

Draft Agenda
of the 10th Meeting of the BEREC Office Management Committee
24 February 2012, Vienna

1. Opening of the meeting and adoption of the agenda

<i>Title(s)</i>	Draft MC Agenda
<i>Document No(s).</i>	MC (12) 01
<i>Background</i>	No
<i>Action required by MC</i>	To agree on the agenda and identify any points to be raised under AOB

2. Adoption of an “A” item (without discussion)

<i>Title(s)</i>	BEREC Office implementing rules to the staff regulations
<i>Document No(s).</i>	MC (11) 02
<i>Background</i>	The Draft Decision was approved by the Bucharest Plenary in December 2011 for submission to the Commission for obtaining its agreement and by the Commission in January 2012 (Decision C (2012) 19 final).
<i>Action required by MC</i>	To adopt for publication and implementation

3. BEREC presence in Brussels

<i>Title(s)</i>	BEREC Presence in Brussels
<i>Document No(s).</i>	MC (12) 09
<i>Background</i>	Presentation of the possible options for the BEREC presence in Brussels in the context of the BEREC Medium Term Strategy
<i>Action required by BoR</i>	To discuss and define the next steps

4. BEREC Office Budget

4.1. Preliminary budgetary statement of the BEREC Office for 2011

<i>Title(s)</i>	Preliminary budgetary statement for 2011
<i>Document No(s).</i>	MC (12) 03
<i>Background</i>	Presentation of the BEREC Office preliminary budgetary statement for 2011
<i>Action required by CN</i>	To take note

4.2. *Presentation of the draft Budget of the BEREC Office for 2012*

<i>Title(s)</i>	Draft Budget of the BEREC Office for 2012
<i>Document No(s).</i>	MC (12) 04
<i>Background</i>	Presentation of the draft Budget of the BEREC Office for 2012
<i>Action required by CN</i>	To approve for publication and implementation

4.3. *Preliminary draft Budget of the BEREC Office for 2013*

<i>Title(s)</i>	Preliminary draft Budget of the BEREC Office for 2013
<i>Document No(s).</i>	MC (12) 05
<i>Background</i>	Presentation of the preliminary draft Budget of the BEREC Office for 2013
<i>Action required by CN</i>	To approve for submission to the Commission

5. BEREC Office Staff Policy

5.1. *BEREC Office Staff Policy and Multiannual Staff Policy Plan for the period (MSPP) 2013-2015*

<i>Title(s)</i>	BEREC Office Staff Policy and MSPP for 2013-2015
<i>Document No(s).</i>	MC (12) 08
<i>Background</i>	Presentation of information on the BEREC Office Staff Policy and the MSPP 2013-2015
<i>Action required by CN</i>	To take note

5.2. *Reimbursement of exceptional costs for schooling for BEREC Office staff members*

<i>Title(s)</i>	Reimbursement of exceptional costs for schooling for BEREC Office staff members
<i>Document No(s).</i>	MC (12) 06
<i>Background</i>	Presentation of a draft MC Decision for reimbursement of exceptional costs incurred by staff members of the BEREC Office in respect to kindergarten and school fees
<i>Action required by CN</i>	To approve for publication and implementation

6. Reimbursement of travel, subsistence and other expenses by the BEREC Office

<i>Title(s)</i>	Reimbursement of travel, subsistence and other expenses by the BEREC Office
<i>Document No(s).</i>	MC (12) 07
<i>Background</i>	Presentation of a draft MC Decision concerning the reimbursement of travel, subsistence and other expenses incurred in the course of journeys made by persons not employed by the BEREC Office
<i>Action required by CN</i>	To approve for publication and implementation

7. AOB

- Information by HAKOM on the next MC Meeting

<i>Title(s)</i>	11 th meeting of the Management Committee of the BEREC Office (24-25 May 2012, Dubrovnik)
<i>Document No(s).</i>	No
<i>Background</i>	Information on the next MC meeting
<i>Action required by MC</i>	To take note