

## **Conclusions**

**of the Management Committee Meeting of the Office of the Body of European Regulators for  
Electronic Communications (BEREC Office)**

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

**Date:** 7 December 2012

### ***Main results from the 13<sup>th</sup> meeting of the Management Committee (MC) of the BEREC Office***

#### **I. Final documents, approved for publication**

##### **1. MC Decisions**

The MC approved for publication and implementation the following decisions:

- MC Decision on temporary occupation of management posts;
- MC Decision on appointing the BEREC Office Accounting Officer.

#### **II. Draft documents approved by the MC**

##### **1. Draft MC Decisions approved for submission to the Commission**

The MC approved the following two draft implementing measures in accordance with the arrangements provided for in Article 110 of the Staff Regulations of Officials of the European Communities, which have to be submitted to the Commission for agreement, as required by Article 10(2) of the BEREC Regulation:

- Draft MC Decision on harassment;
- Draft MC Decision on tele-working.

#### **III. Recruitment of BEREC Office staff**

- Recruitment of the Administrative Assistant in Programme Management Unit and the establishment of a reserve list based on the proposal of the Selection Committee.

#### **IV. Next meeting**

V. The next meeting of the MC will take place on 7 and 8 March 2013 in Ljubljana, Slovenia, hosted by APEK

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

<i>Title(s)</i>	Draft MC Agenda
<i>Document No(s).</i>	MC (12) 57
<i>Conclusions</i>	MC adopted the draft MC agenda

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

<i>Title(s)</i>	Election of Chair for 2014 and Vice-chairs for 2013
<i>Information presented</i>	<p>The Chair presented information about the applications received for MC 2014 Chair and Vice-chairs for 2013, as follows:</p> <ol style="list-style-type: none"><li>For Chair for 2014 - Mr Luc HINDRYCKX – BIPT (Belgium);</li><li>For Vice-chairs for 2013 (listed in alphabetical order of their family names):<ul style="list-style-type: none"><li>- Mr Franc DOLENC – APEK (Slovenia)</li><li>- Mr Gábor MÁTRAI – NMHH (Hungary).</li></ul></li></ol> <p>The Chair communicated that all these applicants had received the support required by the Rules of Procedure (RoP) and therefore should be admitted to the vote.</p> <p>Proceedings:</p> <p>Pursuant to Article 2 (4) of the RoP, the following MC Members were appointed as tellers to assist the vote:</p> <ol style="list-style-type: none"><li>Mrs Monica ARINO - OFCOM;</li><li>Mr Jacques PROST – ILR.</li></ol> <p>With the assistance of the tellers the MC casted a secret vote on the afore-mentioned applications.</p>
<i>Conclusions</i>	The MC appointed Mr Luc HINDRYCKX, as Chair for 2014, - Mr Franc DOLENC – APEK (Slovenia) and Mr Gábor MÁTRAI – NMHH (Hungary), as Vice-chairs for 2013.

### 3. Approval of the list of “A” items

<i>Title(s)</i>	Approval of the ‘A’ items
<i>Document No(s).</i>	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
<i>Information presented</i>	The BEREC Chair presented the list of “A” items.
<i>Conclusions</i>	MC approved the list of ‘A’ items as follows: MC (12) 51 final adoption; MC (12) 52 adoption for submission to EU Commission; MC (12) 53 adoption for submission to EU Commission; MC (12) 54 final adoption.

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

<i>Title(s)</i>	BEREC Office Internal Audit Service Strategic Audit Plan for 2013-2015
<i>Document No(s).</i>	MC (12) 50
<i>Information presented</i>	Mr Ilian Komitski, Head of Unit A.2 of the EC Internal Audit Service (IAS), presented the result of the risk assessment exercise of July 2012 and of the IAS Strategic Audit Plan for the BEREC Office 2013 – 2015.
<i>Conclusions</i>	MC approved the IAS Strategic Audit Plan for the BEREC Office 2013 – 2015

## 5. 2012 BEREC Office Budget

<i>Title(s)</i>	Up-date on the execution of the 2012 BEREC Office Budget
<i>Document No(s).</i>	MC (12) 56
<i>Information presented</i>	The BEREC Office AM informed about the status of execution of BEREC Office budget for 2012, updated to 1 <sup>st</sup> December 2012.
<i>Conclusions</i>	MC took note of the information provided

## 6. Upcoming Procurements

<i>Title(s)</i>	Upcoming procurements in the BEREC Office
<i>Document No(s).</i>	No
<i>Information presented</i>	The BEREC Office AM presented planned procurements, underlining the difficulties to carry out the activities related to the standard procurement procedures for a small organisation like BEREC Office in term of human resources and timing..
<i>Conclusions</i>	MC took note of the information provided.

## 7. BEREC Office Staff Issues

### 7.1. BEREC Office Staff Policy

<i>Title(s)</i>	BEREC Office staff Policy
<i>Document No(s).</i>	MC (12) 55: Draft BEREC Office Multi-annual Staff Policy Plan (MSPP) for 2014-2016 and Executive Summary on staff policy issues
<i>Information presented</i>	BEREC Office AM presented an overview of current staffing. And the challenges related to the staff policy of the BEREC Office based on the draft MSPP for 2014-2016.
<i>Conclusions</i>	The Administrative Manager of the BEREC Office committed to present to DG Connect a revised version of the MSPP by end of December, in order it to be approved by the MC by electronic clearance in January 2013.

### 7.2. Recruitments to BEREC Office

<i>Title(s)</i>	Information on on-going recruitment procedures
<i>Document No(s).</i>	No document

<i>Information presented</i>	BEREC Office AM presented an overview of the current staffing and of the on-going recruitments. A presentation was given by the Selection Committee of the ranked successful candidate short-list for the post of Programme Management Assistant.
<i>Conclusions</i>	The MC approved the short-list of candidates, nominating the successful candidates for Programme Management Assistant and also approved the reserve-list of candidates with validity for 1 year.

## 8. AOB

### – Information by APEK on the next MC meeting

<i>Title(s)</i>	Information by APEK on the next MC meeting
<i>Document No(s).</i>	No document
<i>Information presented</i>	APEK informed on the next meeting of the MC to be held on 7 and 8 March 2012 in Slovenia.
<i>Conclusions</i>	MC took note

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