook the following actions:

Reference to WP	Planned actions	Actions implemented
3.1.2.2.a	Keep track of and collect NRA notifications	The BEREC Office kept track of all NRA notifications and at the end of 2015 the database comprised 149 measures (including from EFTA MSs) notified to the EC.
3.1.2.2.b	Maintain and update the database	The database of NRA's notifications was maintained and regularly updated.

Reference to WP	Planned actions	Actions implemented
		A simple database of Article 7/7a focal points, rapporteurs and experts was maintained.
3.1.2.2.c	Coordinate BEREC activities in accordance with the Article 7/7a procedures	The BEREC Office nominated coordinators for all ad hoc EWGs established for the 2015 phase II cases and coordinated all Article 7/7a activities.

### 1.1.2.3. Outcomes and indicators

Reference to WP	Outcomes and indicators	Results achieved
3.1.2.3.a	Database for all cases under Articles 7/7a of the Framework Directive	A database with all notifications under Articles 7/7a of the Framework Directive was maintained and updated.
3.1.2.3.b	Ensure proper functioning of the ad hoc EWGs, reimburse related travel expenses and establish capacity to handle every case in a timely manner	<p>The BEREC Office ensured proper functioning of the three EWGs set up in 2015 and one EWG set up in 2014, which finalised its work in 2015. In addition, at the end of December 2015, the BEREC Office established a fifth EWG, which started to work in 2016.</p> <p>The BEREC Office organised three face-to-face meetings and two meetings by video-conference.</p> <p>13 experts were reimbursed for their participation in the face-to-face meetings.</p>
3.1.2.3.c	Contribute to high-quality and consistent final drafts of BEREC opinions	<p>The coordinators from the BEREC Office contributed to achieving high quality and consistency in five BEREC opinions.</p> <p>The outcome of the phase II cases was reported to the BoR during its 26th plenary meeting.</p> <p>The BEREC Office prepared one report on the conclusions from the Article 7/7a phase II cases.</p>

**1.1.2.4. Resources**

Reference to WP	Resource type	Planned resources, as envisaged in WP and decisions on budget transfers	Resources used
3.1.2.4.a	Financial resources (EUR)	29 000	6 000
3.1.2.4.b	FTE	1	0.5

**1.1.2.5. Risk management**

The workload was planned based on the experience of previous years. However, the number of cases under Article 7/7a of the Framework Directive that take place each year is unpredictable. Therefore, additional resources were allocated to this activity in case more cases arose or ran in parallel and to cover cases in which some of the staff were unable to provide support for legitimate reasons (e.g. leave).

**1.1.3. Collection, exchange and transmission of information****1.1.3.1. Objective**

By promoting a consistent regulatory approach, the BEREC Office should facilitate the exchange of information related to BEREC's role and tasks. Furthermore, the BEREC Office should promote the exchange of best practices and the dissemination of expertise amongst NRAs.

**1.1.3.2. Actions**

Reference to WP	Planned actions	Actions implemented
3.1.3.1.a	Provide administrative support to EWGs in the organisation of public workshops, including the management of procurement procedures	The BEREC Office provided all the support needed by the End-User <sup>14</sup> and NGN <sup>15</sup> EWGs for the organisation of two public workshops planned for 2015, including handling the necessary procurement procedures. Due to the high security threat level in Brussels in December 2015, the workshop organised by the NGN EWG was postponed until January 2016.
3.1.3.1.b	Provide logistical support to EWGs with the reimbursement of experts' travel expenses	See implemented actions.
3.1.3.1.c	Set up fact-finding capacity to reply to ad	The BEREC Office established fact-finding capacity to reply to ad hoc

<sup>14</sup> BEREC Accessibility Workshop, 4 March 2015, Brussels, [http://berec.europa.eu/eng/events/berec\\_event\\_2015/90-berec-accessibility-workshop](http://berec.europa.eu/eng/events/berec_event_2015/90-berec-accessibility-workshop)

<sup>15</sup> Public BEREC expert workshop on 'Regulatory implications of SDN and NFV', 21 January 2016, [http://berec.europa.eu/eng/events/berec\\_events\\_2016/104-public-berec-expert-workshop-on-regulatory-implications-of-sdn-and-nfv](http://berec.europa.eu/eng/events/berec_events_2016/104-public-berec-expert-workshop-on-regulatory-implications-of-sdn-and-nfv)

	hoc questions at the request of BEREC	<p>questions at the request of BEREC, which comprised one senior and one junior staff member.</p> <p>As no ad hoc questions or requests were received in 2015, the available resources were used to support other BEREC activities.</p>
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### 1.1.3.3. Outcomes and indicators

Reference to WP	Outcomes and indicators	Results achieved
3.1.3.3.a	High-quality support in the organisation of EWGs' public workshops and events	<p>The BEREC Office provided high-level support to EWGs for the organisation of two public workshops in 2015 (as mentioned above, one of them was postponed until January 2016 because of the high security threat in Brussels).</p> <p>Both workshops were video-recorded and all workshop materials and the video recordings were made available to the public.</p> <p>For the BEREC Accessibility workshop (4 March 2015, Brussels), the BEREC Office also provided sign language interpretation.</p>
3.1.3.3.b	Ad hoc reports and replies to questions	BEREC Office collected inputs from the NRAs concerning their opinions on the revision of the EU Regulatory Framework for electronic communications.

### 1.1.3.4. Resources

Reference to WP	Resource type	Planned resources, as envisaged in WP and decisions on budget transfers	Resources used
3.1.1.4.a	Financial resources (EUR)	68 000	52 000
3.1.1.4.b	FTE	1.25	0.8

### 1.1.3.5. Risk management

This activity mainly included recurring elements and for this reason carried a low risk. Although the resource allocation followed the priorities set in the WP, new activities, such as setting up fact-finding capacity, required special attention and allocation of human and financial resources.



## 1.2. Horizontal or other support

Horizontal and other support activities refer to the work performed by the BEREC Office in support of the BoR, the MC and the CN, and to other activities, such as relations with the EU institutions and stakeholders, BEREC's international activities and activities related to increasing transparency and the efficiency of BEREC's work. These last include communication activities and training organised by the BEREC Office for NRA experts or studies, which were not linked to the BEREC WP 2015.

### 1.2.1. Assist BEREC Chair and Vice-Chairs, plenary meetings of the BoR and MC, the CN meetings and BEREC's international activities

#### 1.2.1.1. Objective

To provide efficient support to the BEREC Chair and Vice-Chairs in fulfilling their responsibilities under the BEREC Regulation as well as to the plenary meetings, CN meetings and other strategic stakeholder meetings or workshops initiated by the BoR and the MC.

#### 1.2.1.2. Actions

Reference to WP	Planned actions	Actions implemented
3.2.1.2.a	Provide assistance and executive support to the BEREC Chair and the Vice-Chairs	<p>The BEREC Office provided assistance and executive support to the BEREC Chair and the Vice-Chairs for their participation in public events and meetings with stakeholders or third parties.</p> <p>The BEREC Office registered the requests for speeches at such events and published the speeches delivered at public events on the BEREC website. In 2015, the BEREC Office established a dedicated section on the BEREC website for the Chair's speeches<sup>16</sup> and published 10 speeches. Information about these publications was also disseminated through social media.</p> <p>Among the major events supported by the BEREC Office were the two 'what-if' meetings with the EC, meetings with the ITRE Committee and the Latvian Presidency of the Council of the EU and a visit of the Council Telecom Working Party to the BEREC Office.</p>
3.2.1.2.b	Provide administrative and executive support to BEREC's international activities	The BEREC Office provided administrative and executive support for organising BEREC's participation in all bilateral and multilateral international events in which BEREC took part.

<sup>16</sup> [http://berec.europa.eu/eng/about\\_berec/speeches\\_and\\_presentations/](http://berec.europa.eu/eng/about_berec/speeches_and_presentations/)

Reference to WP	Planned actions	Actions implemented
		<p>The most important event of 2015 was the four-sided summit of BEREC, the Eastern Partnership Electronic Communications Regulators Network, the Latin American Forum of Telecommunications Regulators and the Euro-Mediterranean Regulators Group (2-3 July 2015, Barcelona). The BEREC Office established a separate subsection for it on the BEREC website, where the public can become familiar with the event's outcome and all public documents<sup>17</sup>.</p> <p>The BEREC Office provided interpretation and other support to the BEREC mission to China.</p>
3.2.1.2.c	Provide administrative and professional support to the plenary and CN meetings	<p>The BEREC Office provided administrative and professional support to the four plenary and four CN meetings held in 2015. For each event, the BEREC Office set up an internal website and a public section dedicated to each event. The internal website contained specific logistical information about the event, intended for the participants. The public section was intended as the single point of information for each event and contained a short description of the event, all publicly available documents and a photo gallery.</p> <p>The BEREC Office also provided support in the organisation of four plenary workshops<sup>18</sup> held back to back with the plenary meetings and two 'what-if' meetings with the EC, and organised the visit of a delegation from the EP (ITRE) to the BEREC Office for meetings with the Chair and the AM.</p>
3.2.1.2.d	Provide methodological and technical support to the meeting hosts, including the registration of meeting participants, booking of event venues when needed and any other logistical support required	<p>The BEREC Office provided methodological and technical support to all meeting hosts in accordance with their requests and ensured registration of the event participants. The BEREC Office booked the event venues for the social event of the Riga plenary and for the third BEREC Stakeholder Forum and, in cooperation with its partner directorate-</p>

<sup>17</sup> [http://berec.europa.eu/eng/news\\_and\\_publications/whats\\_new/3184-outcomes-of-the-berec-emerg-eapereg-regulatel-summit-2-3-july-2015](http://berec.europa.eu/eng/news_and_publications/whats_new/3184-outcomes-of-the-berec-emerg-eapereg-regulatel-summit-2-3-july-2015)

<sup>18</sup> One of the plenary workshops was organised jointly with ERGP prior to the Riga plenary (30 September 2015).

Reference to WP	Planned actions	Actions implemented
		general, the Directorate-General for Communications Networks, Content and Technology (DG CONNECT), provided venues for the four public debriefings held by BEREC in 2015.
3.2.1.2.e	Prepare draft meeting agendas (including annotated agendas), draft action points, draft minutes of the meetings and draft meeting conclusions. Register meeting documents and circulate them to the meeting participants	<p>The BEREC Office drafted the agendas (including annotated agendas), action points, minutes and meeting conclusions for all CN and plenary meetings and provided them for approval by the respective person/body in charge of their adoption. The BEREC Office provided a full transcript and summary of the outcome of the third BEREC Stakeholder Forum.</p> <p>All meeting documents were registered in due time and circulated to the meeting participants by in accordance with the rules of procedure.</p>
3.2.1.2.f	Reimbursement of travel expenses of invited participants in the events	The BEREC Office reimbursed 364 participants who took part in BEREC events covered by the current activity <sup>19</sup> .
3.2.1.2.g	Summarise the outcome of electronic voting procedures	<p>In 2015, the outcomes of 12 BoR and six MC electronic voting procedures were summarised by the BEREC Office.</p> <p>The BEREC Office provided written summaries for all CN, BoR and MC meetings on the outcomes of the aforementioned electronic voting procedures.</p>
3.2.1.2.h	Prepare all necessary documents for the elections of the Chair and Vice-Chairs	<p>The BEREC Office prepared all necessary documents for the elections of the Chair and Vice-Chairs.</p> <p>The elections were organised on 10 December 2015 in London.</p>

<sup>19</sup> Number of reimbursements by type of event:

Type of event	Plenary meetings	CN meetings	Events attended by the Chair	'What-if' meetings with EC	International events	Meetings with stakeholders
Experts reimbursed	114	111	47	43	27	22

**1.2.1.3. Outcomes and indicators**

Reference to WP	Outcomes and indicators	Results achieved
3.2.1.3.a	High-quality support in organising four regular plenary meetings, four CN meetings, four debriefing events and two high-level stakeholder events	<p>The BEREC Office supported the organisation of all four regular plenary meetings (including four internal plenary workshops), four CN meetings, four debriefing events and two high-level stakeholder events.</p> <p>A full list of events for which the BEREC Office provided high-quality support in 2015 is presented in Annex VI, Table 4.</p> <p>In 2015, the BEREC Office for the first time organised the public debriefings and the annual Stakeholder Forum meeting (15 October 2015) with live streaming.</p>
3.2.1.3.b	High-quality assistance for the election procedure for the Chair 2017 and the Vice-Chairs 2016, all electronic voting procedures, seven international events and 25 events attended by the Chair or the Vice-Chairs	<p>The BEREC Office provided high-quality assistance for:</p> <ul style="list-style-type: none"> <li>- the election procedure for the Chair 2017 and the Vice-Chairs 2016, held in December 2015 in London;</li> <li>- all electronic voting procedures (12 BoR and 7 MC);</li> <li>- nine international events;</li> <li>- 54 events attended by the Chair or the Vice-Chairs;</li> <li>- two 'what-If' meetings between BEREC and the EC.</li> </ul>
3.2.1.3.c	Provision of timely organisational advice to the meeting hosts	At their request, all meeting hosts were provided with timely advice on issues related to the organisation of the meetings. All meeting hosts were strongly advised to use the Guidelines for hosting BEREC events prepared by the BEREC Office and approved by the BoR.
3.2.1.3.d	Preparation of draft meeting agendas at least 20 days before the meetings	All draft meeting agendas were prepared around 1 month before each event and sent to the Chair and all speakers for comments.
3.2.1.3.e	Circulation of meeting documents on the day of their receipt (or as agreed with the Chair). If the document is received after office hours, it will be sent on the following working day at the latest	Achieved

Reference to WP	Outcomes and indicators	Results achieved
3.2.1.3.d	Preparation of draft action points	All action points were prepared immediately after the meeting and circulated on the day of their approval by the Chair.
3.2.1.3.f	Preparation of draft minutes no later than 3 working days after the meeting	The BEREC Office achieved this indicator for 10 out of 12 draft documents concerned.
3.2.1.3.g	Reimbursement of travel and other expenses to the meeting participants less than 25 days on average after the receipt of the applications	All reimbursements to meeting participants in the events falling within the scope of this activity were executed on average 27 days after the receipt of the complete applications. The BEREC Office could not achieve the planned indicator of 25 days because of some limitations imposed by the Office for the administration and payment of individual entitlements (PMO) for submission of applications at the end of 2015 <sup>20</sup> and closing of the accounting system, Accrual Based Accounting (ABAC), at the beginning of 2016, which increased the average payment times.
3.2.1.3.h	Preparation of regular overviews of the outcome of electronic voting procedures (for each CN and plenary meeting)	Achieved.
3.2.1.3.j	Preparation of all necessary documents for the elections of the Chair and Vice-Chairs prior to the vote	Achieved.

#### 1.2.1.4. Resources

Reference to WP	Resource type	Planned resources, as envisaged in WP and decisions on budget transfers	Resources used
3.2.1.4.a	Financial resources (EUR)	496 000	417 000
3.2.1.4.b	FTE	2.75	2

<sup>20</sup> In December 2015, the PMO accepted applications for reimbursement by 10 December 2015 at the latest. All applications from the London plenary and subsequent meetings were therefore transmitted to the PMO only at the beginning of 2016.

### **1.2.1.5. Risk management**

The activity included only recurring elements and was associated with a low risk, which matched the initial risk assessment carried out by the BEREC Office before the establishment of the WP 2015.

## **1.2.2. Ensure transparency, accountability and other horizontal support**

### **1.2.2.1. Objective**

To ensure maximum transparency and accountability of BEREC's work towards the public and other interested parties in compliance with the legislation in force, to develop and maintain effective collaboration amongst BEREC members and to provide consistent support in preparation of BEREC annual plans and reports.

### **1.2.2.2. Actions**

The BEREC Office maintained on a daily basis the public register of BEREC/BEREC Office documents and updated BEREC's public website, giving priority to the events section, which serves as a single point of information for all BEREC events. In 2015, in line with the BEREC Communication Strategy, a new section of the website for speeches by the Chair was established.

In order to raise awareness about the BEREC Office's work and activities, it is crucial to meet the public and give them the opportunity visit the BEREC Office premises. In April 2015, BEREC Office staff members visited schools in Latvia and gave presentations to students on issues related to BEREC and the BEREC Office's work, as well explaining how it affects their daily life as end-users. The visits were organised in cooperation with the Representation of the EC in Latvia and the non-governmental organisation – the klubs Māja': a public organisation for young people in Latvia that has the aim popularizing the idea of a united Europe promoting democracy, tolerance and human rights while informing and educating young people.

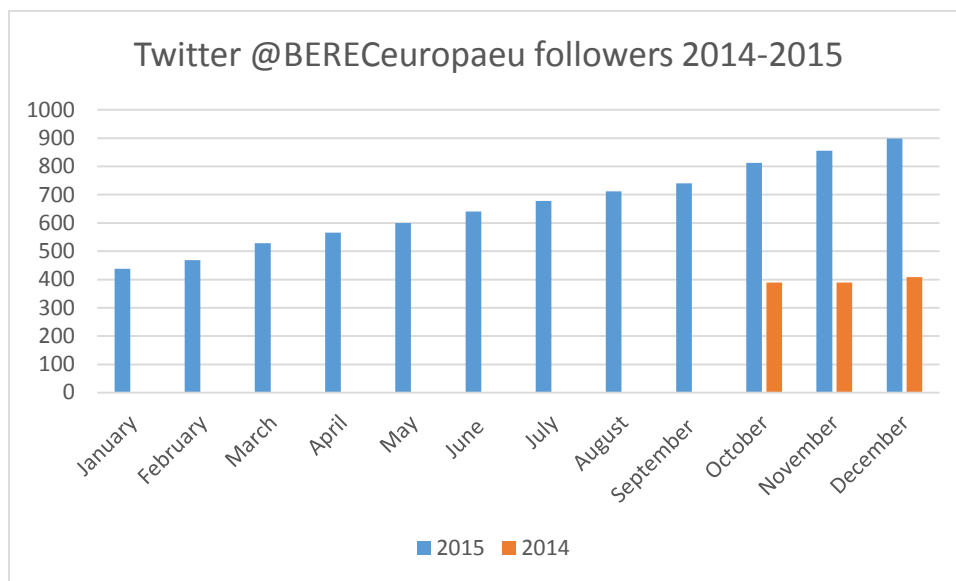
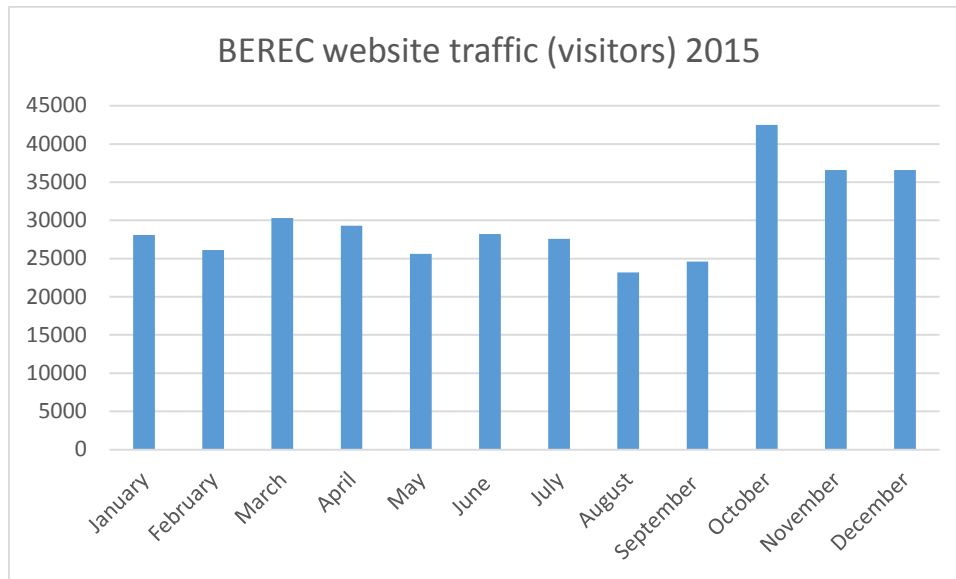
On 25 September 2015, a public-facing event – Open-door day, was organised, which contributed -to raising awareness about the BEREC Office and BEREC's work among Latvian citizens. The event was organised in cooperation with the EC Representation in Latvia and the EP Information Office. During the event, telecommunication students, teachers, representatives of public administration and people who did not indicate their occupation visited the BEREC Office premises, listened to presentations delivered by BEREC Office staff, and took part in a quiz dedicated to BEREC and the BEREC Office.

