

Draft Agenda

for the 19th meeting of the BEREC Office Management Committee (MC)

5-6 June 2014, Dublin (Ireland)

Hosted by the Commission for Communications Regulation ([ComReg](#))

1. Opening of the meeting and adoption of the agenda

Document(s)	MC (14) 71 Draft MC Agenda
Introduction by	BEREC Chair
Action requested	To agree on the agenda and identify any points to be raised under AOB

2. Review of the MC Rules of Procedure

Document(s)	MC (14) 70 Review of the MC Rules of Procedure
Introduction by	FI EWG Chair (AGCOM)
Action requested	To approve for publication.

3. Oral up-date on the BEREC Office Advisory Group (BAG) activities

Document(s)	No documents
Introduction by	BAG Chair (ANACOM)
Action requested	To take note.

4. Information on the 2012 and 2013 budgetary cycles

4.1. Status up-date on the 2012 and 2013 budgetary cycles, including the discharge procedure

Document(s)	MC (14) 53 Preliminary observations with a view to a report on the annual accounts of the BEREC Office for the financial year 2013
Introduction by	BEREC Office Administrative Manager
Action requested	To consider ECA's preliminary observations and timeline in the light of the next agenda items

4.2. 2013 BEREC Office annual reports and final accounts

Document(s)	MC (14) 45 final Annual Administrative Report from the BEREC Office Authorising Officer (AO)/Administrative Manager (to take note) MC (14) 66 BEREC Office 2013 Annual Activity Report (AAR) (to approve) MC (14) 57 2013 BEREC Office Final Accounts (to take note) MC (14) 65 Draft MC Opinion on the 2013 BEREC Office final accounts (to approve)
Introduction by	BEREC Office Administrative Manager
Action requested	To approve both the AAR and the MC opinion on the final accounts for publication.

5. BEREC Office operation in 2014 - status up-date on the functioning of the BEREC Office (WP, budget, recruitments, procurement and recently signed contracts)

5.1. Status up-date on the functioning of the BEREC Office

Document(s)	MC (14) 46 Execution of the 2014 BEREC Office Budget as per 31 March 2014
Introduction by	BEREC Office Administrative Manager
Action requested	To discuss and to agree on the way forward, if needed.

5.2. BEREC Office staff related decisions

Document(s)	MC (14) 64 Draft MC Decision to approve the proposals for the appointment of a HR Officer and) the establishment of a reserve list (TA – Grade AD5) of the BEREC Office (confidential) MC (14) 72 Draft MC Decision on the general implementing provisions on the procedure governing the engagement and the use of TA at the BEREC Office (TBC, subject to obtaining Commission’s agreement in compliance with the requirement of Article 10 (2) of the BEREC Regulation)
Introduction by	BEREC Office Administrative Manager
Action requested	To approve for publication and implementation

6. AOB

- Information by AGCOM on the next MC meeting, 25-26 September 2014, Rome (Italy)

Document(s)	No documents
Introduction by	Representative of AGCOM
Action requested	To take note.