

34th Ordinary Plenary Meeting of the BEREC Office Management Committee (MC)

Hosted by the [Slovak Regulatory Authority for Electronic Communications and Postal Services \(RU\)](#)

Conclusions

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9 March 2018

Contents

Main Results of the 34 th BEREK Office MC Meeting	2
1. Opening of the meeting and adoption of the agenda	3
2. List of 'A' items	3
3. Oral up-date on the recent activities of the BEREK Office Advisory Group (BAG) and of the BEREK Vice-Chair in the capacity of appointing authority	4
4. BEREK Office Staff matters	4
5. AOB	6

Annex – List of documents approved for publication

Main Results of the 34th BEREC Office MC Meeting

The BEREC Office Management Committee held its 34th ordinary plenary meeting on 9 March 2018 in Bratislava, Slovak Republic.

During the meeting the MC discussed and agreed on the following:

1. Documents submitted to the MC as 'A' items for approval and publication and documents submitted for information alongside 'A' items:

For publication:

- Draft MC Decision amending Decision MC/2016/08 on the rules governing the traineeship programme of the BEREC Office;
- MC Decision on the security of communication and information systems at the BEREC Office.

For information:

- 2017 BEREC Office quarterly Report on operation and budget execution in the period January-December 2017;
- Transfers by the BEREC Office Administrative Manager in the BEREC Office Budget in the period October-December 2017;
- BEREC Office Report on implementation of the budget and on budgetary and financial management 2017;
- Report on the activities of the BAG and of the BEREC Vice-Chair as appointing authority for 2017.

2. Documents submitted as regular items:

For publication:

- MC Decision for the approval of the multiannual BEREC Office action plan for access to measures of a social nature, including specific measures to reconcile working life with family life

3. Documents submitted to the MC for discussion:

- Recent activities of the BEREC Office Advisory Group (BAG)

4. Next meeting

The next MC meeting will take place on 15 June 2018 in Gdańsk-Sopot (Poland) and will be hosted by the Polish [Office of Electronic Communications](#) (UKE)

Introduction and participation

The BEREC Office MC held its 34th ordinary plenary meeting on 9 March 2018 in Bratislava, Slovak Republic. The meeting was hosted by the [Slovak Regulatory Authority for Electronic Communications and Postal Services](#) (RU).

The meeting was attended by the heads and/or high-level representatives of the National Regulatory Authorities (NRAs) with primary responsibility for overseeing the day-to-day operation of the markets for electronic communications networks and services established in each Member State of the European Union (EU), and by the European Commission. Heads and high-level representatives of the NRAs from the EFTA States and the candidate countries for EU accession also took part in the meeting.

List of documents

The list of documents approved by the meeting for publication in compliance with the BEREC Regulation and the BoR transparency rules is presented in Annex to the Conclusions.

Items discussed

A short overview of the information presented under each agenda item, a summary record of the proceedings and a record of the conclusions reached by the MC is presented below.

1. Opening of the meeting and adoption of the agenda

Document(s)	MC (18) 17 Draft MC Agenda
Introduction by	BEREC Chair (RTR)
Information presented	The BEREC Chair opened the meeting and presented the agenda for approval by the MC meeting. The MC members were invited to suggest any additional issues to be raised or presented under “Any other business” (AOB).
Conclusions	The agenda was approved with suggested changes.

2. List of ‘A’ items

Document(s)	<p><u>For publication</u></p> <p>MC (18) 18 Draft MC Decision amending Decision MC/2016/08 on the rules governing the traineeship programme of the BEREC Office</p> <p>MC (18) 19 Draft MC Decision on the security of communication and information systems at the BEREC Office</p> <p><u>For information</u></p> <p>MC (18) 20 2017 BEREC Office quarterly Report on operation and budget execution in the period January-December 2017</p> <p>MC (18) 21 Transfers by the BEREC Office Administrative Manager in the BEREC Office Budget in the period October-December 2017</p> <p>MC (18) 22 BEREC Office Report on implementation of the budget and on</p>
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	<p>budgetary and financial management 2017</p> <p>MC (18) 23 Report on the activities of the BAG and of the BEREC Vice-Chair as appointing authority for 2017</p>
Introduction by	BEREC Chair (RTR)
Information presented	The BEREC Chair presented the list of 'A' items, as set out above. The list of 'A' items had been drawn up on the basis of the conclusions of the CN meeting. Furthermore, the BEREC Chair also drew the meeting's attention to the information documents provided by the BEREC Office and informed the MC that these documents were submitted alongside the 'A' items only for information and that they did not require any action from the MC.
Conclusions	The MC approved the documents listed as 'A' items and took note of the documents for information.