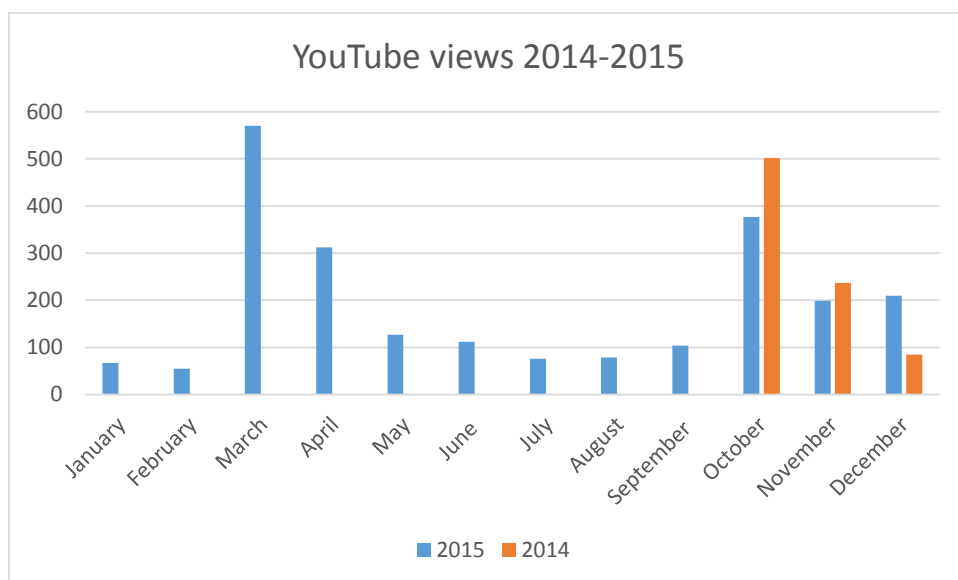
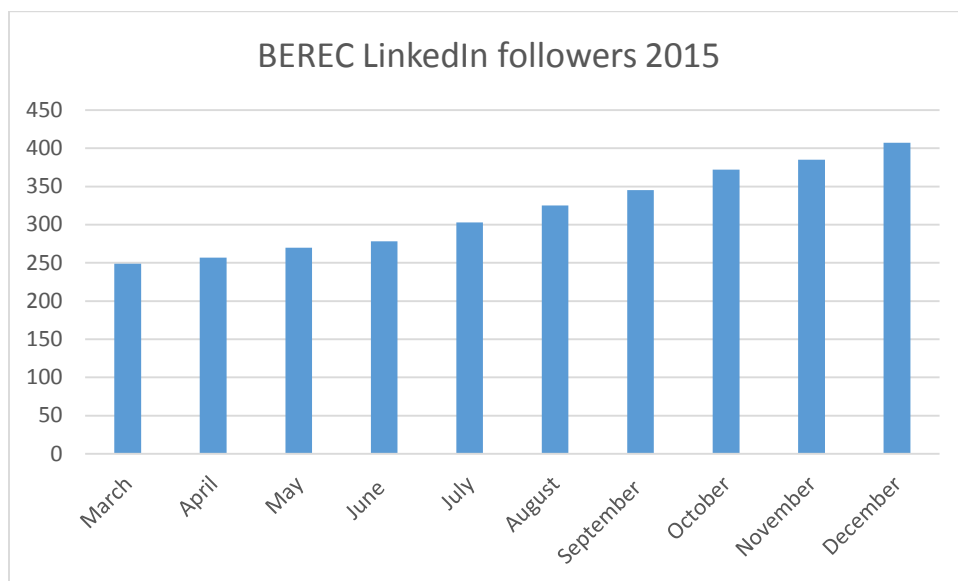
As Latvia held the Presidency of the Council of the EU from 1 January to 30 June 2015, there were some specific activities. A special visit of Council telecommunication attachés' to the BEREC Office was organised during the Digital Assembly in June 2015. The BEREC Office also actively supported the initiative of the Latvian Presidency to organise an online test for pupils on the Latvian Presidency and its achievements. The BEREC Chair's speeches were also published in the 'News & Publications' section and advertised via social media.

The BEREC Office also provided the EP Information Office with relevant information on international roaming just before the EP vote on the matter in question. As a result of this, a special infographic was created to acquaint Latvian citizens with the changes in roaming tariffs after 2017.

The BEREC Office continued to use actively the BEREC social media account on Twitter and in January 2015 also established a LinkedIn account to advertise BEREC's public events (public debriefings, stakeholder forum, public workshops), as well as the outcomes of the plenary meetings, reports and opinions approved. Due to the active use of the social networks, the number of followers has increased and the traffic to the BEREC website has increased, as demonstrated

in the charts provided below:





In order to raise awareness of BEREC and the BEREC Office, their tasks and commitments, a special introduction video has been created. The video is used during BEREC and BEREC Office events, as well as during BEREC Chair visits and presentations at various events.

In 2015, special attention was paid to increasing internal transparency and improving the cooperation between all NRAs. For that reason, the BEREC Office established a collaboration platform for internal use by BEREC members and observers. Its first (pilot) phase of the project was finalised on 4 May 2015. After the end of this pilot phase the BEREC Office gathered the initial views of the user community and launched a second development phase with the objective to satisfy all user needs as far as possible.

The BEREC Office ensured the collection and compilation of data for the annual report on developments in the electronic communications sector for 2014 and provided support to the outgoing Chair 2014 in preparing the BEREC Annual Activity Report for 2014.

The BEREC Office also provided assistance to the incoming BEREC Chair 2016 in preparing the 2016 BEREC WP. In particular, the BEREC Office analysed all contributions received during the



public consultation on the draft WP 2016 and prepared a draft report on its outcome.

Reference to WP	Planned actions	Implemented actions
<b>3.2.2.2.a</b>	Ensure public transparency and accountability requirements: maintenance of the public register of documents, maintenance and development of the public website and implementation of BERC communication plan, including some specific activities related to the Latvian Presidency of the Council of the EU	<p>The BERC Office registered 721 documents (423 BERC, 289 BERC Office and 9 CN documents), which also included all contributions to public consultations held by BERC and the declarations of interest and commitment of the BERC and MC members. Of these documents, 363 were made available to the public directly through the register.</p> <p>The BERC Office organised several events as presented above in relation to the Latvian Presidency of the Council of the EU in the first half of 2015.</p>
<b>3.2.2.2.b</b>	Maintenance and further development of the public website. Further to the conclusion of the report on the assessment of the information sharing project, the design and the functionalities of the information sharing portal will also be planned, as a new section of the public website	<p>In 2015, the BERC Office established special sections dedicated to the policy on conflict of interest and the BERC Chair's speeches.</p> <p>The events section was kept regularly updated as a single point of information for all events.</p> <p>In 2015, the BERC Office organised a public procurement procedure for development of the information-sharing project. The development phase was over on 18 January 2016. All tests with NRAs were run successfully and after a transitional period of around 3 months the portal is expected to go live in mid-2016, subject to the BoR agreement.</p>
<b>3.2.2.2.c</b>	Provide support for the internal and external communication of BERC activities	<p>The BERC Office implemented a range of activities as planned in the BERC communication plan approved in June 2014 and revised in June 2015.</p> <p>As a result of all these measures, the traffic on BERC's social media accounts and the BERC website increased.</p>
<b>3.2.2.2.d</b>	Manage an internal platform for collaboration and knowledge management between BERC members	<p>After the finalisation of the first pilot phase of BERCnet, on 4 May 2015, the BERC Office started using it for uploading all new BERC documents.</p> <p>In August 2015, the BERC Office migrated all historical plenary documents and the CN documents for the previous 3 years from the legacy system, IRGnet, to</p>

Reference to WP	Planned actions	Implemented actions
		<p>BERECnet.</p> <p>In 2015, the BEREC Office uploaded in total 3 119 documents on BERECnet (including the historical documents)</p> <p>The platform is still under developments in order to fully match the user needs, which is expected to be over in 2016.</p>
3.2.2.2.e	Support and coordinate the preparation of the BEREC Annual Activity Report for 2014 and BEREC WP for 2016	<p>The BEREC Office coordinated the preparation of the 2014 BEREC Annual Activity Report and provided the incoming Chair with support in the preparation of the BEREC WP for 2016.</p> <p>The BEREC Office was in charge of the design, printing and distribution of these documents. The BEREC WP 2016 was also prepared for distribution in electronic form on USB flash drives.</p>

### 1.2.2.3. Outcomes and indicators

Reference to WP	Outcomes and indicators	Results achieved
3.2.2.3.a	BEREC and BEREC Office public documents to be easily accessible for the public	Achieved.
3.2.2.3.b	The public website is further developed and maintained	In 2015 the BEREC Office launched the development of the BEREC Information Sharing Portal. The development phase was over in January 2016 in order to provide a one-stop access point to public documents of the European NRAs in the field of electronic communications. It aims to ensure public access to a comprehensive and regularly updated database of regulatory documents.
3.2.2.3.c	Legacy documents from BEREC's predecessor, the European Regulator Group (ERG), will be made available to the public	Due to the need to migrate the BEREC documents from the legacy system IRGnet to BERECnet and taking into account its limited resources, the BEREC Office was not able to implement this task. An additional challenge was posed by the fact that the ERG documents are not available at the BEREC Office in a systematised way
3.2.2.3.d	BEREC and BEREC Office documents to be of a consistently high level of quality and published in accordance	<p>Achieved.</p> <p>To further improve document quality, the BEREC Office prepared a revision of the</p>

Reference to WP	Outcomes and indicators	Results achieved
	with the BEREC Style Guide	<p>Style Guide, which was approved by the BoR in October 2015.</p> <p>The BEREC Office also works with professional proof-readers, who are requested to improve the documents' style in English.</p>
3.2.2.3.f	BEREC collaboration and knowledge management tool to be implemented	<p>Achieved.</p> <p>The work on the first phase of the development of the BEREC collaboration and knowledge management tool, called BERECnet, was finalised on 4 May 2015. The tool is to be further improved and developed in line with the recommendations of the BEREC users after the finalisation of this pilot phase. The finalisation of the projects is envisaged in 2016.</p>
3.2.2.3.g	An internal study on the future of the sector as a contribution to the preparation of the BEREC WP 2016	<p>The BEREC Office contracted PwC to undertake a study on the future of electronic communications in Europe in order to assist the drafting of BEREC's annual WP. The general objective of the study was to identify the major technological, economic, societal and business trends that will have a visible impact, up to 2020, on the electronic communications markets and to single out what would be the consequences in terms of promoting better regulation of those markets.</p> <p>The outcome of the study was presented to BEREC during an internal plenary workshop held on 2 June 2015 in Bergen.</p> <p>To ensure timely delivery of the study, it was launched in 2014 under the 2014 budget and was financed by an ad hoc financing decision.</p>
3.2.2.3.h	A framework concerning the provision of training services to the BEREC community on regulatory issues in view of consistent implementation and application of the EU regulatory framework	<p>The BEREC Office organised the respective procurement procedure and signed a contract for provision of training services to the BEREC community during the academic year 2015/2016, to be split into four training sessions.</p> <p>The aim of the training was to increase awareness of BEREC activities and to enhance the knowledge of junior NRA staff on essential regulatory subjects.</p> <p>The BEREC Office also provided</p>

Reference to WP	Outcomes and indicators	Results achieved
		reimbursement of the travel expenses for the participants in the training from the EU MSs and reimbursed 26 NRA experts for each of the training sessions (104 in total).

#### 1.2.2.4. Resources

Reference to WP	Resource type	Planned resources, as envisaged in WP and decisions on budget transfers	Resources used
3.2.1.4.a	Financial resources (EUR)	255 000	253 000
3.2.1.4.b	FTE	3	3.25

#### 1.2.2.5. Risk management

The activities related to transparency and the preparation of the BEREC annual reports and WP included only recurring elements, which were associated with a low risk.

None of the risks identified for the other projects materialised.

## 2 Part II Management

### 2.1. Management Committee

In 2015, the BEREC Office MC held four ordinary plenary meetings during which it discussed all issues related to the functioning of the BEREC Office. As required by Article 1(3) of the Rules of Procedure, all the decisions taken by the MC during its ordinary plenary meetings were prepared by the CN.

Additionally, the Chair organised seven electronic voting procedures for the adoption of urgent BEREC Office documents. The full list of electronic voting procedures and information about their outcome is available in Annex VII, Table 1.

All decisions adopted by the MC during plenary meetings and by electronic voting procedure were examined by the BAG, chaired by a representative of the incoming Chair (BNetzA). The opinions of the BAG were consulted either electronically or during meetings organised by video-conference. The BAG did not organise any physical meetings.

As a result of these events, in 2015 the BEREC Office MC adopted 15 decisions, two opinions in relation to the BEREC Office Annual Accounts for 2014 and the report of the European Court of Auditors on these accounts, the Consolidated Annual Activity Report for 2015, the BEREC Office WP 2016, the final BEREC Office budget for 2016 and the BEREC Office Multiannual Staff Policy Plan for 2016-2018.

The full list of all public documents adopted in 2014 by the MC is available in Annex VII, Table 2.

## **2.2. Major developments**

In 2015, the BEREC Office finalised the work on the three major studies commissioned by the BEREC Office in 2014. These were the first studies ordered by the BEREC Office in support of BEREC's activity and provided the BEREC Office with the opportunity to assess the advantages and disadvantages of different instruments (direct service contracts versus framework service contracts), to draw some lessons learned about value for money and to establish some best practices for contact management for studies.

The BEREC Office also finalised the first phase of the development of the platform for collaboration and exchange of information between BEREC members and observers, a project that had been postponed for some years due to lack of sufficient capacity at the BEREC Office for management of such a large-scale project. The BEREC Office migrated all historical plenary documents and the CN documents created in the 3 years preceding the launch of the new platform from the legacy system, IRGnet and continued the further development of the platform.

The BEREC Office successfully finalised the development of the information-sharing portal to serve as a single point of access for the public to all documents relating to the work of BEREC and the NRAs. This generated additional workload for the staff.

The work of BEREC in 2015 was marked by the preparation of the forthcoming review of the EU Regulatory Framework and the EC Termination Rates Recommendation, and the work on the TSM. The TSM assigned new functions to BEREC and thus, without any amendments to the basic act, BEREC and the BEREC Office assumed additional tasks.

In 2015 the accounts of the BEREC Office for 2013 were closed and the MC was granted with discharge for the financial year for 2013 in an ordinary procedure without any major comments from the Discharge Authority. The audit performed by the ECA on the operation and budgetary management in 2014 led to a positive opinion of the Court on the reliability of the accounts and on the legality and regularity of the transactions underlying the accounts. The Discharge Authority acknowledged the efforts and the achievements of the BEREC Office in addressing the comments and observation from the previous years on operations and budgetary management.

Against this background, the BEREC Office needed to cut one post in 2015. The cut took effect in January 2015. Therefore, to cope with the increased workload, the BEREC Office needed to mobilise all its existing resources and to rely on interim staff, in particular for handling the big projects. In addition, some projects with lower priority were postponed until 2016, such as the development of a Traineeship Programme and the publication of the publication of the ERG documents on the BEREC website.

## **2.3. Budgetary and financial management**

### **2.3.1. Rate and type of implementation of appropriations**

### **2.3.2. The BEREC Office budget structure**

In accordance with Article 11 of Council Regulation (EC) No 1211/2009 establishing the BEREC Office, the revenues and resources of the Office shall consist, in particular, of:

- a subsidy from the EU, entered under the appropriate headings of the general budget of the EU (EC Section), as decided by the budgetary authority and in accordance with Point 47 of the IIA of 17 May 2006;
- financial contributions from MSs or from their NRAs made on a voluntary basis in accordance with Article 5(2). These contributions shall be used to finance specific items of operational expenditure as defined in the agreement to be concluded between the Office and the Member States or their NRAs pursuant to Article 19(1)(b) of EC Regulation (EC, Euratom)

No 2343/2002 of 19 November 2002 on the framework Financial Regulation for the bodies referred to in Article 185 of Council Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities.

The budget of the BEREC Office is distributed among three titles, as follows:

- Title 1: Staff expenses;
- Title 2: Buildings, equipment and miscellaneous operating expenses;
- Title 3: Operational expenses.

Title 1 covers staff expenditure such as salaries, training and costs associated with recruitment procedures and staff welfare. Title 2 covers the costs associated with the functioning of the BEREC Office such as administrative costs for infrastructure, equipment and information technology (IT) needs. Title 3 corresponds to the organisation's operational activities.

### **2.3.3. Budget 2015: initial and with transfers and amendments**

The initial budget of the BEREC Office for 2015, as adopted by the MC and approved by the budgetary authority in 2014, was EUR 4 017 244, including:

- EUR 3 498 143: main subsidy from the EU voted by the budgetary authority;
- EUR 519 101: budget outturn (surplus) 2013.

Table 1 in Annex II presents the 2015 budget in terms of appropriations for revenue, a total of EUR 4 017 244.

In accordance with the BEREC Office Multiannual Staff Policy Plan 2015-2017<sup>21</sup> and Decision No MC/2015/8<sup>22</sup>, two seconded national expert (SNE) posts were converted into two contract agent (CA) function group (FG) IV posts. These changes were neutral in terms of budget and did not have any influence on either the total revenue or total expenditure in the BEREC Office budget 2015.

On 11 December 2015, the MC approved decision No MC/2015/15 on the replacement of the establishment plan for the financial year 2015. The establishment plan as amended, as well as information on the number of posts filled in from 2013 to 2015 is presented in Annex IV, Table 1.

By the end of 2015, the BEREC Office made 18 transfers of appropriations within the limits allowed to the AM under Article 27(1) of Decision MC/2014/1 on the BEREC Office Financial Regulation. One transfer beyond the limits allowed to the AM (between Title 2 and Title 3 appropriations) was proposed to the MC and approved by its Decision MC/2015/9 on 5 June 2015.

Table 2 in Annex II presents the 2015 budget in terms of commitment and payment appropriations indicating the overall summary of the transfers made by the BEREC Office among various budget items.

### **2.3.4. Budget 2015: rate of implementation**

The budget execution of the BEREC Office is calculated as the 2015 C1 credits in commitment appropriations.

In 2015, the BEREC Office received two instalments from the EC, constituting the EU subsidy and amounting to EUR 4 017 243.84. It also received EUR 1 396.65 of interest generated by funds paid by the EC by way of the EU contribution, and EUR 5 298.00 of reimbursement by the Translation Centre to all customers from its price stability reserve (both amounts cannot be used

<sup>21</sup> MC (14) 47, BEREC Office Multi-Annual Staff Policy Plan 2015-2017, 31 March 2014, not published

<sup>22</sup> MC/2015/8, [Decision of the BEREC Office MC on change of category of staff](#), 5 June 2015.

for expenditure, but will be returned to the EC together with surplus). Therefore, the total revenue received was EUR 4 023 938.49.

As regards expenditure, the BEREC Office has only non-differentiated appropriations; therefore, commitment and payment appropriations are equal.

Of EUR 4 017 244 of allowed commitment and payment appropriations, EUR 3 842 404.98 (95.65 %) were accepted in commitments and EUR 3 226 447.73 (80.31 %) were paid.

