

20 September 2013

Draft Agenda
for the 16th meeting of the Management Committee
of the BEREC Office

27 September 2013, Riga (Latvia)

Hosted by SPRK, in cooperation with the BEREC Office

1. Opening of the meeting and adoption of the agenda

Document(s)	MC (13) 60 Draft MC Agenda
Introduction	BEREC Chair
Action requested	To agree on the agenda and identify any points to be raised under AOB

2. Adoption of the list of “A” items

Document(s)	MC (13) 61 Draft 2014 BEREC Office Work Programme
Introduction	BEREC Chair
Action requested	To approve the A-items

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

Document(s)	No document
Introduction	BEREC Chair
Action requested	To take note

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

Document(s)	No document
Introduction	BEREC 2014 Chair (PTS)
Action requested	To take note

5. BEREC Intranet development

Document(s)	MC (13) 64 Draft BEREC Intranet Concept Paper
Introduction by	CMT – on behalf of the BEREC Ad Hoc EWG
Action requested	To discuss and to agree on the next steps

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

Document(s)	MC (13) 51 Final Report on the Limited Review of the Implementation of Internal Control Standards in the Office D 2013-07-26 ES 01 ep BEREC Office Action Plan following the IAS Final Report MC (13) 58 IAS reply to BEREC Office Action Plan
Introduction	BEREC Office Administrative Manager
Action requested	To take note/to discuss

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 Account of the BEREC Office for 2012

Document(s)	MC (13) XX63 Reply by the MC to ECA's observations on the Final Account of the BEREC Office for 2012
Introduction	BEREC Office Administrative Manager
Action requested	To approve for submission to ECA, the European Parliament and the Commission, in compliance with Article 13(9) from the BEREC Regulation

7.2. Execution of the BEREC Office budget for 2013

Document(s)	MC (13) 59 Execution of the BEREC Office budget for 2013
Introduction	BEREC Office Administrative Manager
Action requested	To take note

8. BEREC Office Staff Policy

8.1. Recent developments in the BEREC Office staff policy

Document(s)	No document
Introduction	BEREC Office Administrative Manager and representative of the BEREC Office Staff Committee
Action requested	To discuss and take note

8.2. Recruitment of the BEREC Office Administrative Manager

Document(s)	MC (13) 65 Draft MC Decision on the appointment of Selection Committee for the Recruitment of the BEREC Office Administrative Manager
Introduction	Commission representative / BEREC incoming Chair (PTS)
Action requested	To adopt the Decision

9. AOB

9.1. Information by NMHH on the next MC meeting to be held on 5 December 2013 in Budapest (Hungary)

Document(s)	No document
Introduction by	NMHH representative
Action requested	To take note