

**MC (11) 29**  
5 October 2011

## **8<sup>th</sup> Meeting of the Management Committee of the BEREC Office Hosted by CMT**

**30 September 2011, Barcelona**

### **Conclusions**

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

Draft Management Committee (MC) Agenda

**MC (11) 19**

##### **Conclusions**

The agenda was adopted with the inclusion of one additional point under AOB related to the evaluation of BEREC and the Office

#### **2. Adoption of the agenda items in the “A” list**

##### **Background**

The MC was requested to adopt the items listed below without discussion on the basis of the conclusions of the CN according to which these documents could be considered consensual.

##### **Conclusions**

##### **a. BEREC Office Draft Amending Budget 2011**

**MC (11) 20**

The MC adopted for publication and implementation the BEREC Office Amending Budget 1/2011 with the objective to reallocate any possible surplus.

##### **b. Mission Charter of the Commission's Internal Audit Service**

**MC (11) 21**

The MC adopted for publication and implementation the Mission Charter of the Internal Auditor (IAS) of the Commission, which would define the framework of delivering IAS services to BEREC Office.

##### **c. Rules for establishing and keeping a public register of BEREC Office documents**

**MC (11) 22**

The MC adopted for publication and implementation a Decision on the Public Register of the BEREC Office Documents that should be established in compliance with Decision MC (10) 28 concerning transparency and access to documents at the BEREC Office.

**d. Rules for reimbursement of the travelling expenses by the BEREC Office:**

- Draft Decision by the MC concerning the reimbursement of travel, subsistence and other expenses incurred in the course of journeys made by persons not employed by the BEREC Office **MC (11) 23**
- Draft Decision by the MC concerning the financial contribution towards travel and subsistence expenses for persons invited by the BEREC Office to attend written and oral tests in a selection procedure, an interview or a medical examination **MC (11) 24**

The MC adopted for publication and implementation the afore-mentioned decisions, which should serve as a legal basis for the BEREC Office to reimburse travelling and other expenses to the participants in BEREC meetings or in selection procedures, interviews or medical examinations related to the recruitment procedures.

**3. Status update of BEREC Office set-up**

**Background**

The BEREC Office Administrative Manager presented a status update on the BEREC Office autonomy and operational readiness.

**Conclusions**

The MC took note of the information.

**4. Recruitments for the BEREC Office**

**Background**

On behalf of the Selection Committee the BEREC Office Administrative Manager presented the ranked short-list of successful candidates for the post of a Programme Manager in the Programme Management Unit (AD5).

**Conclusions**

The MC approved the short-list of candidates, nominated the successful candidate for the post of Programme Manager and approved the reserve-list of candidates with validity of 1 year.

**5. Draft Work Programme (WP) of the BEREC Office 2012 MC (11) 25**

**Background**

The BEREC Office Administrative Manager presented the final draft Office WP for 2012, which had been submitted to the MC on 30 June 2011.

**Conclusions**

The MC discussed and approved the Office WP for 2012 for publication and implementation.

**6. Information about the future amendment of the BEREC Office Staff implementing rules**  
**MC (11) 26**

**Background**

The BEREC Office Administrative Manager presented information about the need to amend the BEREC Office Staff implementing rules and submitted some of the draft documents or preliminary consideration by the MC.

All documents will be submitted for approval during the December plenary meeting.

**Conclusions**

The MC took note of the information and the documents.

**7. AOB**

**7.1. BEREC and BEREC Office evaluation**

**Background**

The Commission presented information about the intended procedure for the evaluation of BEREC and the BEREC Office with a deadline of January 2013. It was noted that the evaluation report should take into account the views of stakeholders, at both EU and national level.

**Conclusions**

The MC took note of the information. It was agreed that BEREC would be involved in the evaluation process.

**7.2. Next meeting of the MC (Bucharest, 9 December 2011)**

**Background**

ANCOM provided information about the venue of the next meeting of the MC to be held in Bucharest on 9 December 2011.

**Conclusions**

The MC took note of the information.

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