Table 3 in Annex II presents the actual revenue received by the BEREC Office. The actual expenditure in terms of commitment and payment appropriations and commitments accepted and payments made by the end of 2015 are presented in Tables 4.1 and 4.2 in Annex II.

#### 2.3.1.4 Budgetary execution: summary by title – C1 credits 2015

The BEREC Office has only non-differentiated appropriations; therefore, commitment and payment appropriations are equal.

Budget title	Commitment/ payment credit available (EUR)	Commitment accepted (EUR)	% committed/ available	Payment request accepted (EUR)	% paid/ available
1: total	2 326 472.00	2 291 113.91	98.48	2 125 977.50	91.38
2: total	313 770.00	305 634.58	97.41	171 406.66	54.63
3: total	1 377 002.00	1 245 656.49	90.46	929 063.57	67.47
<b>Total expenditure</b>	<b>4 017 244.00</b>	<b>3 842 404.98</b>	<b>95.65</b>	<b>3 226 447.73</b>	<b>80.31</b>

Commitments are entered in the accounts on the basis of the legal commitments entered into up to 31 December and payments on the basis of the payments made by the Accounting Officer by 31 December of that year, at the latest.

Non-differentiated appropriations corresponding to obligations duly contracted at the close of the financial year will be carried forward automatically to the following financial year only.

The outstanding commitments at the end of the year are automatically carried forward to 2016.

#### 2.3.1.5 Commitment and payment appropriations carried forward to 2015

C8 credits budget title	Type of expenditure	Automatic carryover of commitment and payment appropriations to 2015 (EUR)	Commitment accepted (EUR)	% committed/ available	Payment request accepted (EUR)	% paid/ available
1	Staff	204 194.68	188 192.84	92.16	188 192.84	92.16
2	Administrative expenses	91 757.34	81 501.52	88.82	81 501.52	88.82
3	Operational expenditure	630 592.91	618 198.26	98.03	618 198.26	98.03
<b>Total expenditure</b>		<b>926 544.93</b>	<b>887 892.62</b>	<b>95.83</b>	<b>887 892.62</b>	<b>95.83</b>

EUR 38 652.31 (4.17 %) of the carried forward C8 appropriations was cancelled.

This happened mostly for the following reasons.

Title 1:

- Budgeted travel expenses to reimburse to candidates were based on the average spending per candidate. The actual total costs were lower by EUR 516.15 (5.01 % of the total appropriation carried forward for this purpose). This amount was cancelled.
- The mission expenses were based on the average amount paid to mission performers during 2014. The actual spending was lower by EUR 891.35 (5.50 % of the total appropriation carried forward for this purpose). Therefore, the unused appropriation had to be cancelled.
- The estimate for training services was based on the amount of the contracts. However, due to an internal mistake by the Directorate-General for Human Resources and Security (DG HR), the actual amount invoiced to the BEREC Office was lower by EUR 8 830.46 (19.09 % of the total appropriation carried forward for this purpose) and the unused appropriation had to be cancelled.
- Services provided by the PMO and DG HR were overestimated by EUR 607.18 (0.48 % of the total appropriation carried forward for this purpose) and the unused appropriation had to be cancelled.
- Travel and mission expenses of the ICC Assistant were estimated based on averages. The actual expenditure was lower by EUR 1 449.64 (7.41 % of the total appropriation carried forward for this purpose) and the unused appropriation had to be cancelled.
- Carry-forwards for interim staff contracts were based on the amount of the contracts. The actual expenditure was lower by EUR 3 704.06 (3 % of the total appropriation carried forward for this purpose) and the unused appropriation had to be cancelled.

Title 2:

- The amount carried forward for paying utilities was overestimated. The actual spending on these services was lower by EUR 470.47 (8.71 % of the total appropriation carried over for this purpose). Therefore, the unused appropriation had to be cancelled.
- The amount budgeted for the legal expenses was based on the amount of the contract signed. The invoice was for the lower amount actually used under this contract. The actual spending on these services was lower by EUR 4 510.00 (87.4 % of the total appropriation carried forward for this purpose). Therefore, the unused appropriation had to be cancelled.
- The amount budgeted for publications was based on the estimates provided by the Publication Office. The actual amount invoiced was lower by EUR 2 408.03 (48.16 % of the total appropriation carried forward for this purpose). The unused appropriation had to be cancelled.
- The implementation of the 'Paperless' project was delayed and the contract for customisation of the application had to be extended until 31 March 2016. The non-invoiced part of the relevant commitment, therefore, had to be cancelled (EUR 1 745, 11.64 %) and recommitted under 2015 budget appropriations.
- The estimates of the need for telecommunication services (which, in accordance with the contracts, were in place until October–December 2015) were done on the basis of expenses incurred in the previous period. The actual spending on these services was lower by EUR 913.49 (6.4 % of the total carried forward for this purpose appropriations). Therefore, the unused appropriations had to be cancelled.

Title 3:

- Travel expenses for participants in EWGs and Article 7/7a EWGs, and for the Chair and



Vice-Chair, were based on the number of people invited and eligible to receive reimbursements and average costs per expert.

However, the final costs depend on the actual participation, the number of applications received and actual costs incurred. These costs were lower than estimated by EUR 12 394.65 (1.97 % of the total carried forward for operational expenditure appropriations).

The amount of cancelled appropriations carried forward from 2014 (fund source C8) will not be automatically deducted from next year's (i.e. the 2016) budget. However, if the cancellation of payment appropriations (fund source C8) in the budget for 2015 exceeds 5 %, a 2 % reduction may be applied to the 2017 budget. This indicator for the BERECE Office is 4.17 %.

### 2.3.1.6 Commitment and payment appropriations carried forward

#### Carry-forward from 2015 to 2016: C1 credits

Budget title	Type of expenditure	Automatic carryover of payment appropriations to 2016 (EUR)	Automatic carryover of payment appropriations to 2015 (EUR)
1	Staff	165 136.41	204 194.68
2	Administrative expenses	134 227.92	91 757.34
3	Operational expenditure	316 592.92	630 592.91
	<b>Total</b>	<b>615 957.25</b>	<b>926 544.93</b>

There are three primary reasons for items budgeted for the previous year (C1) to be carried over (to C8):

- payments for services where invoices are received only in the next financial year (most of them in January, but there are examples of invoices arriving in Q3 or even Q4 of the next year);
- payments falling due in 2015 that had not been finalised by the end of the year (e.g. reimbursements to experts not fully finalised by the end of December 2015);
- contracts entered into by 31 December 2015 that do not end in December 2015. The relevant budgetary commitment for a particular contract has to be carried forward to the next year.

The C8 2016 budget should be used as soon as possible and the resources not used should be decommitted. C8 2016 budget cannot be carried forward for the second year.

Carry-forward of appropriations (EUR 615 957.25) relates to the following.

Title 1: staff-related costs such as:

- reimbursements to the recruitment candidates;
- staff missions;
- medical examinations (service level agreement (SLA) with Medical Service of the EC);
- training (external contractors (automatically renewed as well as new contracts) and SLAs with the EC and the European Administrative School) – invoices not yet received;
- SLAs (DG HR, European Personnel Selection Office (EPSO) CAST database, PMO fees for calculation of salaries, allowances, candidates' expenses, inter-agencies network secretariat, SLA with ENISA on sharing the ICC Assistant) and contracts with external contractors (e.g. mission insurance of the SNEs and staff, interim staff) signed, started and/or fulfilled in 2015, for which calculations and invoices will be received in 2016.

The carry-forward of EUR 165 136.41 represents 7.21 % of the total staff-related commitments established in 2015, which amount to EUR 2 291 113.91 (or 7.1 % of the total staff-related appropriations, which amount to EUR 2 326 472).

#### Title 2: general administration of the BEREC Office:

- Premises' utilities, fitting out, security services: invoices for services rendered in 2015 will be received in 2016. The security contract was automatically renewed in September 2015 for 1 more year, so the major part of the commitment is carried forward to 2016.
- IT purchases and related services: contracts were signed and/or services rendered in 2015, but invoices will be received in 2016.
- Communication costs: all amounts related to automatically renewed and new contracts, which were signed in October–December 2015, will be payable in 2016. Therefore, most of the budget is carried forward.
- Postal costs: services were rendered at the end of 2015, but invoices for them will arrive in 2016.
- Bank charges: the costs for the end of 2015 and external audit are carried forward to 2016.
- Consultancy services on automated ABAC reporting: these were rendered at the end of 2015 and will be invoiced in 2016.
- Update of the BEREC Office activity-based budgeting (ABB) model: the first part will be finished in 2016 and, therefore, the invoice will arrive in 2016.
- Publications: some of those booked in 2015 will be invoiced in 2016; therefore, the commitment is carried forward to 2016.
- Office supplies: a new contract was signed in September 2015, so part of the commitment is carried forward.

The carry-forward of EUR 134 227.92 represents 43.92 % of total Title 2 commitments established in 2015, which amount to EUR 305 634.58 (or 42.78 % of total operating appropriations in 2015, which amount to EUR 313 770.00).

#### Title 3: operational activities:

- Translations to be carried out for BEREC: these were booked at the end of 2015, but the invoice will be received in 2016.
- Expenses: some reimbursements to participants in and experts at EWGs, workshops, international and BEREC events and other operational meetings in December 2015, as well as for meetings and workshops postponed to 2016, are carried forward to 2016.
- SLAs: PMO fees for calculation of experts' reimbursements.
- Contracts signed in 2015: invoices will arrive in 2016 for provision of regulatory training to the BEREC community, information-sharing portal development, BERECnet, media and analytical services related to electronic communications market and other topics related to BEREC activities.

The carry-forward of EUR 316 592.92 represents 25.42 % of total commitments relating to operational activities established in 2015, which amount to EUR 1 245 656.49 (or 22.99 % of the total related to operational activity appropriations in 2015, which amount to EUR 1 377 002).

The total carry-forward of EUR 615 957.25 represents 16.03 % of total commitments established in 2015, which amount to EUR 3 842 404.98 (or 15.33 % of total available appropriations in 2014,

which amount to EUR 4 017 244).

Table 4.3 in Annex II presents the breakdown of carried-forward commitments by budget lines.

### 2.3.1.7 Analysis of financial management

For all budget lines, information on the percentage of execution of each budget line (including the amounts committed and paid for all fund sources (C1, C8)) is provided in Tables 4.1 and 4.2 of Annex II.

The overall execution rate of the BEREC Office budget is 95.65 %.

Below is an analysis of C1 commitments and payments for 2015 by chapters.

#### ***Title 1 (total execution 98.48 %)***

##### Chapter 11: staff in active employment

This appropriation covers salary payments, which are very close to the budget because of the predictability and linearity of payments.

Credit available com amount (EUR) (1)	Commitment accepted amount (EUR) (2)	% committed (2/1)	Payment request accepted amount (EUR) (3)	% payment (3/1)
<b>1 606 646.31</b>	<b>1 588 709.96</b>	<b>98.88</b>	<b>1 588 621.92</b>	<b>98.88</b>

##### Chapter 12: miscellaneous expenditure on staff recruitment and transfer

This appropriation is to cover the costs of publishing vacancy notices, travel expenses incurred by candidates being interviewed, the travel expenses of staff (including members of their families) on taking up duties and at the end of contracts, the installation allowances for staff obliged to change residence after taking up their duty, the removal costs of staff obliged to change residence after taking up duty, and the costs of daily subsistence allowances.

The estimated amounts based on the number of invitations sent out to the candidates by the end of 2015 but not yet paid, as well as for the costs of PMO services rendered for calculating reimbursements, the invoice for which will arrive later in 2015, were carried forward.

Credit available com amount (EUR) (1)	Commitment accepted amount (EUR) (2)	% committed (2/1)	Payment request accepted amount (EUR) (3)	% payment (3/1)
<b>133 768.69</b>	<b>128 694.13</b>	<b>96.21</b>	<b>126 622.83</b>	<b>94.66</b>

##### Chapter 13: missions and duty travel

This appropriation is intended to cover expenditure on staff travel, the payment of daily mission allowances, the ancillary or exceptional expenses incurred by staff in the interest of the service and PMO fees related to calculation of mission reimbursements.

The estimated amounts for missions booked and performed in 2015 but not yet paid, as well as for the costs of PMO services rendered for calculating reimbursements to staff for missions

performed, the invoice for which will arrive in 2016, were carried forward.

Credit available com amount (EUR) (1)	Commitment accepted amount (EUR) (2)	% committed (2/1)	Payment request accepted amount (EUR) (3)	% payment (3/1)
<b>226 700.00</b>	<b>226 634.43</b>	<b>99.97</b>	<b>196 567.86</b>	<b>86.71</b>

#### Chapter 14: socio-medical services

This appropriation is to cover the costs of annual medical inspections, reviewing the health and safety conditions at work, medical checks linked to recruitment, and other services provided by the Medical Service.

The invoices for medical inspections and medical checks provided during the period of September–December 2015 will be received in 2016; therefore, the commitment is carried forward.

Credit available com amount (EUR) (1)	Commitment accepted amount (EUR) (2)	% committed (2/1)	Payment request accepted amount (EUR) (3)	% payment (3/1)
<b>7 000.00</b>	<b>3 756.39</b>	<b>53.66</b>	<b>2 862.99</b>	<b>40.90</b>

#### Chapter 15: training

This appropriation is to cover the costs of language and other training needs.

The low payment execution is because invoices for the training contracts signed will arrive in 2016. The contract for language training and integration was automatically renewed in December 2015. Therefore, commitments are carried forward to 2016.

Credit available com amount (EUR) (1)	Commitment accepted amount (EUR) (2)	% committed (2/1)	Payment request accepted amount (EUR) (3)	% payment (3/1)
<b>82 200.00</b>	<b>82 174.79</b>	<b>99.97</b>	<b>39 409.44</b>	<b>47.94</b>

#### Chapter 16: external services

This appropriation is intended to cover the costs of interim staff and external services such as those provided by the PMO for calculation of salaries and allowances and by the Translation Centre for BEREC Office staff-related translations and other language requests, as well as the publication of vacancies in the Official Journal of the European Union (OJ) and consultancy services relating to staff.

Several HR consultancy and interim staff contracts were signed in 2015. Invoices for these contracts and from several external service providers arrived in 2016, so the commitments were carried forward to 2016.

Credit available com amount (EUR) (1)	Commitment accepted amount (EUR) (2)	% committed (2/1)	Payment request accepted amount (EUR) (3)	% payment (3/1)
<b>266 757.00</b>	<b>257 768.07</b>	<b>96.63</b>	<b>171 892.46</b>	<b>64.44</b>

#### Chapter 17: representation and miscellaneous staff costs

This appropriation is intended to cover the costs of representation, receptions, team events and other staff-related miscellaneous expenses.

Commitments related to the SLA with DG HR (for issuing access badges to the EC buildings) and to the agreement on sharing the costs for the Inter-agencies Network Secretariat have been made. Invoices for these services will arrive in 2016; therefore, commitments are carried forward to 2016.

Credit available com amount (EUR) (1)	Commitment accepted amount (EUR) (2)	% committed (2/1)	Payment request accepted amount (EUR) (3)	% payment (3/1)
<b>3 400.00</b>	<b>3 376.14</b>	<b>99.30</b>	<b>0.00</b>	<b>0.00</b>

#### ***Title 2 (total execution 97.41 %)***

#### Chapter 20: rental of buildings and associated costs

This appropriation covers the payment of rent for buildings or parts of buildings occupied by the BERECE Office and for parking spaces, the insurance policy premiums in respect of the buildings or parts of buildings occupied by the BERECE Office and their contents, current expenditure and other communal charges, as well as the cleaning services related to the premises, the fitting out of the premises and repairs in the building, expenditures on buildings connected with security and surveillance, in particular contracts governing the security of the buildings, hire and replenishment of extinguishers, purchase and maintenance of fire-fighting equipment, replacement of equipment for officials acting as voluntary fire-fighters, and costs of carrying out statutory inspections.

The security contract was automatically renewed in September 2015. Part of the commitment is therefore carried forward to 2016.

Credit available com amount (EUR) (1)	Commitment accepted amount (EUR) (2)	% committed (2/1)	Payment request accepted amount (EUR) (3)	% payment (3/1)
<b>80 991.00</b>	<b>76 244.38</b>	<b>94.14</b>	<b>58 746.51</b>	<b>72.53</b>

#### Chapter 21: IT purchases

This appropriation is intended to cover the costs of purchasing computer equipment and other hardware, software, external data-processing services, including the ABAC annual hosting fees, fees for maintaining computer equipment and fees for procurement of external IT services.

The invoice for ABAC hosting in 2015 will be received in 2016; therefore, this amount was carried

forward. So were the amounts for two consultancy projects, IT equipment ordered in 2015 and an IT support contract.

Credit available com amount (EUR) (1)	Commitment accepted amount (EUR) (2)	% committed (2/1)	Payment request accepted amount (EUR) (3)	% payment (3/1)
<b>156 011.96</b>	<b>155 946.67</b>	<b>99.96</b>	<b>69 016.13</b>	<b>44.24</b>

#### Chapter 22: movable property and associated costs

This appropriation is to cover the costs of technical installations and electronic office equipment, of purchasing, leasing and repairs of furniture, of purchasing books, newspapers and documentation, cars, transport vehicles, other movable property, and of maintenance and repairs.

The costs for publications ordered in 2015 will be invoiced in 2016 and are, therefore, carried forward.

Credit available com amount (EUR) (1)	Commitment accepted amount (EUR) (2)	% committed (2/1)	Payment request accepted amount (EUR) (3)	% payment (3/1)
<b>10 440.00</b>	<b>10 437.35</b>	<b>99.97</b>	<b>6 763.95</b>	<b>64.79</b>

#### Chapter 23: current administrative expenditure

These appropriations are intended to cover the purchase of stationery and various office supplies (including drinking water for the office), bank charges, interest paid and other related costs such as hiring of a bank safe deposit box, exchange rate losses incurred by the BEREC Office in the management of its budget, in so far as such losses cannot be offset against exchange rate gains and other financial charges, the BEREC Office's legal expenses, the costs of damages payable, special insurance and other operating expenditure (including the BEREC Office's budget publication in the OJ and translations related to the BEREC Office budgetary and legal issues).

Amounts committed for the services of external auditors will be invoiced in 2016; therefore, the budget is carried forward to 2016.

Credit available com amount (EUR) (1)	Commitment accepted amount (EUR) (2)	% committed (2/1)	Payment request accepted amount (EUR) (3)	% payment (3/1)
<b>37 819.00</b>	<b>35 777.50</b>	<b>94.60</b>	<b>24 513.00</b>	<b>64.82</b>

#### Chapter 24: postage and telecommunications

This appropriation is intended to cover the costs of postal and special courier services and the costs of telecommunications, including internet protocol telephony, internet connectivity, Secure Trans European Services for Telematics between Administrations (STESTA) and mobile communication.

Contracts for telecommunication services were automatically renewed and signed in October–

December 2015; therefore, most of the budget is carried over to 2016.

Credit available com amount (EUR) (1)	Commitment accepted amount (EUR) (2)	% committed (2/1)	Payment request accepted amount (EUR) (3)	% payment (3/1)
<b>17 376.95</b>	<b>17 104.16</b>	<b>98.43</b>	<b>2 242.55</b>	<b>12.91</b>

#### Chapter 25: expenditure on formal and other meetings

This appropriation is intended to cover the costs of promotional meetings, such as meetings with local authorities, boards of NRAs, etc.

