

# **7<sup>th</sup> Meeting of the Management Committee Hosted by ANACOM**

**27 May 2011**

**Porto**

## **Conclusions**

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

Draft MC Agenda

**MC (11) 13**

#### **Conclusions**

The agenda was adopted.

### **2. Cooperation with knowledge institutes**

#### **Background**

Following the discussion held at the meeting of the Board of Regulators, the topic will be reconsidered.

#### **Conclusions**

The MC took note. The Commission and the BEREC Office will clarify the possibility and specifics of covering FSR cooperation from BEREC Office budget starting from 2012.

### **3. Status update of BEREC Office set-up by AM**

#### **Background**

The BEREC Office Administrative Manager provided a presentation covering following topics: staff recruitment, permanent office premises, procurement of equipment and services, BEREC Office autonomy criteria.

#### **Conclusions**

The MC took note.

### **4. Recruitments for the BEREC Office**

#### **Background**

The AM presented the ranked short-lists of successful candidates for the following posts:

- a) Secretary to Administrative Manager (AST3)
- b) Administrative Assistant to Programme management Unit (AST1)

#### **Conclusions**

The MC approved the short-list of candidates by the required majority as well as the reserve-lists with a validity of the next 12 months.

## **5. Appointment of the BEREC Office Accounting Officer**

### **Background**

According to the Financial Regulation of the BEREC Office (Art. 43 – Chapter 2 – Financial Actors; Section 3 – Accounting officer), the MC shall appoint the Accounting Officer. Head of Administration and Finance is proposed as the Accounting officer. The appointment of Accounting Officer is a prerequisite for BEREC Office autonomy decision. The AM presented the draft decision.

### **Conclusions**

The decision on the appointment of the accounting officer was adopted by the required majority, subject to Commission's final comments.

## **6. BEREC Office Internal Control Standards - ICS**

### **Background**

Implementation of organisational structure and internal management and control systems on the basis of equivalent standards of the Commission SEC(2007)1341 is required. The AM presented a list of such ICSs among which some of them need to be implemented before the BEREC Office can be declared autonomous.

Following this adoption, the Action Plan for the Implementation of the ICSs within the Office will be drafted by the AM (including the ICSs to be implemented before and the ones which can be implemented after the autonomy).

### **Conclusions**

The MC adopted the draft list and gave a mandate to the AM for finalization of the document in cooperation with the Commission.

## **7. Draft work programme of the BEREC Office 2012**

### **Background**

In accordance with article 9.3 of the BEREC regulation, the draft work programme for the following year shall be submitted to the Management Committee by 30 June, and shall be adopted by the Management Committee by 30 September. The AM presented orally an overview of the draft work programme.

### **Conclusions**

The MC took note.

## **8. AOB**

### **a) Next meeting of the Management Committee in Barcelona (CMT)**

The next meeting of the Management Committee will take place in Barcelona on 29-30 September 2011.