

16th meeting
of the Management Committee of the BEREC Office
Hosted by SPRK, in cooperation with the BEREC Office

Conclusions

Chair: **Dr Leonidas KANELLOS**
President of the Hellenic Telecommunications and
Post Commission (EETT)

27 September 2013, Riga (Latvia)

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Main results of the 16th meeting of the BEREC Office Management Committee (MC)

I. Documents approved for publication:

[2014 BEREC Office Work Programme](#)

II. Documents approved for submission to the European Court of Auditors (ECA), the European Parliament and the Commission :

Reply by the MC to ECA's observations on the Final Account of the BEREC Office for 2012

III. Other important topics discussed:

1. BEREC Intranet Concept Paper

The MC discussed the BEREC Intranet Concept Paper and approved it to be used as a basis for preparation of the tender documentation for the launch of the procurement for the deployment of the system. The document will not be published.

2. BEREC Office Staff Policy

The MC discussed some burning issues related to the BEREC Office staff policy, such as the recruitment of seconded national experts (SNEs) and ensuring international schooling for the children of the BEREC Office staff, and decided to follow-up on these issues during its next meeting.

3. Recruitment of the BEREC Office Administrative Manager (AM)

The MC discussed the next steps for the selection of the BEREC Office AM.

IV. Next meeting

The next meeting of the BEREC Office MC will take place on 5 and 6 December 2013 in Budapest (Hungary) and will be hosted by the [Hungarian National Media and Infocommunications Authority - NMHH](#).

Introduction and participation

The BEREC Office MC held its 16th meeting on 27 September 2013, Riga (Latvia), kindly hosted by the [Latvian Public Utilities Commission](#) - SPRK, in cooperation with the BEREC Office. The meeting was attended by high-level representatives of the National Regulatory Authorities (NRAs) with primary responsibility for overseeing the day-to-day operation of the markets for electronic communications networks and services established in each EU member state and the Commission. Representatives of the NRAs from the EFTA states and the states that are candidates for accession to the EU also took part in the meeting and were represented at high level.

The meeting was presided by Dr **Leonidas KANELLOS**, President of the Hellenic Telecommunications and Post Commission (EETT), BEREC Chair 2013.

Items discussed

1. Opening of the meeting and adoption of the agenda

Document(s)	MC (13) 60 Draft MC Agenda
Introduction by	The BEREC Chair
Information presented	The BEREC Chair opened the meeting and presented the MC agenda for approval.
Conclusions	The MC approved the agenda suggested by the Chair.

2. Adoption of the list of “A” items

Document(s)	MC (13) 61 Draft 2014 BEREC Office Work Programme (approval for publication)
Introduction by	The BEREC Chair
Information presented	<p>The BEREC Chair presented the draft 2014 BEREC Office Work Programme, which has been identified as the only item in the list of “A” items and asked if any of the MC members would like to suggest taking it as a regular item (with discussion).</p> <p>There were no requests for withdrawing it from the “A” list and therefore the Chair suggested the approval of the document without discussion.</p>
Conclusions	The MC approved the 2014 BEREC Office Work Programme for publication as an “A” item.

3. Oral up-date on the forthcoming elections of Chair for 2015 and Vice-chairs for 2014

Document(s)	No document
Introduction by	The BEREC Chair
Information presented	The BEREC Chair informed the participants in the meeting that according to the Rules of Procedure (RoP) the Chair for 2015 and two Vice-chairs for 2014 have to be elected during the last plenary meeting, which this year will take place on 5 and 6 December 2013. In that respect the Chair reminded the procedural deadlines for submitting applications for those posts.
Conclusions	The MC took note of the information.

4. Oral up-date from the BEREC Office Task Force on the work done

Document(s)	No document
Introduction	The Chair of the BEREC Office Task Force (PTS)
Information presented	<p>The Chair of the BEREC Office Task Force reminded to the MC that the Task Force was established with the objective to further study the concerns expressed in the report from the European Court of Auditors. The Task Force Chair emphasized that a well-functioning Office is an important cornerstone of a successful BEREC. He presented the working methods of the Task Force, which will focus on identifying problem areas and offering support by the participating NRAs and DG Connect, in the shape of advice rather than assisting in problem- solving.</p> <p>Further information on the work to be done by the Task Force will follow.</p>
Conclusions	The MC took note of the information

5. BEREC Intranet development

Document(s)	MC (13) 64 Draft BEREC Intranet Concept Paper
Introduction by	Representative of CMT – on behalf of the Ad Hoc EWG
Information presented	<p>A representative of CMT presented the draft Concept Paper on the goals and features of BEREC Intranet.</p> <p>The Ad Hoc EWG suggested to the MC to agree on the following main goals of the BEREC net:</p>

	<ul style="list-style-type: none"> – to assist and improve BEREC day-to-day work by serving as a single point of access to the information and offering a pool of resources to support BEREC's professional activities; – to provide a unified informative and collaborative space in which users can communicate and collaborate with others. <p>The representative of the Ad Hoc EWG presented also several key features, which must be integrated into the platform.</p>
Conclusions	The MC approved the Concept paper and agreed on preparing the tender documentation in compliance with it.