Credit available com amount (EUR) (1)	Commitment accepted amount (EUR) (2)	% committed (2/1)	Payment request accepted amount (EUR) (3)	% payment (3/1)
<b>11 131.09</b>	<b>10 124.52</b>	<b>90.96</b>	<b>10 124.52</b>	<b>90.96</b>

#### ***Title 3 (total execution 90.46 %)***

One of the areas to which the BEREC Office continues to pay increasing attention is reimbursements to experts. The BEREC Office is continuously working to process reimbursements as soon as possible and to reduce delays. The application procedure for reimbursements was already updated in 2013, the number of financial initiators has increased, and new possibilities of outsourcing with the intention of speeding up the initiation of payments are being considered.

#### Chapter 30: support to implementation of BEREC WP 2015

This appropriation covers the costs of BEREC EWG meetings ( including Article 7/7a EWGs), including travel costs and accommodation allowances of experts participating in meetings for studies requested by the EWGs and the costs of collecting, exchanging and transmitting information, including the costs for organising of workshops, travel costs and accommodation allowances of experts participating in these workshops.

In 2015, no contracts for studies were signed. Procurement for the purchase of audio-visual equipment was finalised. The amount for invoices to be received and paid in 2016 was carried forward. The estimated amounts for reimbursing experts for participation in EWG meetings held in December and a workshop postponed to 2016 were also carried forward to 2016.

Credit available com amount (EUR) (1)	Commitment accepted amount (EUR) (2)	% committed (2/1)	Payment request accepted amount (EUR) (3)	% payment (3/1)
<b>626 625.00</b>	<b>575 205.35</b>	<b>91.79</b>	<b>502 326.07</b>	<b>80.16</b>

#### Chapter 31: horizontal activities (other support not directly related to BEREC WP)

This appropriation is intended to cover the costs of formal meetings (plenary, CN meetings, etc.), including reimbursement of the travel costs and accommodation of BEREC's Chair and Vice-



Chairs and of the experts participating in group meetings, and PMO fees for calculating expert reimbursements, as well as the costs of provision of ad hoc services to BEREC and other parties, for the BEREC website and knowledge management platform (the collaboration tool BERECnet), for language services relating to BEREC's activities, for the information-sharing portal and for provision of training to the BEREC community.

The estimated amounts for reimbursement of BEREC experts for participation in international events and regulatory training, for reimbursing the BEREC Chair, Vice-Chairs and board for participation in other operational meetings not processed by the end of 2015, and for the costs of PMO services rendered for calculating reimbursements to the experts and of the language services ordered at the end of 2015, invoices for which will arrive in 2016, were carried forward.

The amounts for contracts signed in 2015 (provision of regulatory training to the BEREC community, information-sharing portal development, BERECnet, media and analytical services related to the electronic communications market and other topics related to BEREC activities) for which invoices arrived in 2016 were carried forward as well.

Credit available com amount (EUR) (1)	Commitment accepted amount (EUR) (2)	% committed (2/1)	Payment request accepted amount (EUR) (3)	% payment (3/1)
<b>750 377.00</b>	<b>670 451.14</b>	<b>89.35</b>	<b>426 737.50</b>	<b>56.87</b>

### 2.3.5. Types of procurement procedure used

In order to implement the BEREC WP and to ensure the proper functioning of the BEREC Office, the latter procured certain services and/goods for fulfilling all BEREC's tasks as defined in the BEREC Regulation and its annual WP.

The launch of public procurement procedures in the BEREC Office was initiated by its units in compliance with their responsibilities and the BEREC Office procurement plan approved by the BEREC Office AM.

In 2015, the BEREC Office launched 19 procedures altogether, split between the following types:

- very low-value negotiated procedure without prior publication of a contract notice for contracts not exceeding EUR 15 000 – 11;
- negotiated procedure without prior publication of a contract notice with consultation of at least three candidates for contracts with a low value not exceeding EUR 60 000 – 6;
- exceptional negotiated procedure without publication of a contract notice for legal services – 1 (with value of EUR 72 000);
- open tender procedure – 1 (finalised in 2016).

In order to decrease the administrative burden for the staff, in 2015 the BEREC Office continued to use interinstitutional framework contracts of the EC. The BEREC Office joined five new interinstitutional procurement procedures launched in 2015 and signed 21 contacts under existing EC framework contracts.



## 2.4. HR management

At the end of 2015, the BEREC Office employed 26<sup>23</sup> staff members (including TAs, CAs and SNEs). During 2015, eight staff members left the agency. The vacant posts were filled by using the existing reserve lists and advertising two new vacancies. In order to ensure an adequate level of operations, vacant posts were also temporarily covered by interim staff.

In 2015, the BEREC Office had to face some of the changes introduced by the new Staff Regulations, as the existing implementing rules were to be revised and new implementing rules were to be adopted. During 2015, the Office further explored the possibility to adopt a suitable tool to monitor the working time and the leaves of the staff, and as the applicable rules are the same applied at the Commission, the possibility to adopt Sysper2 has been considered.

A reshuffle of resources was ongoing during 2015. The number of posts was reduced by one<sup>24</sup> and BEREC was expected to undertake additional tasks, which represents an additional workload for the BEREC Office (i.e. following the adoption of the TSM). For the BEREC Office, being the smallest agency of the EU, it has been a challenge to maintain a sustainable operation and to ensure an appropriate balance in organising its work. A fragile balance in the distribution of the workload among the staff of the office was achieved.

The difficulties have partly been caused by the turnover of expert staff. In order to ensure proper staffing, two SNE posts in the Executive Support Unit and the Administration and Finance Unit have been converted into CAs FG IV. In order to attract qualified candidates from the widest pool possible, and taking advantage of the fact that the post was vacant from January 2015, one CA FG III post was converted into a CA FG IV from January 2016.

In relation to schools for the children of BEREC Office staff members, the host MS does not have a European School in Riga. In 2015, the BEREC Office continued to work towards the adoption of all the necessary measures to ensure the proper schooling of staff pupils. The BEREC Office had in place two SLAs with Latvian schools with an international dimension, in order to ensure multilingual schooling for the children of staff. The basis for such measures is the financial autonomy of the BEREC Office, which allowed the BEREC Office to take measures within the framework of the Financial Regulation in order to support staff and cover part of the costs of multilingual tuition provided by the international schools available in Latvia.

## 2.5. Assessment by management

The BEREC Office has put in place internal control processes intended to ensure the adequate management of financial flows and the legality and regularity of the underlying transactions. The control objective is to ensure that the BEREC Office management has reasonable assurance that the total amount of any financial operations authorised during the reporting year that do not comply with the contractual and regulatory provisions does not exceed 2 % of the total expenditure.

To reach this conclusion, the BEREC Office management examined the Register of Exceptions and non-compliant events (defined as control overrides or deviations from policies and procedures), the outcome of the audits performed by the IAS and ECA, the results of the ex-post control and the assessment of the effectiveness of the internal control systems.

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<sup>23</sup> Including one job offer sent for the post of Communication Officer

<sup>24</sup> The Interinstitutional Agreement on cooperation in budgetary matters and on sound financial management requested a 5 % headcount cut from all EU institutions, bodies and agencies between 2013 and 2017. This was fully implemented by the BEREC Office in 2015.

The outcome of the examination of this evidence, including where accounting and asset management information is concerned, shows that, although there is still room for improvement in some aspects of the internal administrative procedures (including the reimbursement of experts, with the objective of reducing the payment time), there are no errors that have a financial impact or could call into question the legality and/or regularity of the underlying transactions.

## **2.6. Budget implementation tasks entrusted to other services and entities**

No budget implementation tasks have been entrusted to other services or entities during the reporting year.

## **2.7. Assessment of audit results during the reporting year**

### **2.7.1. Internal Audit Service<sup>25</sup>**

In accordance with Article 14 of the BEREC Regulation<sup>26</sup>, the EC IAS is responsible for auditing the BEREC Office. In compliance with the Strategic Audit Plan for 2013-2015, in 2015 the IAS audited the activities under Articles 7 and 7a performed at the BEREC Office, including managing relationships with stakeholders and external communication.

The audit fieldwork took place in the period from 5 to 9 October 2015, preceded by preliminary interviews carried out with the AM and with other key staff of the BEREC Office in April 2015, in order to identify the specific risks.

During the fieldwork, the auditors reviewed the relevant process documentation and conducted interviews with key staff involved in the audited processes. Walk-through tests were carried out to assess the adequacy of the design of the audited processes.

The results of the audit, including the specific strengths mentioned above, allow the IAS to conclude that the audited processes are fit for purpose and are managed and organised in an effective and efficient manner. The IAS emphasised in its report dated 18 December 2015 that the BEREC Office conducts the activities under Article 7 and 7(a) effectively, including establishment and coordination of ad hoc EWGs and facilitation of the BEREC opinion (drafting, review, voting and publication). This has been demonstrated by the timely delivery of the opinions in 2014 and 2015.

The BEREC Office also acted successfully as a focal point for external communication and management of stakeholder relationships on behalf of BEREC.

While the audit did not result in the identification of any critical or very important issues, the IAS considers that there is room for further improvement in a number of specific areas, and therefore made five important recommendations for improvement. To address these recommendations, in January 2016 the BEREC Office developed an action plan, which was assessed by the IAS as adequate to serve as a basis for effective implementation and follow-up of the recommendations made during the audit. The implementation of the action plan is envisaged for 2016.

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<sup>25</sup> According with the provisions of Article 14 of the BEREC Regulation, the EC IAS acts as the BEREC Office internal auditor.

<sup>26</sup> Regulation (EC) No 1211/2009 establishing BEREC and the Office.

### **2.7.2. Internal audit capability**

Not applicable.

### **2.7.3. European Court of Auditors (ECA)**

In the ECA's opinion, the transactions underlying the BEREC Office annual accounts for 2015 are legal and regular in all material respects and the annual accounts for 2015 present fairly, in all material respects, its financial position as at 31 December 2015 and the results of its operations and its cash flows for that year.

The ECA made some recommendations to the BEREC Office, which do not call the Court's opinions into question. In particular the ECA recommends the usage of open procurement procedure where all interested economic partners may submit a tender, as far as possible and reducing carry-overs of committed appropriations for administrative expenditure as far as possible, especially when the carry-overs are related to the delivery of services that go beyond the respective financial year.

The BEREC Office will examine these recommendations and accommodate them as far as possible in its future contracts.

### **2.8. Follow-up of recommendations and action plans for audits**

At the beginning of 2015, the BEREC Office had two open recommendations related to the implementation of ICSs No 6 and No 12.

Following the actions undertaken by the BEREC Office to implement these ICSs, described below, on 5 February 2016 the IAS closed these recommendations.

### **2.9. Follow-up of observations from the discharge authority**

The EP adopted its decision on granting discharge in respect of the implementation of the BEREC Office budget for the financial year 2014 (2015/2192(DEC)) on 28 April 2016 following a recommendation by the Council of the EU of 12 February 2016. In its decision, the discharge authority noted with satisfaction the significant improvement of the day-to-day operations of the BEREC Office in terms of budget and financial management, procurement, recruitment, transparency (including the establishment of official accounts on social media), and prevention and management of conflict of interest.

The EP welcomed the launch of the first study on net neutrality since the establishment of the BEREC Office and the establishment of close cooperation with ENISA for sharing the ICC Assistant function, which led to the successful implementation of systematic risk management.

Finally, the discharge authority noted that the implementation of the ICSs was still ongoing at the time of the preparation of the discharge decision and invited the BEREC Office to report on the progress made in this regard. In the meantime, the BEREC Office completed the implementation of the ICSs; it will provide a detailed report on the subject to the discharge authority.

## **3. Part III: assessment of the effectiveness of the internal control systems**

### **3.1. Risk management**

The BEREC Office operates in a low-risk environment due to the absence of grant management

and the near absence of asset management. The operational activities of the BEREC Office that are associated with a certain level of risk were identified in 2014 and those elements have been included in the BEREC Office WP 2015. In 2014, new monthly reporting was introduced with the objective of alerting management when indicators show that the achievement of the objectives is at risk. For all these reasons, the full implementation of ICS 6 on risk management was envisaged for 2015.

As a first step in the introduction of systematic risk management, on 30 June 2015 the BEREC Office AM established a risk management implementation guide. Afterwards, within the framework of the SLA with ENISA for sharing the function of the ICC Assistant, the BEREC Office delegated the power to the ICC Assistant to undertake a thorough risk assessment/analysis of all BEREC Office activities.

The risk assessment exercise was preceded by two internal training courses provided to the staff on 27 May 2015 (general introduction to the system internal control standards) and 26 June 2015 (Introduction to the first risk self-assessment exercise), during which the main concepts related to risk assessment and management were explained to the staff.

Due to the small size of the agency, the risk assessment was carried out by the use of a combination of bottom-up and top-down approaches and was based on interviews with the staff, the heads of units and the AM, questionnaires that they filled in and brainstorming sessions.

The outcome of the risk self-assessment exercise was presented to the BEREC Office management in a report of 11 November 2015, according to which no critical risks were identified. However, the reports contained a list of several significant risks, which were discussed at extended management meetings on 13 and 30 November 2015. The meeting participants discussed the root causes of the risks, their consequences and the establishment of appropriate actions to mitigate the identified significant risks.

As a result of all undertaken actions described above, the BEREC Office prepared a risk register containing the most significant risks identified during the risk assessment and action plans for addressing these risks. The risk register and the action plans were approved by the AM by Internal Administrative Instruction No 9 of 2015.

Following the establishment of risk management procedures at the BEREC Office, on 4 February 2016 the IAS closed its recommendation on ICS No 6.

### **3.2. Compliance and effectiveness of internal control standards**

The BEREC Office Internal Control Framework and Standards in force were adopted by the MC on 5 June 2013<sup>27</sup>. The document specifies the set of policies and procedures to be put in place by the BEREC Office to create a proper governance structure and to ensure efficient and effective implementation of its objectives.

In 2014, the BEREC Office undertook a series of measures to put in place new procedures or to amend the existing ones to improve their compliance with the system of ICSs. The measures undertaken by the BEREC Office in 2014 led to significant improvement in compliance with the internal framework of ICSs, and 16 out of the 18 IAS recommendations on the implementation of the ICSs were closed in 2014. The efforts to achieve full compliance with the ICS framework continued in 2015 and, as a result of these efforts, at the beginning of 2016 the IAS closed all recommendations on the implementation of the ICSs.

However, given that the ICS framework in general was not designed for small organisations such as the BEREC Office, keeping a high level of compliance with the ICSs generates a high

<sup>27</sup> MC (13) 34, BEREC Office Internal Control Framework and Standards, 5 June 2013, **not public**.

administrative burden for the staff. The high staff turnover and the fact that the BEREC Office frequently has only one member of staff, who combines several key functions, pose further challenges to business continuity and requires continuous efforts to ensure compliance with the ICSs' requirements.

The status of the implementation of the ICSs at the end of 2014 is as follows:

### **ICS 1: mission**

The BEREC Office mission statement was developed from the BEREC perspective and was approved by the Management Committee during its 12th plenary meeting (28 September 2012, Limassol)<sup>28</sup>. It was discussed with the staff during internal training on the ICSs on 27 May 2015. A group of staff members were requested to find the mission statement on the website and explain it to the other staff. The staff discussed the mission statement and concluded that it is still relevant and up to date.

### **ICS 2: ethical and organisational values**

The BEREC Office ethical values were approved by an internal administrative instruction by the BEREC Office AM dated 2013<sup>29</sup>, which is part of the welcome guide to newcomers. Together with the internal administrative instruction on the prevention of conflict of interest, the document mentioned above provides the main elements for ethical behaviour for the BEREC Office staff and introduces the principles of the code of good conduct, enhanced transparency, prevention and detection of fraud, etc. The internal administrative instructions mentioned above build upon the relevant documents approved by the MC and use as a reference the European EC Code of Good Administrative Behaviour/Relations with the Public<sup>30</sup>, the Practical Guide to Staff Ethics and Conduct and other relevant documents of the European Ombudsman<sup>31</sup>.

During the internal training organised on 27 May 2015, a group of staff members were requested to verify if the other staff members are aware of relevant ethical and organisational values, in particular ethical conduct, avoidance of conflicts of interest, fraud prevention and reporting of irregularities. Then the staff were requested to discuss specific ethical issues in the light of the internal administrative instruction. The latter contains some elements on anti-fraud strategy but needs to be reinforced, in particular with provisions on protection for whistle-blowers. This activity is planned for 2016.

### **ICS 3: staff allocation and mobility**

The allocation and recruitment of staff is based on the BEREC Office's objectives and priorities. Whenever necessary, managers align the organisational structures and staff allocations with priorities and workload, together within the light of comments received from the ECA, the IAS and the discharge authority. In 2015, the BEREC Office continued to seek for efficiency gains. Taking into account BEREC's changing support needs, in 2015 two SNE posts were converted into CA posts to be able to fulfil assignments as financial actors.

### **ICS 4: staff evaluation and development**

With the appraisal exercise, the staff performance has been evaluated against individual annual objectives, which fit with the BEREC Office's overall objectives. Adequate measures are taken to

<sup>28</sup> MC (12) 20, BEREC Office mission statement, 28 September 2012, [http://berec.europa.eu/eng/document\\_register/subject\\_matter/berec\\_office/others/978-draft-berec-office-mission-statement](http://berec.europa.eu/eng/document_register/subject_matter/berec_office/others/978-draft-berec-office-mission-statement)

<sup>29</sup> Internal Administrative Instruction No 2 of 2013 of the Administrative Manager of the BEREC Office on establishing ethical principles and the principles of ethical administrative behaviour (IAI/2013/2), 31 July 2013, not published.

<sup>30</sup> OJ L 267, 20.10.2000.

<sup>31</sup> Public service principles for the EU civil service, 2012, [www.ombudsman.europa.eu](http://www.ombudsman.europa.eu)

develop the skills necessary to achieve the BEREC Office's objectives. The target is to ensure that staff members attend compulsory training courses and other training oriented towards the career development of staff members.

In 2015, a reclassification exercise took place and, for the first time, four Temporary Agents were reclassified.

### **ICS 5: objectives and performance indicators**

In 2014, the BEREC Office introduced new regular monthly management reports to monitor the implementation of the annual WP. The outcomes of the reports were aggregated on a quarterly basis and, starting from the second half of 2014, were regularly presented to the MC to ensure further monitoring. This new reporting tool was put in place to alert managers when indicators show that achieving the objectives is at risk, as part of the internal risk management procedure.

In 2014, the office developed internal guidelines for drafting the annual WP based on the ABB model developed by the agency in 2013, and taking into account the criteria for defining specific, measurable, accepted, realistic and timed (SMART) indicators. The guidelines also require a clear link and consistency between the planned actions and the resources available for the respective period.

For 2016, the BEREC Office plans a revision of the ABB model. After the establishment of the new model, these guidelines will be revised. The revised guidelines will also take into account the new requirements for drawing up multiannual work programmes with a 3-year span.

### **ICS 6: risk management process**

Risk management is an important element of the effective internal control framework. Risk management has been embedded as a standard element in the planning and reporting processes of the BEREC Office since 2014. The operational activities of the BEREC Office that are associated with a certain level of risk were identified in 2014, and those elements have been included in the BEREC Office WP for 2015. In 2014, new monthly reporting was introduced, with the objective of alerting management when indicators show that achieving the objectives is at risk.

Taking into account the fact that, in general, the activities of the BEREC Office are associated with low risk (as explained in section 3.1), the full deployment of a functioning risk management process has been planned for the first half of 2015.

Therefore in June 2015 the BEREC Office defined the principles of and practical arrangements for risk management (steps, roles and responsibilities, and tools) with the support of ENISA under the SLA signed in October 2014. With the support of the ICC Assistant the BEREC Office established a risk register with risk owners, risk response and mitigating action plans.

### **ICS 7: operational structure**

Delegation of authority is clearly defined, assigned and communicated in writing. All delegated and sub-delegated authorising officers have received and acknowledged the charters and specific delegation instruments.

The office's sensitive functions are defined in the job descriptions of staff, recorded and kept up to date.

The agency has developed and implemented a policy for avoiding potential conflict of interest.

