

12 February 2016

**Draft Agenda**  
**for the 26th ordinary plenary meeting of the Management  
Committee (MC) of the BEREC Office**  
*26 February 2016, Rotterdam (The Netherlands)*  
*Hosted by ACM*

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

<b>Document(s)</b>	MC (16) 17 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 AOB.

**2. List of the 'A' items**

<b>Document(s)</b>	MC (16) 18 Draft MC Decision on the working language at the BEREC Office (approval for publication)
<b>Introduction by</b>	BEREC Chair
<b>Action requested</b>	To approve the document included in the 'A' item list.

**3. Oral up-date on the recent activities of the BEREC Office Advisory Group (BAG) and of the BEREC Vice-Chair in his capacity of appointing authority**

<b>Document(s)</b>	No documents
<b>Introduction by</b>	BEREC Vice-Chair (ARCEP)
<b>Action requested</b>	To take note of the information.

**4. BEREC Office operation in 2015**

<b>Document(s)</b>	MC (16) 19 2015 BEREC Office Quarterly Report on operation and budget execution MC (16) 20 Transfers by the BEREC Office Administrative Manager in the BEREC Office Budget in the period October - December 2015 MC (16) 21 BEREC Office Report on implementation of the budget and on budgetary and financial management 2015
<b>Introduction by</b>	BEREC Office Administrative Manager
<b>Action requested</b>	To take note of the information.

## 5. Outcome of the internal audit in 2015

Document(s)	MC (15) 147 Final Audit Report on Activities under Article 7 and 7a including Stakeholder Relationship Management and External Communication MC (16) 10 Action Plan to address the recommendations of the AS Audit on Activities under Art.7 and 7a including Stakeholders Relationship Management and External Communication in BEREC Office
Introduction by	BEREC Office Administrative Manager
Action requested	To discuss the outcome of the internal audit in 2015.

## 6. Appointment of the Commission Accounting Officer as the BEREC Office Accounting Officer

Document(s)	MC (15) 139 Provision of Accounting Officer's services to the BEREC Office - offer of services by DG Budget (European Commission) MC (16) 22 Draft MC Decision on the termination of the appointment of the Interim Accounting Officer and on the appointment of the Commission Accounting Officer as the BEREC Office Accounting Officer
Introduction by	BEREC Office Administrative Manager
Action requested	To discuss and to approve the decision for publication.

## 7. BEREC Office annual and multiannual programming document – oral up-date

Document(s)	No documents
Introduction by	BEREC Office Administrative Manager
Action requested	To take note of the information.

## 8. Appointment of the Head of Administration and Finance at the BEREC Office – oral up-date

Document(s)	No documents
Introduction by	BEREC Office Administrative Manager
Action requested	To take note of the information.

## 9. AOB

### - Information on the next MC plenary meeting (3 June 2016, Vienna)

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