

Draft Agenda for the 20th meeting of the BEREC Office Management Committee (MC)

26 September 2014, Rome (Italy)

Hosted by the [Autorità per le Garanzie nelle Comunicazioni](#) (AGCOM)

1. Opening of the meeting and adoption of the agenda

Document(s)	MC (14) 103 Draft MC Agenda
Introduction by	BEREC Chair
Action requested	To agree on the agenda and identify any points to be raised under AOB.

2. Approval of the “A” items

Document(s)	MC (14) 96 Draft MC Decision on the designation of two Reporting Officers for the assessment of the probationary period of the BEREC Office Administrative Manager (for approval for publication and implementation); MC (14) 97 Draft Reply by the MC to the observations of the European Court of Auditors (ECA) on the Final Account of the BEREC Office for 2013 (for approval for publication and submission to the ECA, the European Parliament (EP) and the Commission).
Introduction by	BEREC Chair
Action requested	To approve the list of “A” items.

3. International activities

3.1. Letter from the Commission to the BEREC Chair on BEREC and BEREC Office international activity

Document(s)	MC (14) 86 Letter from the Commission to the BEREC Chair on BEREC and BEREC Office international activity
Introduction by	BEREC Chair/Commission Representative
Action requested	To take note.

3.2. Memorandum of Understanding between BEREC and the EaPeReg Network

Document(s)	BoR (14) 125 Draft Memorandum of Understanding for cooperation between BEREC and the Group of Eastern Partnership Regulators for Electronic Communications Networks and Services (EaPeReg Network)
Introduction by	BEREC Chair
Action requested	To approve for signature.

4. 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.

5. BEREC Office operation in 2014 - status up-date on the functioning of the BEREC Office (key activities, budget execution and human resources)

Document(s)	MC (14) 98 Execution of the BEREC Office budget for 2014 MC (14) 99 Explanatory Note by Administrative Manager on transfers in May-July 2014 within BEREC Office Budget 2014
Introduction	BEREC Office Administrative Manager
Action requested	To take note of the information provided in the light of the next items to be submitted for approval by the MC.

6. Documents for approval by the MC

6.1. Service Level Agreement (SLA) with ENISA on Internal Audit Capacity (IAC)

Document(s)	MC (14) 100 Draft MC Decision on the empowerment of the Administrative Manager for the signature of a SLA with ENISA, in accordance with articles 82, 83 and 84 of the BEREC Office Financial Regulation MC/2014/1 MC (14) 101 Draft SLA between the BEREC Office and ENISA on IAC
Introduction	BEREC Office Administrative Manager
Action requested	To approve the decision for publication and implementation and approve the draft SLA for negotiation and signature.

6.2. 2015 BEREC Office WP

Document(s)	MC (14) 102 Draft 2015 BEREC Office WP
Introduction	BEREC Office Administrative Manager
Action requested	To discuss and to approve for publication and implementation.

7. AOB

- Information on the next MC meeting, 4-5 December 2014

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