### **ICS 8: processes and procedures**

The BEREC Office introduced a financial manual in 2013, which was revised in 2014 to take into account changes in the BEREC Office Financial Regulation and recommendations from the ECA and the IAS. It covers all aspects of budget and financial management, and introduces a detailed

description of the financial workflows (including for procurement and contract management, the responsibilities of each financial actor and their involvement in the financial circuits for all types of transactions, model checklists, etc.).

The defined processes and procedures ensure appropriate segregation of duties and compliance with the legislation in force. Special attention is also paid to the acts related to sub-delegation.

The BEREC Office performs 100 % ex-ante verification of transactions and in 2014 introduced for the first time ex-post control to further increase the monitoring of administrative and financial transactions.

### **ICS 9: management supervision**

Management supervision is carried out to ensure that activities are implemented efficiently and effectively and that they comply with the applicable provisions and the targets set in the annual work programme or other relevant documents. Supervision is carried out on two levels: the MC supervises the activities of the AM, and the AM supervises the activities of the heads of units.

Management supervision covers both administrative and operational performance (including the state of play of all key projects developed by the agency), follow-up on recommendations by internal and external auditors and requests for additional information submitted by the discharge authority.

### **ICS 10: business continuity**

The BEREC Office has introduced the measures required to ensure continuity of service in case of 'business-as-usual' interruption (sick leave, staff mobility, etc.). Deputising arrangements for relevant operational activities and financial transactions are in place and the drawing up of handover files is planned in case staff leave.

To improve the BEREC Office's capability to deal with business disruptions that could seriously impact its reputation, its stakeholders, its employees or its financial position, in 2014 the BEREC Office implemented a Business Continuity Management Project within an existing EC framework contract. In the context of this project, a number of policy documents were defined to allow the BEREC Office to implement appropriate measures aimed at reducing the agency's vulnerabilities and the impact of a possible major incident. In 2015, the BEREC Office approached the EC representation in Latvia and reached an agreement in principle to use the EC premises as a secondary location for the BEREC Office staff if operations at the BEREC Office's headquarters are disrupted. The preparation of a memorandum of understanding is in its final stages. After it is signed, the BEREC Office will adjust its policy accordingly.

As part of the Information Systems Security Policy, the BEREC Office also developed a disaster recovery plan and procedure including a backup procedure for the BEREC Office's IT system.

### **ICS 11: document management**

The main principles of document management were approved by the BoR (for BEREC documents) and by the MC (for BEREC Office documents) in 2010 and 2011. These principles were further developed by an internal administrative instruction on document management. In compliance with these documents, the BEREC Office operates an online public registration service, in which all documents are registered (except financial and HR-related documents), fulfilling the requirement for registration.

The BEREC Office still does not have in place electronic tools for management of its financial and HR-related documents. It has explored the possibility of using the respective tools available at the EC. The BEREC Office also explored the possibility of signing an SLA with the Historical Archives of the EU for transfer of its files intended for permanent preservation before it was mandatory to transfer them to the Historical Archives, but this turned out to be impossible. Therefore, in the

short term the BEREC Office will need to find a solution for storing its files intended for permanent preservation before they are old enough to be transferred to the Historical Archives of the EU. The filing of contracts was also identified as an area of improvement. The current system in place is too complex and does not ensure easy access to the signed contracts. Therefore the BEREC Office planned improvement of the current system in 2016.

### **ICS 12: information and communication**

In 2014, for the first time, the BEREC Office developed an external communication plan oriented to the provision of support services to BEREC. It was approved by the BoR on 5 June 2014 and was revised 1 year later, namely on 4 June 2015, based on the experience of the first year of its implementation. The BoR also adopted a [High-level statement on the BEREC Communication plan 2015](#)<sup>32</sup>, which was published on the BEREC website.

During the 2015 audit, the IAS audited the management and control systems set up by the BEREC Office to support the activities under Article 7 / 7a of the Framework Directive, stakeholder relationship management and external communication, and concluded that the BEREC Office had put in place adequate tools and mechanisms to guarantee effective relations with stakeholders (i.e. BEREC, the EC and NRAs), including supporting BEREC in dealing with its own stakeholders, including effective communication with them in order to meet the office's overall objectives. Note that other stakeholder relations are covered in so far as the office has the correct mechanisms in place to deal with BEREC's instructions. While the audit did not result in the identification of any critical or very important issues, the IAS considers that there is room for further improvement in a number of specific areas. To address these areas of improvement, the BEREC Office established an action plan, whose implementation started at the beginning of 2016.

IT security policies are in place, which describe the internal procedures and policies. The current policies in place meet the requirement of ICS 12, including the requirements for off-site back-up of data, which were put in place at the end of January/beginning of February 2016 through an SLA with ENISA and a respective amendment to the internal IT security policy. Following these recent developments, on 5 February 2016 the IAS closed its recommendation on ICS No 12, which referred to the off-site back-up policy.

### **ICS 13: accounting and financial reporting**

In 2014, the BEREC Office adopted a new financial regulation and strengthened its internal procedures for financial and accounting management to ensure that the accounting data and related information used for preparing the organisation's annual accounts and financial reports are accurate, complete and timely. It did this by revising its Financial Manual. Therefore, in 2015 the focus was on ensuring implementation of the new rules in practice. The implementation of the BEREC Office's budget is based on the ABB principles with timely transactions. Regular monitoring of the budget is performed by monthly internal status reporting. Quarterly reports on budget and operations are presented to the MC during its plenary meetings.

The BEREC Office Accounting Officer obtained from the Authorising Officer all the information required to produce the accounts, which give a true and fair view of assets and of budget implementation. The Authorising Officer forwarded all the information that the Accounting Officer needed to fulfil these duties.

Based on the information provided, the Accounting Officer prepared the 2015 accounts in accordance with the accounting rules in place established by the EC Accounting Officer.

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<sup>32</sup> BoR (15) 69, [High-level statement on the BEREC Communication plan 2015](http://berec.europa.eu/eng/document_register/subject_matter/berec/others/5033-high-level-statement-on-the-berec-communication-plan-2015), 25 May 2015, [http://berec.europa.eu/eng/document\\_register/subject\\_matter/berec/others/5033-high-level-statement-on-the-berec-communication-plan-2015](http://berec.europa.eu/eng/document_register/subject_matter/berec/others/5033-high-level-statement-on-the-berec-communication-plan-2015)



All documents requested by the EC Accounting Officer for the consolidation of the EU Accounts were provided on time and in the required form.

#### **ICS 14: evaluation of activities**

Key performance indicators are used to measure performance and assess the agency's activities as defined in the WP. Monthly management reports, quarterly reports to the MC and the Consolidated Annual Activity Report are the tools used by the BEREC Office to report on performance and its impact. Any feedback provided by the MC or by the BEREC BoR is taken into account for improving the performance of the agency.

#### **ICS 15: assessment of internal control systems**

The BEREC Office has put in place the organisational structure and the internal control systems suited to the achievement of its objectives as defined in the BEREC Regulation and its annual WP.

In accordance with ICS No 15, in 2015 the BEREC Office conducted various activities to assess and improve the level of implementation and effectiveness of the internal control systems. The assessment was done on the basis of the following sources: register of exceptions, ex-post control, risk assessment of the main operational processes, audits performed by the IAS and ECA and interviews and questionnaires to the staff.

A number of measures were undertaken to improve the effectiveness the compliance with ICS No 8, 'Processes and procedures', and to finalise the implementation of ICSs No 6, 'Risk management process', and 12, 'Information and communication'.

The main actions were focused on improving the performance measurement framework, reporting and control and the implementation of ex-post control; strengthening and fine-tuning document management, with particular emphasis on contract registration; strengthening procurement and HR management; and improving budget and financial management.

#### **ICS 16: internal audit capability**

The BEREC Office does not have an internal audit capability. The internal auditing function of the Office is performed by the EC's Internal Auditor in accordance with Article 14 of the BEREC Regulation and applying all relevant requirements for ICS 16.

Internal audit capability is therefore not specified under the BEREC Office's internal control standards.

### **4. Part IV: Management assurance**

#### **4.1. Review of the elements supporting assurance**

The information reported in Parts II and III stems from the results of management and auditor monitoring conducted in 2015. They are based on a systematic analysis of the evidence available. This approach provides sufficient guarantees of the completeness and reliability of the information reported, and the results achieved by the BEREC Office in 2015.

In conclusion, the management has reasonable assurance that, overall, suitable controls are in place and working as intended, risks are being appropriately monitored and mitigated, and necessary improvements and reinforcements are being implemented.

#### **4.2. Reservations and overall conclusions on assurance**

Taking the above into consideration, no weaknesses were identified related to the financial management of appropriations inside the agency; therefore, no reservations are made in this context in the declaration.

## 5. Part V: Declaration of Assurance

I, the undersigned, Administrative Manager of the Office of the Body of European Regulators for Electronic Communications (BEREC Office), in my capacity as authorising officer,

declare that the information contained in this report gives a true and fair view,

and state that I have reasonable assurance that the resources assigned to the activities described in this report have been used for their intended purpose and in accordance with the principles of sound financial management, and that the control procedures put in place give the necessary guarantees concerning the legality and regularity of the underlying transactions.

This reasonable assurance is based on my own judgement and on the information at my disposal, such as the results of the self-assessment, ex-post controls, the work of the Internal Audit Service and the lessons learnt from the reports of the Court of Auditors – for the years prior to the year of this declaration.

I confirm that I am not aware of anything not reported here which could harm the interests of the agency.

*Riga, 31 May 2016.*

(s)

**László IGNÉCZI**

*BEREC Office*

*Administrative Manager and*

*Authorising Officer*

**Annex I: Core Business Statistics**

Key performance Indicators for the Implementation of the BEREC Office Work Programme 2015

	1.1.1. Setting up of EWGs and managing changes	1.1.2. Prov. admin./prof./logist.support to BEREC EWGs	1.1.3. Collection of market data and Research & Studies to support EWGs	1.2.1. Collection of notifications	1.2.2. Maintaining database	1.2.3. Coordination of BEREC activities under Article 77a Framework Directive	1.3.1. Collection of data on req. of BEREC (fact-finding capacity)	1.3.2. External Workshops (initiated by EWGs for completion of BEREC WP)	2.1.1. Provide assist. and exe. support to BEREC (Vice)Chairs and international events	2.1.2. Prov. admin.and prof. supp. for meetings of BoR, MC, CN, to BoR stak. forums & worksh.	2.2.1. Ensuring public transparency & accountability requirements	2.2.2. Manage internal platform for collab. and knowledge mngt btw BEREC members...	2.2.3. Prov. supp. and coordination to the preparation of the BEREC AAR & BEREC WP
<b>Output Type</b>	<i>Nr of EWG work streams</i>	<i>Nr of EWG meet-ings</i>	<i>Nr of BMK reports &amp; studies</i>	<i>Nr of notifica-tions</i>	<i>Nr of new entries/updates</i>	<i>Nr of Art. 7/7a EWGs</i>	<i>Nr of studies for fact-finding</i>	<i>Nr of work-shops</i>	<i>Nr of events</i>	<i>Nr of events</i>	<i>Nr of transp. actions</i>	<i>Nr of uploaded/translated docs</i>	<i>BEREC AAR &amp; BEREC WP</i>
<b>Actual Output</b>	31	9	5	144	350	7	0	1	92	12	781	3 123	2
<b>FTE per activity</b>	0.33	9.81	1.98	0.05	0.10	0.41	0.28	0.90	1.46	3.82	0.83	3.99	0.60

**Annex II: Statistics on financial management****Table 1: Revenue – appropriations in EUR**

<u>Revenues</u> in EUR	Budget 2015	Corrigendum	New Appropriations 2015
1. Revenue from fees and charges			
2. European Union Subsidy	4 017 244	0	4 017 244
2.a. of which "fresh" contributions in year 2015	3 498 143	0	3 498 143
2.b. of which assigned revenues deriving from previous year 2013 surplus	519 101	0	519 101
3. Third countries contribution (incl. EFTA and candidate countries)	p.m.	0	p.m.
4. Other contributions (*)	p.m.	0	p.m.
5. Administrative operations	p.m.	0	p.m.
Of which interest generated by funds paid by the EC by way of the EU contribution (FFR Art. 58)	p.m.	0	p.m.
6. Revenues from services rendered against payment			
7. Correction of budgetary imbalances			
<b>Total revenues</b>	<b>4 017 244</b>	<b>0</b>	<b>4 017 244</b>

(\*) Estimated voluntary contributions from Member States or from their National Regulatory Authorities (hereinafter, NRAs). These contributions shall be used to finance specific items of operational expenditure as defined in an agreement to be concluded between the Office and the Member States of their NRAs

**Table 2: Expenditure - summary of the transfers**  
**Commitment and payment appropriations in EUR**

Budget Line	Budget Line description	Budget 2015 approved by Budg. Authority	Agency transfers January-December 2015	Transfers MC/2015/9	Budget with transfers	Impact
	<b>Budget Total</b>	<b>4 017 244</b>			<b>4 017 244</b>	<b>0.00%</b>
<b>1</b>	<b>STAFF</b>	<b>2 326 472</b>			<b>2 326 472</b>	<b>0.00%</b>
<b>1 1</b>	<b>STAFF IN ACTIVE EMPLOYMENT</b>	<b>1 694 315</b>	<b>-87 668.69</b>		<b>1 606 646.31</b>	<b>-5.17%</b>
<b>1 1 0</b>	<b>Staff in active employment</b>	<b>1 178 315</b>	<b>-158 568.69</b>		<b>1 019 746.31</b>	<b>-13.46%</b>
A-1100	Basic salaries	912 315	-212 168.69		700 146.31	-23.26%
A-1101	Family allowances	120 000	58 600		178 600	48.83%
A-1102	Expatriation and foreign-residence allowances	146 000	-5 000		141 000	-3.42%
<b>1 1 1</b>	<b>Contract staff and other staff</b>	<b>430 000</b>	<b>63 300</b>		<b>493 300</b>	<b>14.72%</b>
A-1110	Contract staff	230 000	59 200		289 200	25.74%
A-1111	Seconded national experts	200 000	4 100		204 100	2.05%
<b>1 1 2</b>	<b>Employer's social security contributions</b>	<b>55 000</b>			<b>55 000</b>	<b>0.00%</b>
A-1120	Insurance against sickness	36 000			36 000	0.00%
A-1121	Insurance against accidents and occupational diseases	5 500			5 500	0.00%
A-1122	Insurance against unemployment	13 500			13 500	0.00%
<b>1 1 3</b>	<b>Miscellaneous allowances and grants</b>	<b>31 000</b>	<b>7 600</b>		<b>38 600</b>	<b>24.52%</b>
A-1130	Childbirth and death allowances and	1 000			1 000	0.00%

Budget Line	Budget Line description	Budget 2015 approved by Budg. Authority	Agency transfers January-December 2015	Transfers MC/2015/9	Budget with transfers	Impact
	grants					
A-1131	Travel expenses for annual leave	30 000	7 600		37 600	25.33%
<b>1 1 9</b>	<b>Salary weightings</b>	<b>0</b>			<b>0</b>	
1 1 9 0	Salary weightings	0			0	
1 1 9 1	Adjustments to remunerations	0			0	
<b>1 2</b>	<b>MISCELLANEOUS EXPENDITURE ON STAFF RECRUITMENT AND TRANSFER</b>	<b>64 000</b>	<b>69 768.69</b>		<b>133 768.69</b>	<b>109.01%</b>
<b>1 2 0</b>	<b>Recruitment expenses</b>	<b>33 000</b>	<b>-5 700</b>		<b>27 300</b>	<b>-17.27%</b>
A-1200	Travel expenses	28 000	-700		27 300	-2.50%
A-1201	Miscellaneous expenditure on staff recruitment	5 000	-5 000		0	-100.00%
<b>1 2 1</b>	<b>Expenses on entering/leaving</b>	<b>31 000</b>	<b>75 468.69</b>		<b>106 468.69</b>	<b>243.45%</b>
A-1210	Travel expenses on entering/leaving	2 000	2 000		4 000	100.00%
A-1211	Installation	10 000	50 500		60 500	505.00%
A-1212	Removal expenses	4 000	-1 300		2 700	-32.50%
A-1213	Daily subsistence allowances	15 000	24 268.69		39 268.69	161.79%
<b>1 3</b>	<b>MISSIONS AND DUTY TRAVEL</b>	<b>195 000</b>	<b>31 700</b>		<b>226 700</b>	<b>16.26%</b>
A-1300	Mission expenses	195 000	31 700		226 700	16.26%
<b>1 4</b>	<b>SOCIOMEDICAL SERVICES</b>	<b>7 000</b>			<b>7 000</b>	<b>0.00%</b>
<b>1 4 0</b>	<b>Medical service</b>	<b>7 000</b>			<b>7 000</b>	<b>0.00%</b>

Budget Line	Budget Line description	Budget 2015 approved by Budg. Authority	Agency transfers January-December 2015	Transfers MC/2015/9	Budget with transfers	Impact
A-1400	Medical services	7 000			7 000	0.00%
<b>1 5</b>	<b>TRAININGS</b>	<b>70 000</b>	<b>12 200</b>		<b>82 200</b>	<b>17.43%</b>
<b>1 5 0</b>	<b>Training</b>	<b>70 000</b>	<b>12 200</b>		<b>82 200</b>	<b>17.43%</b>
A-1500	Training and language courses	70 000	12 200		82 200	17.43%
<b>1 6</b>	<b>EXTERNAL SERVICES</b>	<b>290 157</b>	<b>-23 400</b>		<b>266 757</b>	<b>-8.06%</b>
A-1600	External services and temporary assistance	290 157	-23 400		266 757	-8.06%
<b>1 7</b>	<b>REPRESENTATION AND MISCELLANEOUS STAFF COSTS</b>	<b>6 000</b>	<b>-2 600</b>		<b>3 400</b>	<b>-43.33%</b>
A-1700	Representation and miscellaneous staff costs	6 000	-2 600		3 400	-43.33%
<b>2</b>	<b>BUILDINGS, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE</b>	<b>468 770</b>		<b>-155 000</b>	<b>313 770</b>	<b>-33.07%</b>
<b>2 0</b>	<b>RENTAL OF BUILDINGS AND ASSOCIATED COSTS</b>	<b>111 200</b>	<b>-209</b>	<b>-30 000</b>	<b>80 991</b>	<b>-27.17%</b>
<b>2 0 0</b>	<b>Buildings and associated costs</b>	<b>111 200</b>	<b>-209</b>	<b>-30 000</b>	<b>80 991</b>	<b>-27.17%</b>
A-2000	Rent	68 000	-7 110	-30 000	30 890	-54.57%
A-2001	Insurance	1 200	-209		991	-17.42%
A-2002	Water	20 000	6 850		26 850	34.25%
A-2003	Cleaning	0			0	
A-2004	Fitting-out and maintenance of premises	2 000	290		2 290	14.50%