6. Report on the limited review by the Commission Internal Audit Service on BEREC Office internal control standards and planned actions

Document(s)	<p>MC (13) 51 Final Report on the Limited Review of the Implementation of Internal Control Standards in the Office</p> <p>D 2013-07-26 ES 01 ep BEREC Office Action Plan following the IAS Final Report</p> <p>MC (13) 58 IAS reply to BEREC Office Action Plan</p>
Introduction	The BEREC Office AM
Information presented	<p>The BEREC Office AM reminded to the MC that the internal audit for the BEREC Office is performed by the Commission Internal Audit Service (IAS). In that respect, the Commission IAS in 2012 defined the Internal Audit Strategy of the Office. The Internal Audit Strategy was approved by the MC during its 13th Plenary (December 2012).</p> <p>Following the approval of the Internal Audit Strategy, the IAS undertook in 2013 a limited review of the Office Internal Control Standards. The results were presented in the Report on the Limited Review of the Implementation of Internal Control Standards in the Office. The Final Report on the Limited review also includes an Action Plan prepared by the BEREC Office, which specifies the actions addressing the deficiencies as defined by the IAS.</p>
Conclusions	The MC took note of the information

7. BEREC Office financial issues

7.1. Reply by the Management Committee to the observations of the European Court of Auditors (ECA) on the Final Accounts of the BEREC Office for 2012

Document(s)	MC (13) 63 Reply by the MC to ECA's observations on the Final Accounts of the BEREC Office for 2012
Introduction by	The BEREC Office AM
Information presented	<p>The BEREC Office AM reminded the MC that according the provisions of Article 13 (9) of the BEREC Regulation the MC has to reply to the ECA's observations by 15 October. The MC reply has to be sent also to the European Parliament (EP) and the Commission.</p> <p>In that respect the AM presented a draft reply by the MC to ECA's observations on the Final Accounts of the BEREC Office for 2012 for consideration by the MC.</p> <p>As the final report of ECA has not yet been received, the AM suggested to the MC to adopt its opinion on the basis of the preliminary final report, subject to receiving the final report with the same content in substance.</p>
Conclusions	The MC approved the opinion for submission to ECA, EP and the Commission, in compliance with Article 13(9) from the BEREC Regulation, subject to receiving ECA's final report with the same content in substance, as the preliminary final report.

7.2. Execution of the BEREC Office budget for 2013

Document(s)	MC (13) 59 Execution of the BEREC Office budget for 2013
Introduction by	The BEREC Office AM
Information presented	<p>The BEREC Office AM presented information on the budget execution for the period from the beginning of the current year until 31.08.2013.</p> <p>The detailed report specifies the execution by budget lines and fund sources and contains additional information about the implementation level in percentages for each budget line, the amounts committed and paid, and the remaining budget for the rest of year to be spent.</p> <p>Furthermore the AM made a short overview of the recent amendment to the BEREC Office 2013 budget and of the transfers done by him in compliance with the BEREC Office Financial Regulation.</p>
Conclusions	The MC took note of the information

8. BEREC Office Staff Policy

8.1. Recent developments in the BEREC Office staff policy

Document(s)	No document
Introduction by	The BEREC Office AM and the Chairman of the BEREC Office Staff Committee
Information presented	<p>The BEREC Office AM gave an update on the recent developments in the BEREC Office staff policy and pointed out specifically the difficulty of the Office to recruit SNEs.</p> <p>The BEREC Office AM informed the MC about the challenges in ensuring international schooling and early child care for the children of the BEREC Office staff and asked the MC for further guidance.</p> <p>The Chairman of the BEREC Office Staff Committee made a short presentation on the situation of recruitment of SNEs and the proposed way ahead. The MC was informed that in the opinion of the Staff Committee one of the barriers to successful recruitment of SNEs is the lack of information.</p> <p>Therefore the BEREC Office will prepare an information package (including with description of the SNE's functions) which could be presented to potential SNE candidates in those NRAs willing to second experts to the BEREC Office.</p>
Conclusion	The MC discuss the issues related to staff policy and agreed to follow-up on them during its next meeting

8.2. Recruitment of the BEREC Office AM¹

Document(s)	No document
Introduction by	Commission representative / BEREC Chair
Information presented	<p>The Commission representative informed the MC that following the decision of the MC of its 15th meeting (June 2013), a vacancy notice for the post of the BEREC Office AM was published with a deadline for submitting applications of 19 September 2013.</p> <p>The MC was informed that the next step is the appointment of the Selection Committee.</p>

¹ The BEREC Office Administrative Manager was not present during the discussion on this agenda item

	The Chair suggested submitting the draft MC decision for appointing the Selection Committee to the MC for approval via electronic voting procedure.
Conclusions	The MC took note of the information and agreed to proceed with an electronic vote for the approval of the respective MC decision.

9. AOB

Information by NMHH on the next MC meeting, 5-6 December 2013, Budapest (Hungary)

Document(s)	No document
Introduction by	NMHH representative
Information presented	NMHH presented practical information on next MC meeting, to take place on 5 and 6 December 2013, in Budapest (Hungary).
Conclusions	The MC took note of the information

Done at Riga, on 3 October 2013, in English language.

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