13th Meeting of the Management Committee of the BEREC Office

7 December 2012, Saint Julian's, hosted by MCA

BEREC CHAIR 2012 AUSTRIA

Draft Agenda

Location:	Westin Dragonara Resort Hotel St. Julian's, Malta

7 December 2012

1. Opening of the meeting and adoption of the agenda

Title(s)	Draft MC Agenda
Document No(s).	MC (12) 57
Action required by MC	To agree on the agenda and identify any points to be raised under AOB

2. Election of Chair for 2014 and Vice-chairs for 2013

Title(s)	Election of Chair for 2014 and Vice-chairs for 2013
Document No(s).	No
Action required by MC	To elect Chair for 2014 and Vice-chairs for 2013

3. Approval of the list of "A" items

Title(s)	Approval of the 'A' items
Document No(s).	MC (12) 51: Draft MC Decision on temporary occupation of management posts MC (12) 52: Draft MC Decision on harassment MC (12) 53: Draft MC Decision on tele-working MC (12) 54: Draft MC Decision on appointing the BEREC Office Accounting Officer
Action required by MC	To approve the list of 'A' items

4. BEREC Office Internal Audit Service Strategic Audit Plan for the 2013-2015

Title(s)	BEREC Office Internal Audit Service Strategic Audit Plan for 2013-2015
Document No(s).	MC (12) 50
Action required by MC	To approve the IAS Strategic Audit Plan for the BEREC Office 2013 –

	2015

5. 2012 BEREC Office Budget

Title(s)	Up-date on the execution of the 2012 BEREC Office Budget
Document No(s).	MC (12) 56
Action required by MC	To take note

6. Upcoming Procurements

Title(s)	Upcoming procurements in the BEREC Office
Document No(s).	No
Action required by MC	To take note

7. BEREC Office Staff Issues

7.1. BEREC Office Staff Policy

Title(s)	BEREC Office staff Policy
Document No(s).	MC (12) 55: Draft BEREC Office Multi-annual Staff Policy Plan (MSPP) for 2014-2016 and Executive Summary on staff policy issues
Action required by MC	To discuss and to approve the draft MSPP for submission to the Commission

7.2. Recruitments to BEREC Office

Title(s)	Information on on-going recruitment procedures
Document No(s).	No document
Action required by MC	To approve the short-list of candidates, nominate the successful candidates for Programme Management Assistant and Webmaster and to approve the reserve-lists of candidates with validity of 1 year.

8. AOB

− Information by APEK on the next MC meeting

Title(s)	Information by APEK on the next MC meeting
Document No(s).	No document
Action required by MC	To take note

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