

# **1<sup>st</sup> Meeting of the Management Committee of the Office of BEREC**

## **Timing and location**

28 January 2010

11.15am to 12.30pm

Palais d'Egmont  
Rue des Petits Carmes, 24B  
Brussels, Belgium

## **Draft Agenda**

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

Draft Management Committee meeting agenda

**MC (10) 01**

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

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

### **2. Approval of the Rules of Procedure of the Management Committee**

Draft Rules of Procedure of the Management Committee

**MC (10) 02**

#### **Background**

The Chair will present the draft Rules of Procedure of the Management Committee.

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

To discuss and approve for publication.

### **3. Election of the 2010 Chair and Vice-Chairs**

#### **Background**

In conformity with the Rules of Procedure above-mentioned and following the discussions held in previous I/ERG plenary meetings, the members of the Management Committee will be invited to proceed to the election of :

- Chair 2010
- Chair 2011 to act as Vice-Chair 2010
- Vice-Chair 2010 (outgoing ERG Chair 2009)
- Additional Vice-Chair
- Additional Vice-Chair

Candidacies, supported by 4 members, should be submitted to the Chair no later than the start of the meeting.

**Action required by Management Committee**

To proceed to the elections.

**4. Vacancy notice of the Administrative Manager of the Office**

**Draft vacancy notice of the Administrative Manager**

**MC (10) 03**

**Background**

Following the discussion held in the previous I/ERG meetings, the Chair will present the draft vacancy notice of the Administrative Manager of the Office.

**Action required by Management Committee**

To discuss and approve for publication, notably in the Official Journal of the European Union.

**5. Selection procedure for the recruitment of the Administrative Manager of the Office**

**Selection Procedure for the Administrative Manager**

**MC (10) 04**

**Background**

Following the discussions held in the previous I/ERG meetings, the Chair will present the selection procedure for the recruitment of the Administrative Manager of the Office. A call for volunteers to participate to the Selection Panel will be made.

**Action required by Management Committee**

To discuss and approve.

**6. Budgetary aspects**

**Budget 2010 – information note**

**MC (10) 05**

**Draft 2011 Budget**

**MC (10) 06**

**Draft multiannual staff policy plan**

**MC (10) 07**

**Background**

The expenditures foreseen in 2010 as anticipated by the European Commission will be presented. The preliminary budget 2011 as well as the multiannual staff policy plan 2011-2013 will be presented for discussion to the Management Committee.

**Action required by Plenary**

To take note of the budget 2010 and to discuss the draft budget 2011 as well as the multiannual staff policy plan 2011-2013.

**7. AOB**

**a) Next meeting of the Management Committee (ARCEP)**

Information on the meeting date and venue