3. Oral up-date on the recent activities of the BEREC Office Advisory Group (BAG) and of the BEREC Vice-Chair in the capacity of appointing authority

Document(s)	No documents
Introduction by	BEREC Vice-Chair in the capacity of appointing authority for BEREC Office staff (ComReg)
Information presented	<p>The BEREC Vice-Chair (ComReg) briefed the MC in relation to the recent BAG activities and the activities he undertook in the capacity of appointing authority for the BEREC Office staff.</p> <p>He also informed the MC about the meeting with the BEREC Office on 19 January 2018 and the meeting with Latvian authorities on 5 March 2018.</p> <p>The BEREC Vice-Chair emphasised that the BEREC Office should have adequate resources to fulfil its tasks, current and in the future. He also recalled that the financial statement prepared by the EC when establishing the BEREC Office envisaged unrealistic low number of staff to run the agency. He noted that, since the establishment of the Office, there have already been new tasks assigned to BEREC and as a result further support from the Office was requested (e.g. Net Neutrality, Roaming, public consultation tool, training for NRAs).</p>
Conclusions	The MC took note of the information.

4. BEREC Office Staff matters

4.1 BEREC Office social welfare measures

Document(s)	MC (18) 24 Draft MC Decision for the approval of the multiannual BEREC Office action plan for access to measures of a social nature, including specific measures to reconcile working life with family life
Introduction by	The Administrative Manager of the BEREC Office
Information presented	<p>Article 1e of the Staff Regulations (SR), applicable by analogy to temporary and contract agents, in accordance with the CEOS, states that '<i>Officials in active employment shall have access to measures of a social nature, including specific measures to reconcile working life with family life</i>'.</p> <p>Measures of a social nature adopted in accordance with Article 1e of the SR shall be implemented in close cooperation with the Staff Committee,</p>

	<p>on the basis of multi-annual proposed actions. These proposed actions shall be transmitted each year to the budgetary authority in the framework of the budget procedure.</p> <p>The draft decision was prepared in cooperation with the Staff Committee of the BEREC Office in order to establish a multi-annual action plan, aiming to ensure access to the measures indicated in the SR.</p> <p>The action plan is articulated in four key points: Acquisition and implementation of best practices; Support favourable conditions for commercial services (including private health service providers); Facilitate access to kindergarten for the children of the staff; and Enhance the work-private life balance possibilities already envisaged by the applicable rules.</p> <p>Financial resources for the social welfare measures for the BEREC Office staff has been envisaged in the respective BEREC Office budget and in the Annual and Multiannual Programming of the BEREC Office Activities, to be adopted by the MC. Therefore, the implementation of the action plan does not require any additional financial resources.</p> <p>The execution of the action plan is entrusted to the Administrative Manager.</p>
Conclusions	The MC approved the document for publication and submission to the Budgetary Authority for information.

4.2 Oral information about new staff policies and on-going selection procedures at the BEREC Office

Document(s)	No document
Introduction by	The Administrative Manager of the BEREC Office
Information presented	<p>The BEREC Office Administrative Manager briefed the MC on the on-going selection procedures at the BEREC Office and on new staff policies.</p> <p>The MC was informed that since the beginning of the year two new internal staff policies had been adopted, as follows:</p> <ul style="list-style-type: none"> - On 15.01.2018 - Decision of the Vice-Chair of the Management Committee of the Office of the Body of European Regulators for Electronic Communications (BEREC Office) on the definition of the teleworking policy at the BEREC Office and its implementation; - On 23.01.2018 - Internal Administrative Instruction of the BEREC Office Administrative Manager on duration and renewal of contracts for Temporary Staff under Article 2(f) of the CEOS. <p>The MC was also informed about the state of play of the on-going selection procedures for the establishment of reserve lists for the posts of Programme Management Assistant (AST4) and Team Leaders (AD6) and the launch of a call for Seconded National Experts and the Traineeship programme.</p>
Conclusions	The MC took note of the information.

5. AOB

Information on the 25th BIPT anniversary

Document(s)	No document
Introduction by	Representative of BIPT
Information presented	The BIPT representative informed the MC about the event and invited all NRAs to participate in the BIPT 25 th anniversary which will take place in Brussels on 16 October 2018.
Conclusions	The MC took note of the information.

Information on the 35th MC plenary meeting (13-15 June 2018, Gdańsk-Sopot, Poland)

Document(s)	No document
Introduction by	Representative of the meeting host (UKE)
Information presented	The representative of the meeting host, UKE, provided information on the logistics for the meeting.
Conclusions	The MC took note of the information.

**List of public documents approved during
the 34th BEREC Office Management Committee plenary meeting**

Document number	Document title/hyperlink
MC/2018/02	MC Decision for amending Decision MC/2016/08 on the rules governing the traineeship programme of the BEREC Office
MC/2018/03	MC Decision on the security of communication and information systems at the BEREC Office
MC/2018/04	MC Decision for the approval of the multiannual BEREC Office action plan for access to measures of a social nature, including specific measures to reconcile working life with family life