

5th Meeting of the Management Committee Hosted by BIPT

Timing and location
3 December 2010 – 9.00 to 10.00

Bruges

Draft Agenda

1. Opening of the meeting and adoption of the agenda

Draft MC Agenda

MC (10) 49 Rev1

Action required by the MC

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

2. Elections of Chair 2012 and Vice-chairs 2011

3. Recruitments for the BEREC Office : presentation by Selection Committee of ranked short-list of successful candidates for post of Financial Assistant

Action required by the MC

To approve the short-list of candidates. Nominate the successful candidate to Financial Assistant post and approve the reserve-list of candidates.

4. BEREC Office Staff implementing rules (subject to Commission decision)

Decision on middle management staff

MC (10) 22

Decision on the engagement of Temporary agents

MC (10) 23

Decision on the engagement of contract staff

MC (10) 24

Decision on the secondment of national experts

MC (10) 25

Background

Three of these documents have already been approved *in principle* at the Helsinki plenary (MC (10) 22, MC (10) 23 and MC (10) 24). The final document in this group (MC (10) 25) was circulated for the first round of an electronic clearance procedure, i.e. for comment only. NRA comments from this procedure were incorporated into this version.

Action required by the MC

To take note, or to give final approval by MC

5. BEREC Office Staff Implementing Rules (Commission decision already received)

Decision on the appraisal of the Administrative Manager **MC (10) 26**

Decision on the adoption of implementing rules to the staff regulations
MC (10) 27

Background

These draft decisions were approved in principle at the Helsinki plenary and then sent to the Commission for inter-service consultation. This has now been completed, and the Commission's decision communicated to the Chair. This decision now needs to be adopted to give BEREC its agreement to adopt the rules.

Action required by the MC

Final approval by MC

6. BEREC Office Multi-annual Staff Policy Plan for 2012-2014

Draft BEREC Office Multi-annual Staff Policy Plan for 2012-2014 **MC (10) 50**

Background

BEREC Office has to prepare every year a three year Multi-annual Staff Policy Plan (MSPP) with final submission deadline for 2012-2014 MSPP by the 31 March 2011. In order to facilitate the final adoption of the MSPP by the MC at the February Plenary the MC is requested to validate the first version, which will be sent to Commission DG HR and DG BUDG by 15 January.

Action required by the MC

To validate the draft document.

7. Financial rules (subject to Commission decision)

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

Background

Following first validation by the MC in Amsterdam, the financial rules applicable to the BEREC Office have been transmitted to the Commission for approval.

Action required by the MC

To take note, or to give final approval by MC.

8. Status update of BEREC Office set-up by AM and Commission

Background

The Administrative Manager will provide a status update presentation covering following topics : Seat Agreement, Permanent office premises, Staff Recruitment, BEREC website. Further information will be provided from Commission on scheduling and setting-up Selection Committees for new BEREC positions to be recruited.

Action required by the MC

To take note.

9. AOB

a) Next meeting of the Management Committee (SPRK)

Information on the meeting date and venue