Budget Line	Budget Line description	Budget 2015 approved by Budg. Authority	Agency transfers January-December 2015	Transfers MC/2015/9	Budget with transfers	Impact
A-2005	Security and surveillance of buildings	20 000	-30		19 970	-0.15%
A-2009	Other expenditure relating to buildings and premises	0			0	
<b>2 1</b>	<b>INFORMATION TECHNOLOGY PURCHASES</b>	<b>236 500</b>	<b>19 511.96</b>	<b>-100 000</b>	<b>156 011.96</b>	<b>-34.03%</b>
<b>2 1 0</b>	<b>Information technology purchases</b>	<b>236 500</b>	<b>19 511.96</b>	<b>-100 000</b>	<b>156 011.96</b>	<b>-34.03%</b>
A-2100	Computer equipment	30 000	5 561.90		35 561.90	18.54%
A-2101	Software	162 000	-49 449.94	-100 000	12 550.06	-92.25%
A-2102	Other external data processing services	44 500	63 400		107 900	142.47%
<b>2 2</b>	<b>MOVABLE PROPERTY AND ASSOCIATED COSTS</b>	<b>7 600</b>	<b>2 840</b>		<b>10 440</b>	<b>37.37%</b>
<b>2 2 0</b>	<b>Technical installations and electronic office equipment</b>	<b>600</b>	<b>-600</b>		<b>0</b>	<b>-100.00%</b>
A-2200	Technical installations and electronic office equipment	600	-600		0	-100.00%
<b>2 2 1</b>	<b>Furniture</b>	<b>5 000</b>	<b>-1 080</b>		<b>3 920</b>	<b>-21.60%</b>
A-2210	Furniture	5 000	-1 080		3 920	-21.60%
<b>2 2 9</b>	<b>Other movable property and associated costs</b>	<b>2 000</b>	<b>4 520</b>		<b>6 520</b>	<b>226.00%</b>
A-2290	Books and publications	1 000	5 520		6 520	552.00%
A-2291	Cars, transport vehicles, and	0			0	



Budget Line	Budget Line description	Budget 2015 approved by Budg. Authority	Agency transfers January-December 2015	Transfers MC/2015/9	Budget with transfers	Impact
	maintenance and repairs					
A-2299	Other movable property, and maintenance and repairs	1 000	-1 000		0	-100.00%
<b>2 3</b>	<b>CURRENT ADMINISTRATIVE EXPENDITURE</b>	<b>91 970</b>	<b>-29 151</b>	<b>-25 000</b>	<b>37 819</b>	<b>-58.88%</b>
<b>2 3 0</b>	<b>Stationery and office supplies</b>	<b>11 000</b>	<b>2 620</b>		<b>13 620</b>	<b>23.82%</b>
A-2300	Stationery and office supplies	11 000	2 620		13 620	23.82%
<b>2 3 2</b>	<b>Financial charges</b>	<b>300</b>	<b>8 980</b>		<b>9 180</b>	<b>2993.33%</b>
A-2320	Bank charges	300	100		400	33.33%
A-2321	Exchange rate losses	0			0	
A-2329	Other financial charges	0	8 880		8 880	
<b>2 3 3</b>	<b>Legal expenses</b>	<b>75 000</b>	<b>-47 700</b>	<b>-25 000</b>	<b>2 300</b>	<b>-96.93%</b>
A-2330	Legal expenses	75 000	-47 700	-25 000	2 300	-96.93%
A-2331	Damages	0			0	
<b>2 3 5</b>	<b>Other operating expenses</b>	<b>5 670</b>	<b>6 949</b>		<b>12 619</b>	<b>122.56%</b>
2 3 5 0	Miscellaneous insurances	3 000	-3 000		0	-100.00%
2 3 5 9	Other operating expenses	2 670	9 949		12 619	372.62%
<b>2 4</b>	<b>POSTAGE AND TELECOMM.</b>	<b>21 500</b>	<b>-4 123.05</b>		<b>17 376.95</b>	<b>-19.18%</b>
A-2400	Postage and delivery charges	1 500			1 500	0.00%
A-2410	Telecommunication charges	20 000	-4 123.05		15 876.95	-20.62%

Budget Line	Budget Line description	Budget 2015 approved by Budg. Authority	Agency transfers January-December 2015	Transfers MC/2015/9	Budget with transfers	Impact
<b>2 5</b>	<b>EXPENDITURE ON FORMAL AND OTHER MEETINGS</b>	<b>0</b>	<b>11 131.09</b>		<b>11 131.09</b>	
A-2500	Expenditure on formal and other meetings	0	11 131.09		11 131.09	
<b>3</b>	<b>OPERATIONAL EXPENDITURE</b>	<b>1 222 002</b>	<b>0</b>	<b>155 000</b>	<b>1 377 002</b>	<b>12.68%</b>
<b>3 0</b>	<b>Support to implementation of BEREC WP 2015</b>	<b>705 125</b>	<b>-78 500</b>		<b>626 625</b>	<b>-11.13%</b>
<b>3 0 0</b>	<b>Support to implementation of BEREC WP 2015</b>	<b>705 125</b>	<b>-78 500</b>		<b>626 625</b>	<b>-11.13%</b>
B3-001	Support to the BEREC Expert Working Groups	560 000	-30 500		529 500	-5.45%
B3-002	Activities under Articles 7 and 7a Framework Directive	47 000	-18 000		29 000	-38.30%
B3-003	Collection exchange and transmission of information	98 125	-30 000		68 125	-30.57%
<b>3 1</b>	<b>Horizontal activities (other support not directly related to BEREC WP)</b>	<b>516 877</b>	<b>78 500</b>	<b>155 000</b>	<b>750 377</b>	<b>45.18%</b>
<b>3 1 0</b>	<b>Horizontal activities (other support not directly related to BEREC WP)</b>	<b>516 877</b>	<b>78 500</b>	<b>155 000</b>	<b>750 377</b>	<b>45.18%</b>
B3-101	Other support activities to BEREC	379 877		116 000	495 877	30.54%
B3-102	Provision of advice and other ad-hoc services to BEREC	137 000	78 500	39 000	254 500	85.77%

**Table 3: Revenue (actually received) in EUR**

<u>Revenues</u>	Budget 2015	Revenue received	%
1. Revenue from fees and charges			
2. European Union Subsidy	4 017 244	4 017 243.84	100.00%
3. Third countries contribution (incl. EFTA and candidate countries)	p.m.	0	
4. Other contributions (*)	p.m.	0	
5. Administrative operations	p.m.	6 694.65 (**)	
<i>Of which interest generated by funds paid by the EC by way of the EU contribution (FFR Art. 58)</i>	<i>p.m.</i>	<i>1 396.65</i>	
<b>Total revenues</b>	<b>4 017 244</b>	<b>4 023 938.49</b>	<b>100.17%</b>

\* Estimated voluntary contributions from Member States or from their NRAs

\*\* EUR 5,298 - reimbursement by the Translation Centre of their price stability reserve to all the customers – this revenue should be considered as general revenue and cannot be used for expenditure + EUR 1,396.65 of interest generated by funds paid by the EC in quarter4/2014 – quarter 3/2015. Both amounts will be taken into account in the calculation of the budget result at the annual closure of the accounts of the agencies as foreseen in Article 20 FFR and will be recovered by the EC in 2016 as a part of the surplus.

**Table 4: Expenditure****4.1. OUTTURN ON COMMITMENT APPROPRIATIONS (fund source C1 in EUR)**

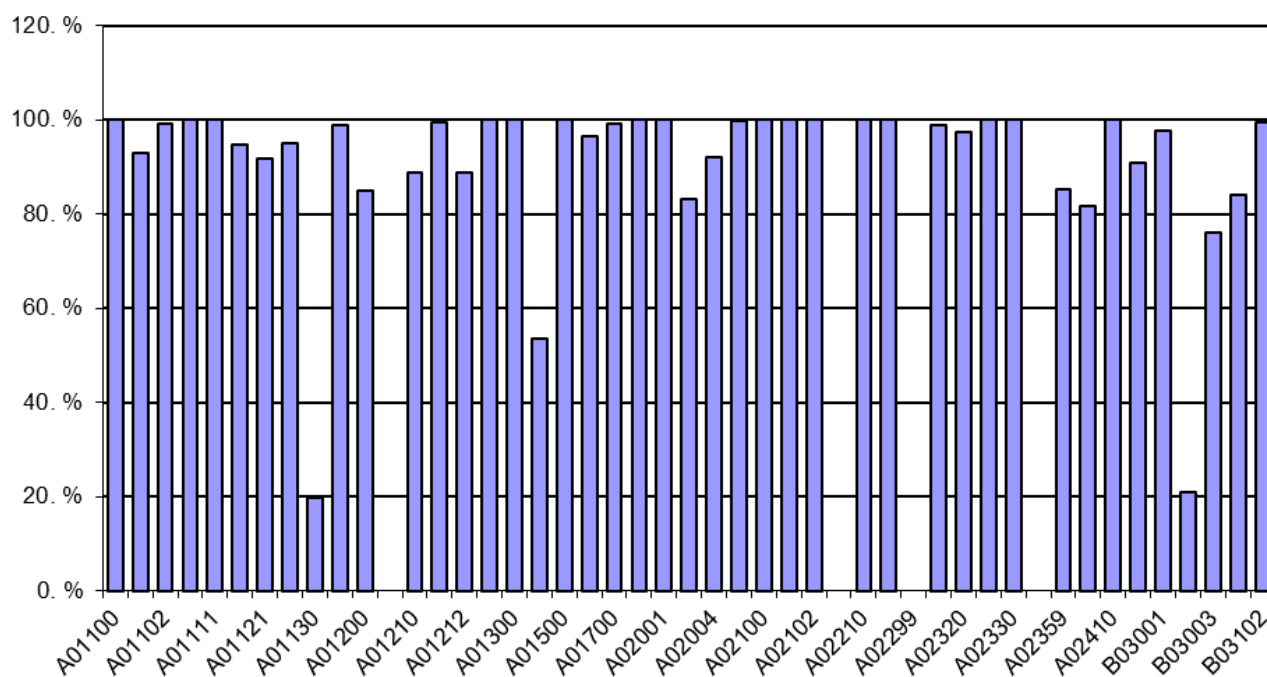
Chapter		Commitment appropriations authorised *	Commitments made	%
		1	2	3=2/1
<b>Title A-1 STAFF</b>				
A01100	Basic salaries	700 146.31	700 142.97	100.00 %
A01101	Family allowances	178 600.00	165 969.36	92.93 %
A01102	Expatriation and foreign-residence allowances	141 000.00	140 051.93	99.33 %
A01110	Contract staff	289 200.00	289 122.19	99.97 %
A01111	Seconded national experts	204 100.00	204 051.73	99.98 %
A01120	Insurance against sickness	36 000.00	34 149.73	94.86 %
A01121	Insurance against accidents and occupational disease	5 500.00	5 050.33	91.82 %
A01122	Insurance against unemployment	13 500.00	12 827.72	95.02 %
A01130	Childbirth and death allowances and grants	1 000.00	198.31	19.83 %
A01131	Travel expenses for annual leave	37 600.00	37 145.69	98.79 %
A01200	Travel expenses	27 300.00	23 221.52	85.06 %
A01201	Miscellaneous expenditure on staff recruitment	0.00		
A01210	Travel expenses on entering/leaving	4 000.00	3 555.88	88.90 %
A01211	Installation resettlement and transfer allowances	60 500.00	60 252.24	99.59 %
A01212	Removal expenses	2 700.00	2 395.80	88.73 %
A01213	Daily subsistence allowances	39 268.69	39 268.69	100.00 %
A01300	Mission duty and travel expenses	226 700.00	226 634.43	99.97 %
A01400	Medical services	7 000.00	3 756.39	53.66 %
A01500	Training and language courses	82 200.00	82 174.79	99.97 %
A01600	External services and temporary assistance	266 757.00	257 768.07	96.63 %
A01700	Representation and miscellaneous staff costs	3 400.00	3 376.14	99.30 %

Chapter		Commitment appropriations authorised *	Commitments made	%
		1	2	3=2/1
<b>Total Title A-1</b>		<b>2 326 472.00</b>	<b>2 291 113.91</b>	<b>98.48%</b>
<b>Title A-2 BUILDINGS AND EQUIPMENT</b>				
A02000	Rent	30 890.00	30 888.70	100.00 %
A02001	Insurance	991.00	990.37	99.94 %
A02002	Water gas electricity and heating	26 850.00	22 318.15	83.12 %
A02004	Fitting-out and maintenance of premises	2 290.00	2 110.00	92.14 %
A02005	Security and surveillance of buildings	19 970.00	19 937.16	99.84 %
A02100	Computer equipment	35 561.90	35 550.47	99.97 %
A02101	Software	12 550.06	12 550.06	100.00 %
A02102	Other external data processing services	107 900.00	107 846.14	99.95 %
A02200	Technical installations and electronic office equipment	0.00		
A02210	Furniture	3 920.00	3 919.03	99.98 %
A02290	Books and publications	6 520.00	6 518.32	99.97 %
A02299	Other movable property	0.00		
A02300	Stationery and office supplies	13 620.00	13 454.37	98.78 %
A02320	Bank charges	400.00	390.13	97.53 %
A02329	Other financial charges	8 880.00	8 880.00	100.00 %
A02330	Legal expenses	2 300.00	2 300.00	100.00 %
A02350	Miscellaneous insurances	0.00		
A02359	Other operating expenses	12 619.00	10 753.00	85.21 %
A02400	Postage and delivery charges	1 500.00	1 227.21	81.81 %
A02410	Telecommunication charges	15 876.95	15 876.95	100.00 %
A02500	Meetings in general	11 131.09	10 124.52	90.96 %
<b>Total Title A-2</b>		<b>313 770.00</b>	<b>305 634.58</b>	<b>97.41%</b>
<b>Title B0-3 OPERATIONAL EXPENDITURE</b>				
B03001	Support to the BEREC Expert Working Groups	529 500.00	517 449.65	97.72 %

Chapter		Commitment appropriations authorised *	Commitments made	%
		1	2	3=2/1
B03002	Activities under Articles 7 and 7a Framework Directive	29 000.00	6 027.09	20.78 %
B03003	Collection, exchange and transmission of information	68 125.00	51 728.61	75.93 %
B03101	Other support activities to BEREC	495 877.00	417 391.46	84.17 %
B03102	Provision of advice and other ad-hoc services to B	254 500.00	253 059.68	99.43 %
<b>Total Title B0-3</b>		<b>1 377 002.00</b>	<b>1 245 656.49</b>	<b>90.46%</b>
<b>TOTAL BEREC OFFICE</b>		<b>4 017 244.00</b>	<b>3 842 404.98</b>	<b>95.65 %</b>

\* Commitment appropriations authorised include, in addition to the budget voted by the legislative authority, appropriations carried over from the previous exercise, budget amendments as well as miscellaneous commitment appropriations for the period (e.g. internal and external assigned revenue)

% Outturn on commitment appropriations



**4.2. Outturn on payment appropriations (fund sources C1, C8, in EUR)**

Chapter		Payment appropriations authorised *	Payments made	%
		1	2	3=2/1
<b>Title A-1 Staff</b>				
A01100	Basic salaries	700 146.31	700 142.97	100.00 %
A01101	Family allowances	178 600.00	165 969.36	92.93 %
A01102	Expatriation and foreign-residence allowances	141 000.00	140 051.93	99.33 %
A01110	Contract staff	289 200.00	289 122.19	99.97 %
A01111	Seconded national experts	204 100.00	203 963.69	99.93 %
A01120	Insurance against sickness	36 000.00	34 149.73	94.86 %
A01121	Insurance against accidents and occupational disease	5 500.00	5 050.33	91.82 %
A01122	Insurance against unemployment	13 500.00	12 827.72	95.02 %
A01130	Childbirth and death allowances and grants	1 000.00	198.31	19.83 %
A01131	Travel expenses for annual leave	37 600.00	37 145.69	98.79 %
A01200	Travel expenses	37 592.98	30 927.05	82.27 %
A01201	Miscellaneous expenditure on staff recruitment	1 500.00	1 500.00	100.00 %
A01210	Travel expenses on entering/leaving	4 000.00	3 555.88	88.90 %
A01211	Installation resettlement and transfer allowances	60 500.00	60 252.24	99.59 %
A01212	Removal expenses	2 700.00	2 395.80	88.73 %
A01213	Daily subsistence allowances	39 268.69	39 268.69	100.00 %
A01300	Mission duty and travel expenses	242 894.05	211 870.56	87.23 %
A01400	Medical services	10 154.15	6 017.14	59.26 %
A01500	Training and language courses	128 469.00	76 847.98	59.82 %
A01600	External services and temporary assistance	392 738.50	292 433.08	74.46 %
A01700	Representation and miscellaneous staff costs	4 203.00	480.00	11.42 %
<b>Total A-1</b>		<b>2 530 666.68</b>	<b>2 314 170.34</b>	<b>91.45%</b>

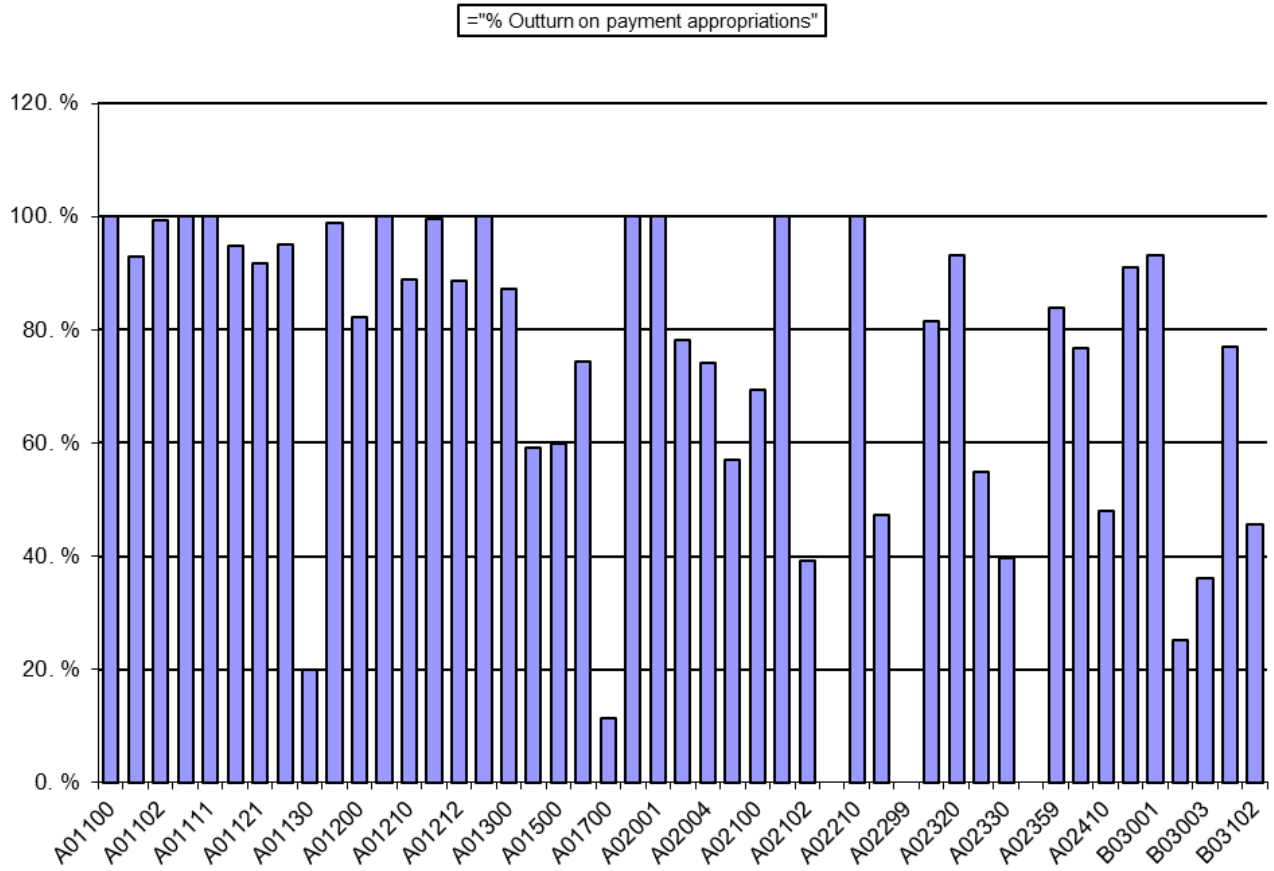
Chapter		Payment appropriations authorised *	Payments made	%
		1	2	3=2/1
<b>Title A-2 Buildings and equipment</b>				
A02000	Rent	30 890.00	30 888.70	100.00 %
A02001	Insurance	991.00	990.37	99.94 %
A02002	Water gas electricity and heating	32 250.00	25 247.68	78.29 %
A02004	Fitting-out and maintenance of premises	2 818.00	2 092.00	74.24 %
A02005	Security and surveillance of buildings	34 922.87	19 937.16	57.09 %
A02100	Computer equipment	35 561.90	24 633.43	69.27 %
A02101	Software	27 269.38	27 269.38	100.00 %
A02102	Other external data processing services	128 115.00	50 302.64	39.26 %
A02200	Technical installations and electronic office equipment	0.00	0,00	0,00 %
A02210	Furniture	3 920.00	3 919.03	99.98 %
A02290	Books and publications	11 520.00	5 436.89	47.20 %
A02299	Other movable property	0.00	0,00	0,00 %
A02300	Stationery and office supplies	13 720.00	11 197.28	81.61 %
A02320	Bank charges	703.46	655.10	93.13 %
A02329	Other financial charges	19 680.00	10 800.00	54.88 %
A02330	Legal expenses	7 460.00	2 950.00	39.54 %
A02350	Miscellaneous insurances	0.00	0,00	0,00 %
A02359	Other operating expenses	12 815.75	10 753.00	83.90 %
A02400	Postage and delivery charges	1 600.00	1 227.21	76.70 %
A02410	Telecommunication charges	30 158.89	14 483.79	48.02 %
A02500	Meetings in general	11 131.09	10 124.52	90.96 %
<b>Total A-2</b>		<b>405 527.34</b>	<b>252 908.18</b>	<b>62.37%</b>



Chapter		Payment appropriations authorised *	Payments made	%
		1	2	3=2/1
<b>Title B0-3 Operational expenditure</b>				
B03001	Support to the BEREC Expert Working Groups	998 920.00	931 105.35	93.21 %
B03002	Activities under Articles 7 and 7a Framework Directive	32 000.00	8 063.62	25.20 %
B03003	Collection exchange and transmission of information	68 598.98	24 724.58	36.04 %
B03101	Other support activities to BEREC	540 560.37	416 106.02	76.98 %
B03102	Provision of advice and other ad-hoc services to B	367 515.56	167 262.26	45.51 %
<b>Total B0-3</b>		<b>2 007 594.91</b>	<b>1 547 261.83</b>	<b>77.07%</b>

<b>TOTAL BEREC OFFICE</b>	<b>4 943 788.93</b>	<b>4 114 340.35</b>	<b>83.22 %</b>
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\* Payment appropriations authorised include, in addition to the budget voted by the legislative authority, appropriations carried forward from the previous exercise, budget amendments as well as miscellaneous payment appropriations for the period (e.g. internal and external assigned revenue).



