

16 February 2015

Draft Agenda

for the 22nd meeting of the Management Committee (MC) of the BEREC Office

27 February 2015, Berne (Switzerland)

Hosted by COMCOM and BAKOM

1. Opening of the meeting and adoption of the agenda

Document(s)	MC (15) 27 Draft MC Agenda
Introduction by	BEREC Chair
Action requested	To agree on the agenda and identify any points to be raised under AOB.

2. Oral up-date on the recent activities of the BEREC Office Advisory Group (BAG)

Document(s)	MC (15) 22 Report on the BAG Activities in 2014
Introduction by	BAG Chairs 2014 and 2015
Action requested	To take note of the information provided.

3. BEREC Office operation in 2014 - status up-date on the functioning of the BEREC Office (key activities, budget execution and human resources)

Document(s)	MC (15) 23 Transfers by the BEREC Office Administrative Manager in the BEREC Office Budget in the Period October - December 2014 MC (15) 24 BEREC Office Report on Operation and Budget Execution January-December 2014 MC (15) 25 BEREC Office Report on Budgetary and Financial Management for Financial Year 2014
Introduction by	BEREC Office Administrative Manager
Action requested	To take note of the information provided.

4. Internal Audit Service (IAS)

Document(s)	MC (14) 138 IAS Follow-up on outstanding recommendations from IAS Limited Review on the Implementation of Internal Control Standards in the BEREC Office – note on audit conclusions MC (15) 16 IAS Follow-up on outstanding recommendations from IAS Limited Review on the Implementation of Internal Control Standards in the BEREC Office – note on audit conclusions MC (15) 26 Draft Mission Charter of the IAS of the European Commission in relation to bodies set up under the TFEU and the EUROATOM Treaty having legal personality and receiving contributions charged to the budget
Introduction by	BEREC Office Administrative Manager
Action requested	To take note of the information provided in the Notes from the IAS and to approve the Mission Charter for signature, publication and implementation.

5. Oral up-date on the acquisition and usage of BEREC Office assets, in particular video-conference equipment, at the premises of the BEREC Brussels presence (IRG Secretariat)

Document(s)	No documents
Introduction by	BEREC Office Administrative Manager and BEREC Vice-Chair (BNetzA)
Action requested	To take note of the information provided.

6. Reimbursement of the travelling expenses by the BEREC Office to the BEREC representatives in the BEREC activities

Document(s)	No documents
Introduction by	BEREC Vice-Chair (BNetzA)
Action requested	To discuss and decide on the way forward.

7. AOB

Information on the next meeting of the BEREC Office MC (4-5 June 2015, Bergen (Norway))

Document(s)	No documents
Introduction by	Representative of the meeting host (Nkom)
Action requested	To take note.