

## **2<sup>nd</sup> Meeting of the Management Committee of the BEREC Office**

### **Timing and location**

26 February 2010

11.30am to 12.30pm

Maison Internationale – Cité Internationale Universitaire  
PARIS, France

### **Draft Agenda**

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

Draft Management Committee meeting agenda

**MC (10) 09**

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

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

#### **2. Recruitment of the Administrative Manager and other staff of the Office**

Draft vacancy notice - Head of Administration & Finance

**MC (10) 11**

Draft vacancy notice - Financial Assistant

**MC (10) 12**

##### **Background**

The Commission will update the Management Committee on the status of the recruitment procedure of the Administrative Manager of the Office. Moreover, the selection panel will be set. The draft vacancy notices for two other positions (Head of Administration & Finance and Finance & Contract Assistant) will also be presented.

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

To discuss and to approve the composition of the Selection Panel as well as the vacancy notices.

#### **3. Budgetary aspects**

Draft 2011 Budget

**MC (10) 06 Rev 1**

Draft multiannual staff policy plan 2011-2013

**MC (10) 07 Rev 1**

##### **Background**

Following the discussion held in the first meeting in Brussels, the final version of the draft budget 2011 and the staff policy plan 2011-2013 will be transmitted to the Management Committee.

**Action required by the Management Committee**

To take note.

**4. Staff Implementing rules applicable to the BEREC Office**

**Background**

In accordance with article 10 of the BEREC Regulation, the Management Committee will have to adopt soon a number of staff implementing measures applicable to the BEREC Office. The Commission will provide an information note regarding the decisions to be adopted and the procedure to be followed in this respect.

**Action required by the Management Committee**

To take note and give mandate to the Implementation Team to prepare in cooperation with the Commission the final versions of the staff implementing measures for approval by the MC.

**5. AOB**