## 4.3. Breakdown of commitments to be settled at 31/12/2015 (in EUR)

Chapter		2015 Commitments to be settled			
		Commitments 2015	Payments 2015	RAL 2015	% to be settled
		1	2	3=1-2	4=1-2//1
Title A-1 STAFF					
A01100	Basic salaries	700 142.97	- 700 142.97	0.00	0.00 %
A01101	Family allowances	165 969.36	- 165 969.36	0.00	0.00 %
A01102	Expatriation and foreign-residence allowances	140 051.93	- 140 051.93	0.00	0.00 %
A01110	Contract staff	289 122.19	- 289 122.19	0.00	0.00 %
A01111	Seconded national experts	204 051.73	- 203 963.69	88.04	0.04 %
A01120	Insurance against sickness	34 149.73	- 34 149.73	0.00	0.00 %
A01121	Insurance against accidents and occupational disease	5 050.33	- 5 050.33	0.00	0.00 %
A01122	Insurance against unemployment	12 827.72	- 12 827.72	0.00	0.00 %
A01130	Childbirth and death allowances and grants	198.31	- 198.31	0.00	0.00 %
A01131	Travel expenses for annual leave	37 145.69	- 37 145.69	0.00	0.00 %
A01200	Travel expenses	23 221.52	- 21 150.22	2 071.30	8.92 %
A01210	Travel expenses on entering/leaving	3 555.88	- 3 555.88	0.00	0.00 %
A01211	Installation resettlement and transfer allowances	60 252.24	- 60 252.24	0.00	0.00 %
A01212	Removal expenses	2 395.80	- 2 395.80	0.00	0.00 %
A01213	Daily subsistence allowances	39 268.69	- 39 268.69	0.00	0.00 %
A01300	Mission duty and travel expenses	226 634.43	- 196 567.86	30 066.57	13.27 %
A01400	Medical services	3 756.39	- 2 862.99	893.40	23.78 %
A01500	Training and language courses	82 174.79	- 39 409.44	42 765.35	52.04 %
A01600	External services and temporary assistance	257 768.07	- 171 892.46	85 875.61	33.32 %
A01700	Representation and miscellaneous staff costs	3 376.14	0.00	3 376.14	100.00 %
<b>Total A-1</b>		<b>2 291 113.91</b>	<b>-2 125 977.50</b>	<b>165 136.41</b>	<b>7.21%</b>

Chapter		2015 Commitments to be settled			
		Commitments 2015	Payments 2015	RAL 2015	% to be settled
		1	2	3=1-2	4=1-2//1
<b>Title A-2 Buildings and equipment</b>					
A02000	Rent	30 888.70	- 30 888.70	0.00	0.00 %
A02001	Insurance	990.37	- 990.37	0.00	0.00 %
A02002	Water gas electricity and heating	22 318.15	- 20 318.15	2 000.00	8.96 %
A02004	Fitting-out and maintenance of premises	2 110.00	- 1 565.00	545.00	25.83 %
A02005	Security and surveillance of buildings	19 937.16	- 4 984.29	14 952.87	75.00 %
A02100	Computer equipment	35 550.47	- 24 633.43	10 917.04	30.71 %
A02101	Software	12 550.06	- 12 550.06	0.00	0.00 %
A02102	Other external data processing services	107 846.14	- 31 832.64	76 013.50	70.48 %
A02210	Furniture	3 919.03	- 3 919.03	0.00	0.00 %
A02290	Books and publications	6 518.32	- 2 844.92	3 673.40	56.36 %
A02300	Stationery and office supplies	13 454.37	- 11 100.00	2 354.37	17.50 %
A02320	Bank charges	390.13	- 360.00	30.13	7.72 %
A02329	Other financial charges	8 880.00	0.00	8 880.00	100.00 %
A02330	Legal expenses	2 300.00	- 2 300.00	0.00	0.00 %
A02359	Other operating expenses	10 753.00	- 10 753.00	0.00	0.00 %
A02400	Postage and delivery charges	1 227.21	- 1 127.21	100.00	8.15 %
A02410	Telecommunication charges	15 876.95	- 1 115.34	14 761.61	92.98 %
A02500	Meetings in general	10 124.52	- 10 124.52	0.00	0.00 %
<b>Total A-2</b>		<b>305 634.58</b>	<b>- 171 406.66</b>	<b>134 227.92</b>	<b>43.92%</b>
<b>Title B0-3 Operational expenditure</b>					
B03001	Support to the BEREC Expert Working Groups	517 449.65	- 472 048.38	45 401.27	8.77 %
B03002	Activities under Articles 7 and 7a Framework Directive	6 027.09	- 6 027.09	0.00	0.00 %
B03003	Collection, exchange and transmission of information	51 728.61	- 24 250.60	27 478.01	53.12 %
B03101	Other support activities to BEREC	417 391.46	- 372 490.80	44 900.66	10.76 %

Chapter		2015 Commitments to be settled			
		Commitments 2015	Payments 2015	RAL 2015	% to be settled
		1	2	3=1-2	4=1-2//1
B03102	Provision of advice and other ad-hoc services to B	253 059.68	- 54 246.70	198 812.98	78.56 %
<b>Total B0-3</b>		<b>1 245 656.49</b>	<b>- 929 063.57</b>	<b>316 592.92</b>	<b>25.42%</b>
<b>TOTAL BEREC OFFICE</b>		<b>3 842 404.98</b>	<b>-3 226 447.73</b>	<b>615 957.25</b>	<b>16.03 %</b>

#### 4.4. Payment Times

##### Legal Times

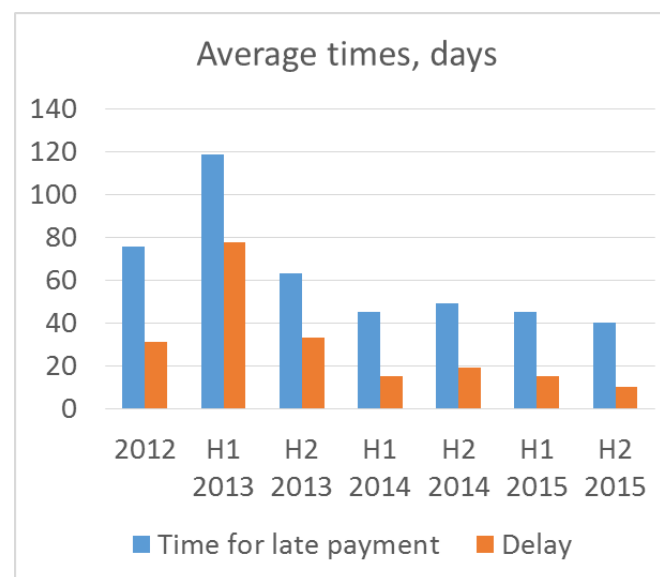
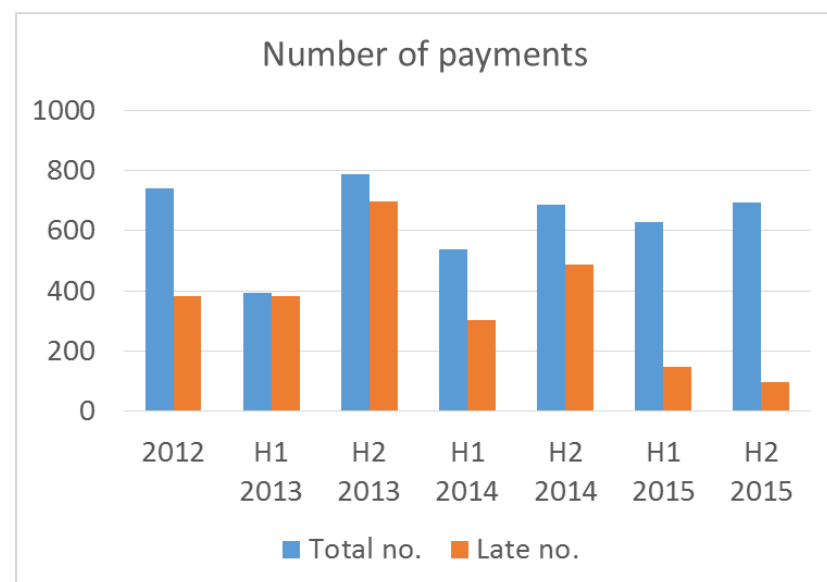
Maximum payment time (days)	Total Number of Payments	Number of payments within time limit	Percentage	Average payment times (days)	Number of late payments	Percentage	Average payment times (days)
30	1 862	1 588	85.28%	18.5	274	14.82%	42.2
45	1	1	100.00%	15			
60	13	13	100.00%	14.7			
<b>Total Number of Payments</b>	<b>1 876</b>	<b>1 602</b>	<b>85.39%</b>		<b>274</b>	<b>14.61%</b>	
<b>Average Payment Time</b>	<b>21.95</b>			<b>18.5</b>			<b>42.2</b>

##### Target Times

Target Payment time (days)	Total number of payments	Number of payments within target time	Percentage	Average payment times (days)
30	1	1	100.00 %	15
<b>Total Number of Payments</b>	<b>1</b>	<b>1</b>	<b>100.00 %</b>	
<b>Average Payment Time</b>	<b>15</b>			<b>15</b>

**Late reimbursements to experts**

	Total No of payments to experts	Late payments No	Time for late payment	Delay
<b>2012</b>	739	383	76	31
<b>H1 2013</b>	394	383	119	78
<b>H2 2013</b>	789	696	63	33
<b>H1 2014</b>	539	303	45	15
<b>H2 2014</b>	687	486	49	19
<b>H1 2015</b>	627	149	45	15
<b>H2 2015</b>	695	98	40	10



**Suspensions**

Average Report Approval Suspension Days	Average Payment Suspension Days	Number of Suspended Payments	% of Total Number	Total Number of Payments	Amount of Suspended Payments	% of Total Amount	Total Paid Amount
0	15	13	0.69%	1 876	304 952.26	11.49%	2 654 290.65

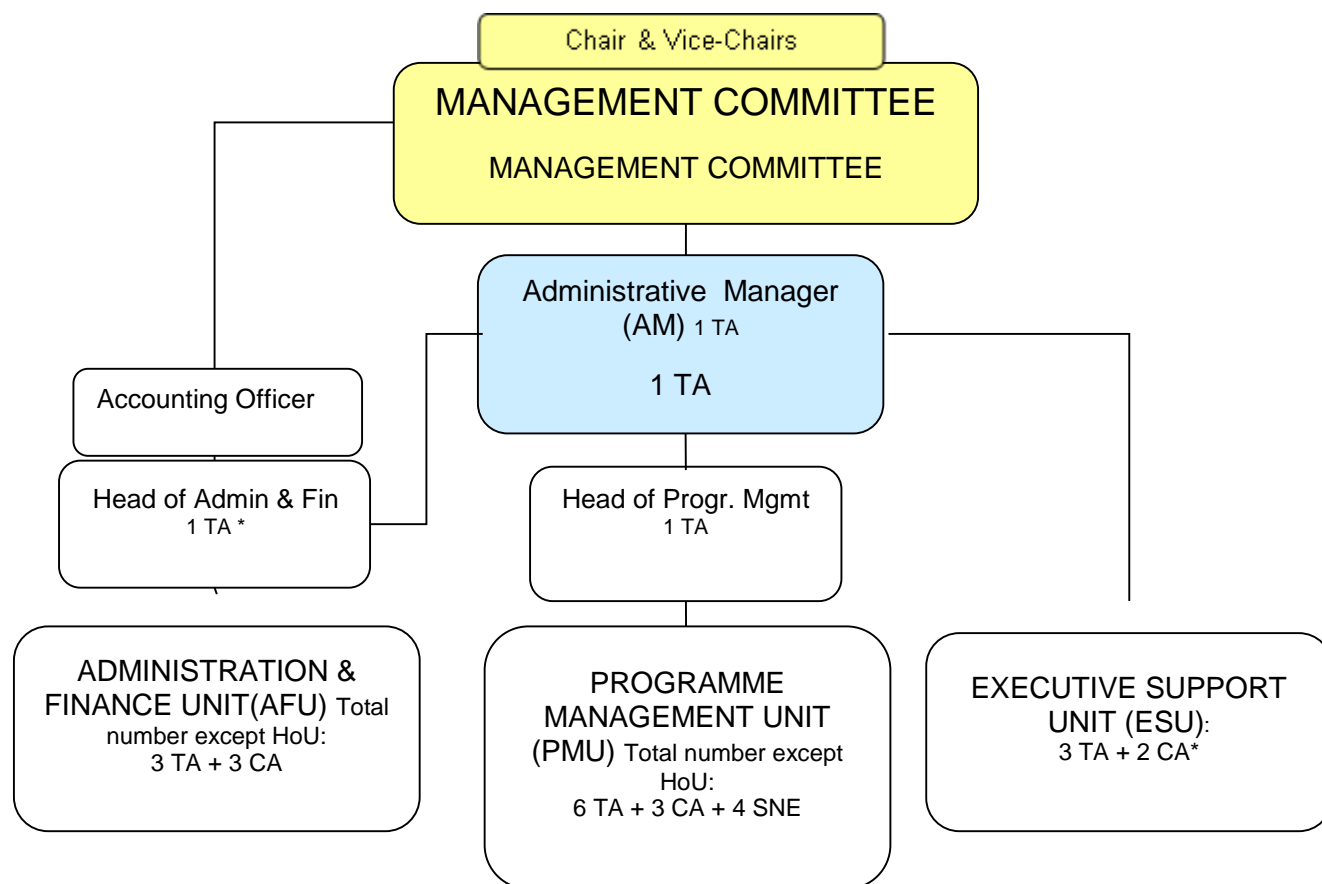
**Late Interest paid in 2015**

Agency	GL Account	Description	Amount (EUR)
BEREC Office	N/A	N/A	0



### Annex III: Organisational Chart of the BEREC Office

Situation at 31.12.2015



\*\*\* On 31 December 2015 the following posts were vacant:

AFU: 1 TA AD9 (the selection procedure was in progress)

ESU: 1 CA FG IV (to take up duties in January 2016)

## Annex IV: Establishment Plan

Table 1: Information about authorised and filled in post in 2013-2015

Temporary agents						
Function group and grade	2013		2014		2015	
	Authorised under the EU budget	Filled as of 31 December 2013	Authorised under the EU budget	Filled as of 31 December 2014*	Authorised under the EU budget	Filled as of 31 December 2015*
AD 16						-
AD 15						-
AD 14	1	1	1	1	1	1-
AD 13						-
AD 12						-
AD 11						-
AD 10						-
AD 9	2	2	2	2	2	1
AD 8						-
AD 7	3	3	3	3	3	3
AD 6					2	2
AD 5	5	5	5	5	3	3
Total grade AD	11	11	11	11	11	10
AST 11						-
AST 10						-
AST 9						-
AST 8						-
AST 7						-
AST 6						-
AST 5						-
AST 4					2	2
AST 3	4	4	4	4*	2	2
AST 2						-

Temporary agents						
Function group and grade	2013		2014		2015	
	Authorised under the EU budget	Filled as of 31 December 2013	Authorised under the EU budget	Filled as of 31 December 2014*	Authorised under the EU budget	Filled as of 31 December 2015*
AST 1	1	1	1	1	-	-
Total grade AST	5	5	5	5*	4	4
AST/SC 6						-
AST/SC 5						-
AST/SC 4						-
AST/SC 3						-
AST/SC 2						-
AST/SC 1						-
Total grade AST/SC						-
GRAND TOTAL	16	16	16	16*	15	14

\* Including one job offer sent out.

