

## **4<sup>th</sup> Meeting of the Management Committee Hosted by OPTA**

### **Timing and location**

30 September 2010 – 16h15 to 17h30  
Amsterdam

### **Draft Agenda**

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

Draft MC Agenda

**MC (10) 36**

##### **Action required by the MC**

To agree on the agenda and identify any point to be raised under AOB.

#### **2. Appointment of the Administrative Manager of the BEREC Office**

Decision appointing the Administrative Manager

**MC (10) 37**

##### **Background**

Following the hearing by the ITRE Committee of the selected AM and the adoption of the BEREC budget for 2010, the MC will appoint the AM of the BEREC Office.

##### **Action required by the MC**

To appoint the selected AM.

#### **3. Nomination of the Vice Chair responsible for staff matters and delegation of certain of these powers to the Administrative Manager**

Decision delegating certain powers to the AM on staff matters

**MC (10) 38**

##### **Background**

Following article 10.3 of the BEREC Regulation, a Vice-chair of the Management Committee has certain powers regarding staff matters. The MC will nominate the responsible Vice-chair who shall delegate some of these powers to the AM in order to ensure a smooth functioning of the office.

##### **Action required by the MC**

To nominate the Vice-chair responsible for staff matters and approve the delegation of certain tasks to the AM

#### **4. Work programme of the BEREC Office**

Work programme of the BEREC Office 2011

**MC (10) 39**

##### **Background**

In accordance with article 9.3 of the BEREC regulation, the Management Committee shall adopt the annual work programme of the Office by 30 September. OPTA will present the draft work programme.

##### **Action required by the MC**

To discuss and adopt the work programme for 2011.

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

Draft vacancy notice for the Head of the Programme Management **MC (10) 40**

##### **Background**

Some information will be provided regarding the status of the ongoing recruitments. A draft vacancy notice for the position of Head of Programme Management (AD 9) will be presented for discussion and adoption.

##### **Action required by the MC**

To approve the draft vacancy notices.

#### **6. Service level agreements**

##### **Background**

The Commission will present the SLAs to be signed in order to start the operations of the BEREC Office (payroll management, medical service, OIB for the temporary seat and the preparation of the future premises, training and EPSO).

##### **Action required by the MC**

To approve.

#### **7. Financial rules**

Draft MC decision on financial rules applicable to the BEREC Office **MC (10) 44**

##### **Background**

Following some discussions with the Implementation Team and the Commission, the financial rules applicable to the BEREC Office will be presented for first validation before approval by the Commission.

##### **Action required by the Management Committee**

To discuss, validate and transmit to the Commission for approval and subsequently final approval by the Management Committee

## **8. Anti-fraud measures**

MC decision on OLAF inter-institutional agreement **MC (10) 45**  
MC decision on conditions of internal investigations (OLAF) **MC (10) 46**

### **Background**

In accordance with article 16 of the BEREC regulation, the MC shall adopt implementing provisions regarding anti-fraud measures.

### **Action required by the Management Committee**

To approve.

## **9. BEREC website (A item)**

### **Background**

The IMT will circulate an information note to update the MC on the future BEREC website. **MC (10) 47**

### **Action required by the MC**

To take note.

## **10.AOB**

### **a) Next meeting of the Management Committee (BIPT)**

Information on the meeting date and venue