

27 November 2013

## Draft Agenda for the 17<sup>th</sup> meeting of the Management Committee of the BEREC Office *5-6 December 2013, Budapest (Hungary)*

Hosted by the [Hungarian National Media and Infocommunications Authority](#) (NMHH)

### 1. Opening of the meeting and adoption of the agenda

Document(s)	MC (13) 75 Draft MC Agenda
Introduction by	BEREC Chair
Action requested	To agree on the agenda and identify any points to be raised under AOB.

### 2. Elections of Chair for 2015 and Vice-chairs for 2014

Document(s)	No document
Introduction by	BEREC Chair
Action requested	To agree on the election process and on the number of Vice Chairs for 2014.

### 3. Recruitment of the BEREC Office Administrative Manager

Document(s)	No document
Introduction	Incoming BEREC Chair (PTS)
Action requested	To select the BEREC Office Administrative Manager from the short-listed candidates.

### 4. Elections of Chair for 2015 and Vice-chairs for 2014

Document(s)	No document
Introduction by	BEREC Chair
Action requested	To elect the BEREC Chair for 2015 and Vice-chairs for 2014.

## 5. Oral up-date from the BEREC Office Task Force

Document(s)	No document
Introduction by	BEREC Office Task Force Chair (PTS)
Action requested	To take note

## 6. BEREC Office Financial issues

### 6.1. Execution of the BEREC Office budget for 2013

Document(s)	MC (13) 71 Execution of the BEREC Office budget for 2013
Introduction	BEREC Office Administrative Manager
Action requested	To take note.

### 6.2. BEREC Office Budget for 2014

Document(s)	MC (13) 72 Draft Budget of the BEREC Office for 2014
Introduction	BEREC Office Administrative Manager
Action requested	To approve for publication and implementation.

### 6.3. New BEREC Office Financial Regulation and its implications

Document(s)	MC (13) 73 Draft revised BEREC Office Financial Regulation
Introduction	BEREC Office Administrative Manager
Action requested	To take note and provide guidance on the way forward.

## 7. Reply by the Management Committee to the observations of the European Court of Auditors (ECA) on the Final Accounts of the BEREC Office for 2012

Document(s)	MC (13) 69 Final Report of the ECA on the Final Accounts of the BEREC Office for 2012 MC (13) 74 Draft Reply/Opinion of the Management Committee to the Final Report of the ECA on the Final Accounts of the BEREC Office for 2012
Introduction	BEREC Office Administrative Manager
Action requested	To take note and provide guidance (if needed).

## 8. BEREC Office staff policy

### 8.1. BEREC Office Multi-annual Staff Policy Plan (MSPP) for 2015-2017 and new Staff Implementing rules

Document(s)	No document
Introduction	BEREC Office Administrative Manager
Action requested	To take note of the forthcoming e-clearance on the draft MSPP and of the expected new staff implementing rules.

### 8.2. Extension of reserve list for the post of the Head of Programme Management in the BEREC Office

Document(s)	MC (13) 76 Draft Decision to extend the reserve list for the post of the Head of Programme Management in the BEREC Office
Introduction	BEREC Office Administrative Manager / BEREC Incoming Chair (PTS)
Action requested	To approve for submission to the Commission and for using the reserve list to appoint the new Head of Programme Management.

## 9. BEREC Intranet development

Document(s)	No document
Introduction	BEREC Office Administrative Manager
Action requested	To take note.

## 10. AOB

### Next MC Meeting (Stockholm, 27-28 February 2014)

Document(s)	No document
Introduction by	PTS representative
Action requested	To take note.