

MC (12) 01 rev. 1
21 February 2012

Draft Agenda
of the 10th Meeting of the BEREC Office Management Committee
24 February 2012, Vienna

1. Opening of the meeting and adoption of the agenda

| | |
|------------------------------|---|
| <i>Title(s)</i> | Draft MC Agenda |
| <i>Document No(s).</i> | MC (12) 01 |
| <i>Background</i> | No |
| <i>Action required by MC</i> | To agree on the agenda and identify any points to be raised under AOB |

2. Adoption of an “A” item (without discussion)

| | |
|------------------------------|--|
| <i>Title(s)</i> | BEREC Office implementing rules to the staff regulations |
| <i>Document No(s).</i> | MC (11) 02 |
| <i>Background</i> | The Draft Decision was approved by the Bucharest Plenary in December 2011 for submission to the Commission for obtaining its agreement and by the Commission in January 2012 (Decision C (2012) 19 final). |
| <i>Action required by MC</i> | To adopt for publication and implementation |

3. BEREC presence in Brussels

| | |
|-------------------------------|--|
| <i>Title(s)</i> | BEREC Presence in Brussels |
| <i>Document No(s).</i> | MC (12) 09 |
| <i>Background</i> | Presentation of the possible options for the BEREC presence in Brussels in the context of the BEREC Medium Term Strategy |
| <i>Action required by BoR</i> | To discuss and define the next steps |

4. BEREC Office Budget

4.1. Preliminary budgetary statement of the BEREC Office for 2011

| | |
|------------------------------|---|
| <i>Title(s)</i> | Preliminary budgetary statement for 2011 |
| <i>Document No(s).</i> | MC (12) 03 |
| <i>Background</i> | Presentation of the BEREC Office preliminary budgetary statement for 2011 |
| <i>Action required by CN</i> | To take note |

4.2. Presentation of the draft Budget of the BEREC Office for 2012

| | |
|------------------------------|---|
| <i>Title(s)</i> | Draft Budget of the BEREC Office for 2012 |
| <i>Document No(s).</i> | MC (12) 04 |
| <i>Background</i> | Presentation of the draft Budget of the BEREC Office for 2012 |
| <i>Action required by CN</i> | To approve for publication and implementation |

4.3. Preliminary draft Budget of the BEREC Office for 2013

| | |
|------------------------------|---|
| <i>Title(s)</i> | Preliminary draft Budget of the BEREC Office for 2013 |
| <i>Document No(s).</i> | MC (12) 05 |
| <i>Background</i> | Presentation of the preliminary draft Budget of the BEREC Office for 2013 |
| <i>Action required by CN</i> | To approve for submission to the Commission |

5. BEREC Office Staff Policy

5.1. BEREC Office Staff Policy and Multiannual Staff Policy Plan for the period (MSPP) 2013-2015

| | |
|------------------------------|---|
| <i>Title(s)</i> | BEREC Office Staff Policy and MSPP for 2013-2015 |
| <i>Document No(s).</i> | MC (12) 08 |
| <i>Background</i> | Presentation of information on the BEREC Office Staff Policy and the MSPP 2013-2015 |
| <i>Action required by CN</i> | To take note |

5.2. Reimbursement of exceptional costs for schooling for BEREC Office staff members

| | |
|------------------------------|---|
| <i>Title(s)</i> | Reimbursement of exceptional costs for schooling for BEREC Office staff members |
| <i>Document No(s).</i> | MC (12) 06 |
| <i>Background</i> | Presentation of a draft MC Decision for reimbursement of exceptional costs incurred by staff members of the BEREC Office in respect to kindergarten and school fees |
| <i>Action required by CN</i> | To approve for publication and implementation |

6. Reimbursement of travel, subsistence and other expenses by the BEREC Office

| | |
|------------------------------|--|
| <i>Title(s)</i> | Reimbursement of travel, subsistence and other expenses by the BEREC Office |
| <i>Document No(s).</i> | MC (12) 07 |
| <i>Background</i> | Presentation of a draft 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 |
| <i>Action required by CN</i> | To approve for publication and implementation |

7. AOB

- Information by HAKOM on the next MC Meeting

| | |
|------------------------------|--|
| <i>Title(s)</i> | 11 th meeting of the Management Committee of the BEREC Office (24-25 May 2012, Dubrovnik) |
| <i>Document No(s).</i> | No |
| <i>Background</i> | Information on the next MC meeting |
| <i>Action required by MC</i> | To take note |