

18 September 2015

## Draft Agenda

### for the 24th meeting of the Management Committee (MC) of the BEREC Office

**2 October 2015, Riga (Latvia)**

Hosted by SPRK, in cooperation with the BEREC Office

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

<b>Document(s)</b>	MC (15) 86 Draft MC Agenda
<b>Introduction by</b>	BEREC Chair
<b>Action requested</b>	To agree on the agenda and identify any points to be raised under “Any other business” (AOB).

#### 2. List of the ‘A’ items

<b>Document(s)</b>	MC (15) 87 Draft BEREC Office MC Decision laying down general implementing provisions for implementing Article 43 of the Staff Regulations and implementing the first paragraph of Article 44 of the Staff Regulations for temporary staff MC (15) 88 Draft BEREC Office MC Decision to approve the proposals for the establishment of a reserve list for the posts of Legal Officer (TA – Grade AD5) and Executive Support Officer (TA – Grade AD5) at the BEREC Office MC (15) 89 Draft BEREC Office MC Decision on the designation of two Reporting Officers for the annual appraisal of the Administrative Manager
<b>Introduction by</b>	BEREC Chair
<b>Action requested</b>	To approve the documents included in the ‘A’ item list for publication and implementation.

#### 3. Recent activities of the appointing authority of the BEREC Office Staff

<b>Document(s)</b>	MC (15) 90 Report on the activity of the appointing authority
<b>Introduction by</b>	BEREC Vice-Chair (BNetzA)
<b>Action requested</b>	To take note of the information.

#### 4. Recent activities of the BEREC Office Advisory Group (BAG) – oral update

Document(s)	No documents
Introduction by	BEREC Vice-Chair (BNetzA) and BAG 2015 Chair
Action requested	To take note of the information.

#### 5. BEREC Office Annual Accounts 2014

Document(s)	MC (15) 95 Draft Reply by the MC to the observations of the European Court of Auditors on the Final Account of the BEREC Office for 2014
Introduction by	BEREC Office Administrative Manager
Action requested	To approve for publication and submission to the European Court of Auditors, the European Parliament and the Commission.

#### 6. BEREC Office operation in 2015 status up-date

Document(s)	MC (15) 91 2015 BEREC Office quarterly Report on operation and budget execution MC (15) 92 Transfers by the BEREC Office Administrative Manager in the BEREC Office Budget in the period April-June 2015
Introduction by	BEREC Office Administrative Manager
Action requested	To take note.

#### 7. Reimbursement of the travelling expenses by the BEREC Office for participation in BEREC activities

Document(s)	MC (15) 94 Draft BEREC Office MC Decision concerning the reimbursement of travel, subsistence and other expenses incurred in the course of journeys made by persons not employed by the BEREC Office and repealing the previous Management Committee Decision № MC/2013/5 of 6 June 2013
Introduction by	BEREC Vice-Chair Representative (BNetzA)
Action requested	To discuss and to approve for publication.

#### 8. AOB

##### Information on the next meeting of the BEREC Office MC (10-11 December 2015, London (UK))

Document(s)	No documents
Introduction by	Representative of the meeting host (Ofcom)
Action requested	To take note.