**Table 2: Information on the entry level for each type of post: Indicative table**

Key functions	Type of contract (official, TA or CA)	Function group, grade of recruitment (or bottom of the brackets if published in brackets)	Indication whether the function is dedicated to administration support or policy (operational)
<b>CORE FUNCTIONS</b>			
Head - Administrative Manager (Level 1)	TA	AD 14	TOP OPERATIONS - FIN/CONT
Head of Unit – Head of Administration and Finance unit (Level 2)	TA	AD 9	RES DIR/HoA - FIN/CONT
Head of Unit - Head of Programme Management unit (Level 2)	TA	AD 9	TOP OPERATIONS
Senior Officer – Senior Programme Manager (Level 3)	TA	AD 7	GEN OPER
Senior Officer – Senior Programme Manager (Level 3)	TA	AD 7	GEN OPER
Senior Officer – Senior Programme Manager (Level 3)	TA	AD 7	GEN OPER
Officer – Programme Manager	TA	AD 5	GEN OPER
Officer – Programme Manager	TA	AD 5	GEN OPER
Officer – Executive Support Officer (Level 2 – reporting directly to Level 1)	TA	AD 5	GEN OPER
Officer - HR Officer (Level 3)	TA	AD 5	HR
Officer - Legal and Procurement Officer, DPO (Level 3)	TA	AD 5	FIN/CONT - LEGAL
SNEs Programme Management (level 3)	SNE		GEN OPER
SNEs Programme Management (level 3)	SNE		GEN OPER
SNEs Programme Management (level 3)	SNE		GEN OPER
SNEs Programme Management (level 3)	SNE		GEN OPER

Key functions	Type of contract (official, TA or CA)	Function group, grade of recruitment (or bottom of the brackets if published in brackets)	Indication whether the function is dedicated to administration support or policy (operational)
Assistant – Programme Management Assistant (Level 3)	TA	AST 3	GEN OPER - FIN/CONT
Budget Assistant (Level 2 – reporting directly to Level 1)	TA	AST 3	FIN/CONT
Assistant – Secretary in Executive Support (Level 2 – reporting directly to Level 1)	TA	AST 3	FIN/CONT - GEN OPER
Assistant – Accounting and Financial Assistant (Level 3)	TA	AST 3	FIN/CONT
Officer - BERECA Support Officer in Programme Management Unit (Level 3)	CA	CA FG IV	OPER GEN OPER
Officer - BERECA Support Officer in Programme Management Unit (Level 3)	CA	CA FG IV	OPER GEN OPER
Officer - BERECA Support Officer in Programme Management Unit (Level 3)	CA	CA FG IV	GEN OPER - FIN/CONT
Officer – Administration and Finance Officer (Level 3)	CA	CA FG IV	FIN/CONT
Officer - Support Officer – Legal and Administration	CA	CA FG IV	FIN/CONT - GEN OPER
Officer - IT Officer/Webmaster (Level 2 – reporting directly to Level 1)	CA	CA FG III	ICT
Assistant – Logistics, Security and Facilities Management Assistant (Level 3)	CA	CA FG II	LOG
Assistant – Financial Assistant (Level 3)	Interim staff		FIN/CONT
Officer - BERECA Support Officer in Programme Management unit (Level 3)	Interim staff		GEN OPER
Assistant – Programme Management Assistant (Level 3)	Interim staff		GEN OPER – FIN/CONT

**Table 3: Benchmarking against previous year results**

Year	2014 <sup>33</sup>	2015
Job Type (sub) category	%	%
<b>Administrative support and Coordination</b>	<b>15.5</b>	<b>15.5</b>
Administrative support	13.79	13.79
Coordination	1.72	1.72
<b>Operational</b>	<b>64.28</b>	<b>60.34</b>
Top Level Operational Coordination	5.17	6.89
Programme Management & Implementation	0	0
Evaluation & Impact Assessment	0	0
General Operational	59.11	53.44
<b>Neutral</b>	<b>17.85</b>	<b>24.1</b>
Finance/Control	17.85	24.1
Linguistics	0	0

<sup>33</sup> The methodology for 2014 has been alight with the methodology used in 2015

**Annex V: Human and financial resources by activity in 2015**

Activities 2016	Direct expenditures kEUR	FTEs	HR related expenditures kEUR	Allocated overhead kEUR	Total expenditures kEUR
<b>Operational Expenditures</b>					
<b>Support the Implementation of the BEREC WP</b>	<b>575</b>	<b>9.70</b>	<b>671</b>	<b>921</b>	<b>2,168</b>
Set-up EWGs and provide support	517	8.40	579	800	1,897
Collection, exchange and transmission of information	52	0.80	54	78	184
Activities under Article 7 and 7a of the Framework Directive	6	0.50	38	43	87
<b>Horizontal or Other Support</b>	<b>670</b>	<b>5.25</b>	<b>498</b>	<b>506</b>	<b>1,675</b>
Assist BEREC Chair and Vice-Chairs, BoR and MC Plenary and CN meetings	417	2.00	220	189	827
Ensure internal and external transparency, accountability and other horizontal support	253	3.25	278	317	848
<b>TOTAL Operational Expenditures</b>	<b>1,246</b>	<b>14.95</b>	<b>1,169</b>	<b>1,428</b>	<b>3,842</b>
<b>Administrative And Management Expenditures (overhead)</b>					
Budget, Finance and Accounting	9	3.00	242	n.a.	251

Activities 2016	Direct expenditures kEUR	FTEs	HR related expenditures kEUR	Allocated overhead kEUR	Total expenditures kEUR
IT infrastructure	156	0.70	50	n.a.	206
Premises and equipment	128	1.00	55	n.a.	183
Human Resources	209	1.70	215	n.a.	424
Legal activities and procurement	2	2.20	154	n.a.	156
General management and control	62	1.00	145	n.a.	207
<b>TOTAL administrative and management expenditures (overhead)</b>	<b>567</b>	<b>9.60</b>	<b>861</b>	<b>n.a.</b>	<b>1,428</b>
<b>TOTAL</b>		<b>24.55</b>			<b>3,842</b>



**Annex VI: Specific annexes related to Part I****Table 1: List of EWGs supported by the BEREC Office in 2015****EWGs established by a Decision of the BEREC Board of Regulators**

1. Benchmarking EWG
2. Market and Economic Analysis EWGs
3. End-User EWG
4. Net Neutrality EWG
5. Next Generation Networks EWG
6. Regulatory Framework EWG
7. Regulatory Accounting EWG
8. Remedies EWG
9. Roaming EWG

**Ad Hoc EWGs established by the BEREC Chair in 2015 in compliance with the provisions of**

6. BEREC-ERGP Ad Hoc EWG on e-commerce and cross border parcels delivery

**Table 2: List of BEREC public consultations managed by the BEREC Office in 2015**

PC No	Start	End	Topic	Documents subject to consultations	Nr of contributions
PC 01/15	4 December 2014	25 January 2015	<b>Oligopoly analysis and regulation</b>	<a href="#">Draft BEREC Report on Oligopoly analysis and regulation - Questions to stakeholders</a>	21
PC 02/15	8 June 2015	10 July 2015	<b>Layer 2 Wholesale Access Products in the EU</b>	<a href="#">Draft BEREC Report on Common Characteristics of Layer 2 Wholesale Access Products in the European Union</a>	14
PC 03/15	10 June 2015	1 August 2015	<b>Oligopoly analysis and regulation</b>	<a href="#">Draft BEREC Report on Oligopoly analysis and regulation</a>	20
PC 04/15	2 October 2015	30 October 2015	<b>Equivalent access and choice for disabled end-users</b>	<a href="#">Up-dated draft BEREC Report on equivalent access and choice for disabled end-users</a>	5
PC 05/15	2 October 2015	30 October 2015	<b>Draft BEREC Work Programme</b>	<a href="#">Draft BEREC Work Programme 2016</a>	14
PC 06/15	5 October 2015	2 November 2015	<b>OTT services</b>	<a href="#">Draft BEREC Report on OTT services</a>	19
PC 07/15	5 October 2015	6 November 2015	<b>Internet of Things</b>	<a href="#">Draft BEREC Report on the Enabling the Internet of Things</a>	21

The BEREC Office also organised public hearings for the draft BEREC Works Programme and the draft report on Internet of Things, which were held within the [3rd BEREC Stakeholder Forum Meeting \(15 October 2015, Brussels\)](#).

**Table 3: List of data collection exercises organised by the BEREC Office for the BEREC EWGs in 2015**

EWG	Data collection subject	Addressees
Roaming EWG	<p>Questionnaire on roaming market and regulation in the EEA area.</p> <p>The purpose of the questionnaire requested by the EC to BEREC is to inform the EC's review of the wholesale roaming market. The information gathered through the questionnaire was also used for the BEREC's work on its own report on the wholesale roaming markets. Furthermore collected data will be used for the BEREC input to the EC implementing act.</p>	BEREC Observer operators and Member NRAs (through the NRAs) and
	<p>Questionnaire on transparency and comparability of international roaming tariffs.</p> <p>The objective of this questionnaire was to obtain information on transparency and comparability of different retail roaming tariffs offered by providers to their customers and thus investigate specific potential problems for customers to take informed decisions on these offered tariffs.</p>	BEREC Observer operators and Member NRAs (through the NRAs) and
	<p>Two questionnaires for the International Roaming BEREC Benchmark Data Report (15<sup>th</sup> and 16<sup>th</sup> Report).</p> <p>In order to verify the operators' compliance with the new Roaming III Regulation, the BEREC Office, on behalf of BEREC, collected data on wholesale and retail international roaming market.</p>	BEREC Observer operators and Member NRAs (through the NRAs) and
Remedies EWG	Questionnaire for gathering data to monitor the implementation of the BEREC Common Positions on WLA, WBA and WLL	BEREC Observer and Member NRAs
	Questionnaire for gathering data for performing a qualitative analysis of	Previous rapporteurs and members of Article 7/7A

EWG	Data collection subject	Addressees
	Article 7/7A phase II cases	Phase II Case Teams
RF EWG	Data collection for the EC REFIT questionnaire	BEREC Member and Observer NRAs
RA EWG	Data collection supporting the elaboration of the regulatory accounting in practice report 2015	BEREC Member and Observer NRAs
BMK EWG	Two data collection exercises for the regular MTR/FTR/SMS reports	BEREC Member and Observer NRAs

**Table 4: Overview of the 2015 the ordinary plenary meetings of the BoR and the MC 2015, CN meetings, high-level events with stakeholders and public debriefings**

Dates/place	Event/Hyperlink to event section	Agenda	Conclusions (if applicable)
5-6 February 2015, Prague (Czech Republic)	<a href="#">1st CN meeting for 2015</a>	<a href="#">BEREC CN (15) 01</a>	<a href="#">BEREC CN (15) 18</a>
25 February 2015, Berne (Switzerland)	<a href="#">Public BEREC Workshop on Oligopoly Analysis and Regulation</a>	<a href="#">BoR (15) 11</a>	N.A.
26-27 February 2015, Berne (Switzerland)	<a href="#">22nd BoR plenary ordinary meeting</a>	<a href="#">BoR (15) 38</a>	<a href="#">BoR (15) 46</a>
27 February 2015, Berne (Switzerland)	<a href="#">22nd MC plenary ordinary meeting</a>	<a href="#">MC (15) 27</a>	<a href="#">MC (15) 40</a>
4 March 2015, Brussels (Belgium)	<a href="#">Public debriefing from the 22nd BEREC plenary</a>	N.A.	N.A.
14-15 May 2015, Budva (Montenegro)	<a href="#">2nd CN meeting for 2015</a>	<a href="#">BEREC CN (15) 19</a>	<a href="#">BEREC CN (15) 54</a>
4-5 June 2015, Bergen (Norway)	<a href="#">23rd BoR plenary ordinary meeting</a>	<a href="#">BoR (15) 78 Rev1</a>	<a href="#">BoR (15) 97</a>
5 June 2015, Bergen (Norway)	<a href="#">23rd MC plenary ordinary meeting</a>	<a href="#">MC (15) 63</a>	<a href="#">MC (15) 70</a>
19 June 2015, Brussels (Belgium)	<a href="#">Public debriefing from 23<sup>rd</sup> plenary meeting</a>	N.A	N.A
10-11 September 2015, Baden (Austria)	<a href="#">3rd Contact Network meeting for 2015</a>	<a href="#">BEREC CN (15) 55</a>	<a href="#">BEREC CN (15) 84</a>

Dates/place	Event/Hyperlink to event section	Agenda	Conclusions (if applicable)
1-2 October 2015, Riga (Latvia)	<a href="#">24th BoR plenary ordinary meeting</a>	<a href="#">BoR (15) 131</a>	<a href="#">BoR (15) 179</a>
2 October 2015, Riga (Latvia)	<a href="#">24th MC plenary ordinary meeting</a>	<a href="#">MC (15) 86</a>	<a href="#">MC (15) 109</a>
8 October 2015, Brussels (Belgium)	<a href="#">Public debriefing from the 24<sup>th</sup> plenary meeting</a>	N.A	N.A
15 October 2015, Brussels (Belgium)	<a href="#">3rd BEREC Stakeholder Forum Meeting</a>	<a href="#">BoR (15) 128</a>	<a href="#">BoR (15) 193</a>
19-20 November 2015, Barcelona (Spain)	<a href="#">4th CN meeting for 2015</a>	<a href="#">BEREC CN (15) 86 Rev.1</a>	<a href="#">BEREC CN (15) 116</a>
10 December 2015, London (United Kingdom)	<a href="#">25<sup>th</sup> BoR plenary ordinary meeting</a>	<a href="#">BoR (15) 190</a>	<a href="#">BoR (15) 220</a>
10-11 December 2015, London (United Kingdom)	<a href="#">25<sup>th</sup> MC plenary ordinary meeting</a>	<a href="#">MC (15) 130</a>	<a href="#">MC (15) 140</a>
16 December 2015, Brussels (Belgium)	<a href="#">Public debriefing from the 25<sup>th</sup> BEREC plenary</a>	N.A.	N.A.

## Annex VII: Specific annexes related to Part II

Table 1: 2015 Electronic Voting Procedures of the BEREC Office Management Committee (MC)

№	Subject / Link to published document	Comments Round		Voting Round	
		Start	End	Start	End
1.	Provisional draft estimate of the BEREC Office's revenue and expenditure (budget) for 2016 and <a href="#">BEREC Office Multi-Annual Staff Policy Plan 2016-2018</a>	15.01.2015	22.01.2015	23.01.2015	30.01.2015
2.	<a href="#">BEREC Office MC Decision on financing decision for launching a procurement procedure to purchase or rent audio-video conference facilities to be placed in Brussels and to cover auxiliary costs</a>	13.04.2015	20.04.2015	24.04.2015	04.05.2015
3.	<a href="#">BEREC Office MC Opinion concerning the final accounts of the year 2014</a>	16.06.2015	22.06.2015	23.06.2015	30.06.2015
4.	<a href="#">BEREC Office Work Programme 2016</a>	15.09.2015	21.09.2015	23.09.2015	30.09.2015
5.	<a href="#">BEREC Office MC Decision on the termination of the appointment of the BEREC Office Accounting Officer and on the appointment of Interim Accounting Officer</a>	09.10.2015	12.10.2015	12.10.2015	13.10.2015
6.	<a href="#">Opinion of the Management Committee of the Office of the Body of European Regulators for Electronic Communications (BEREC Office) on the European Court of Auditor's report on the annual accounts for financial year 2014</a>	14.10.2015	15.10.2015.	15.10.2015	16.10.2015

**Table 2: Overview of public documents the BEREC Office Management Committee adopted in 2015**

**Decisions**

Document number	Document date	Document title/ hyperlink to published version
MC/2015/1	4 May 2015	<a href="#"><u>BEREC Office MC Decision on financing decision for launching a procurement procedure to purchase or rent audio-video conference facilities to be placed in Brussels and to cover auxiliary costs</u></a>
MC/2015/2	5 June 2015	<a href="#"><u>Decision of the BEREC Office MC on general provisions for implementing Article 87(1) of the Conditions of Employment of Other Servants of the European Union and implementing the first paragraph of Article 44 of the Staff Regulations</u></a>
MC/2015/3	5 June 2015	<a href="#"><u>Decision of the BEREC Office MC on laying down general implementing provisions on the procedure governing the engagement and use of temporary staff under Article 2(f) of the Conditions of Employment of Other Servants of the European Union</u></a>
MC/2015/4	5 June 2015	<a href="#"><u>Decision of the BEREC Office MC repealing the Decision MC/2012/05 adopted to establish direct service agreements with the international schools in the Republic of Latvia to cover schooling fees for children of the BEREC Office staff</u></a>
MC/2015/5	5 June 2015	<a href="#"><u>Decision of the BEREC Office MC on the adoption of certain implementing rules to the Staff Regulations on attestation procedure</u></a>
MC/2015/6	5 June 2015	<a href="#"><u>Decision of the BEREC Office MC on the adoption of certain implementing rules to the Staff Regulations</u></a>
MC/2015/7	5 June 2015	<a href="#"><u>Decision of the BEREC Office MC laying down general implementing provisions of the Conditions of Employment of Other Servants of the European Union on the procedure governing the working time</u></a>
MC/2015/8	5 June 2015	<a href="#"><u>Decision of the BEREC Office MC on change of category of staff</u></a>
MC/2015/9	5 June 2015	<a href="#"><u>Decision of the BEREC Office MC on proposal No 1 to the MC for transfers from Title 2 to Title 3 in the BEREC Office Budget 2015</u></a>



Document number	Document date	Document title/ hyperlink to published version
MC/2015/10	2 October 2015	<a href="#">BEREC Office MC Decision laying down general implementing provisions for implementing Article 43 of the Staff Regulations and implementing the first paragraph of Article 44 of the Staff Regulations for temporary staff</a>
MC/2015/11	2 October 2015	<a href="#">BEREC Office MC Decision to establish reserve lists for the posts of Legal Officer and Executive Support Officer at the BEREC Office</a>
MC/2015/12	2 October 2015	<a href="#">BEREC Office MC Decision of the BEREC Office MC on the designation of the two Reporting Officers for the assessment of the probationary period of the Administrative Manager of the BEREC Office</a>
MC/2015/13	2 October 2015	<a href="#">BEREC Office MC Decision concerning the reimbursement of travel, subsistence and other expenses incurred in the course of journeys made by persons not employed by the BEREC Office and repealing the previous Management Committee Decision № MC/2013/05 of 6 June 2013</a>
MC/2015/14	13 October 2015	<a href="#">BEREC Office MC Decision on the termination of the appointment of the BEREC Office Accounting Officer and on the appointment of Interim Accounting Officer</a>
MC/2015/15	11 December 2015	<a href="#">BEREC Office MC Decision on the replacement of the establishment plan for the financial year 2015</a>

## Opinions

Document number	Document date	Document title/ hyperlink to published version
MC (15) 69	30 June 2015	<a href="#">BEREC Office MC Opinion concerning the final accounts of the year 2014</a>
MC (15) 95	16 October 2015	<a href="#">Opinion of the Management Committee of the Office of the Body of European Regulators for Electronic Communications (BEREC Office) on the European Court of Auditor's report on the annual accounts for financial year 2014</a>

**BEREC Office Annual Activity Report 2014**

Document number	Document date	Document title/ hyperlink to published version
MC (15) 62	5 June 2015	<a href="#">2014 Consolidated Annual Activity Report of the Office of the Body of European Regulators for Electronic Communications (BEREC Office)</a>

**BEREC Office Work Programme 2016**

Document number	Document date	Document title/ hyperlink to published version
MC (15) 84	15 September 2015	<a href="#">BEREC Office Work Programme 2016</a>

**BEREC Office Budget**

Document number	Document date	Document title/hyperlink to published version
MC (15) 134	11 December 2015	<a href="#">Budget and establishment plan for 2016</a>

**Agendas for the 2015 meetings of the BEREC Office Management Committee**

Document number	Document date	Document title/hyperlink to published version
MC (15) 27	16 February 2015	<a href="#">Draft Agenda of the 22nd Meeting of the BEREC Office Management Committee in Berns (Switzerland)</a>
MC (15) 63	25 May 2015	<a href="#">Draft Agenda of the 23rd Meeting of the BEREC Office Management Committee in Bergen (Norway)</a>
MC (15) 86	18 September 2015	<a href="#">Draft Agenda of the 24th Meeting of the BEREC Office Management Committee in Latvia (Riga)</a>
MC (15) 130	1 December 2015	<a href="#">Draft Agenda of the 25th Meeting of the BEREC Office Management Committee in London (UK)</a>

**Conclusions of the 2015 meetings of the BEREC Office Management Committee**

<b>Document number</b>	<b>Document date</b>	<b>Document title/hyperlink to published version</b>
MC (15) 40	27 February 2015	<a href="#"><u>Conclusions of the 22nd plenary meeting of the BEREC Office Management Committee, 27 February 2015, Berne (Switzerland)</u></a>
MC (15) 70	5 June 2015	<a href="#"><u>Conclusions of the 23rd plenary meeting of the BEREC Office Management Committee, 5 June 2015, Bergen (Norway)</u></a>
MC (15) 109	2 October 2015	<a href="#"><u>Conclusions of the 24th plenary meeting of the BEREC Office Management Committee, 2 October 2015, Riga (Latvia)</u></a>
MC (15) 140	11 December 2015	<a href="#"><u>Conclusions of the 25th plenary meeting of the BEREC Office Management Committee, 10-11 December 2015, London (UK)</u></a>

**ANNEX VIII: Final annual accounts**

See the 2<sup>nd</sup> file attached.