

Draft Agenda for the 18th meeting of the BEREC Office Management Committee

28 February 2014, Stockholm (Sweden)

Hosted by the [Swedish Post and Telecom Authority](#) (PTS)

1. Opening of the meeting and adoption of the agenda

Document(s)	MC (14) 32 Draft MC Agenda
Introduction by	BEREC Chair
Action requested	To agree on the agenda and identify any points to be raised under AOB

2. Information by the BEREC Chair on important activities since the last meeting

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

3. Outcome of the work of the BEREC Office Task Force

Document(s)	MC (14) 29 Final report of the BEREC Office Task Force
Introduction by	BEREC Office Task Force Chair (PTS)
Action requested	To discuss the outcome of the work of the Task Force and to decide on the way forward

4. Establishment of an Advisory Group (AG) for BEREC Office

Document(s)	MC (14) 30 Establishment of an AG for BEREC Office
Introduction by	BEREC Office Task Force Chair (PTS)
Action requested	To discuss and to agree on the proposal

5. BEREC Office Budget and Financial Issues

5.1. BEREC Office provisional accounts for 2013

Document(s)	MC (14) 35 BEREC Office provisional accounts 2013, including the report on budgetary and financial management for 2013
Introduction by	BEREC Office Administrative Manager
Action requested	To take note

5.2. BEREC Office budget for 2015

Document(s)	MC (14) 33 Preliminary draft Budget of the BEREC Office for 2015
Introduction by	BEREC Office Administrative Manager
Action requested	To discuss and to approve for submission to the Commission

5.3. Discharge of the implementation of the BEREC Office budget for 2012 – oral update

Document(s)	No document
Introduction by	BEREC Office Administrative Manager
Action requested	To take note

6. BEREC Office Staff Policy

6.1. Up-date on the recent development in the BEREC Office Staff Policy, including the recently approved new staff implementing rules and draft Multi-annual Staff Policy Plan (MSPP) for 2015-2017

Document(s)	No document
Introduction by	BEREC Office Administrative Manager
Action requested	To take note

6.2. General implementing provisions regarding the engagement and the use of Temporary Agents at the BEREC Office – oral up-date

Document(s)	No document
Introduction by	BEREC Office Administrative Manager
Action requested	To take note

6.3. Appraisal of the BEREC Office Administrative Manager

Document(s)	MC (14) 31 Draft MC Decision on the appraisal of BEREC Office Administrative Manager
Introduction by	BEREC Chair
Action requested	To approve for publication and implementation

6.4. Appointment of the BEREC Office Administrative Manager

Document(s)	MC (14) 34 Draft Decision by the BEREC Office MC on the appointing of the Administrative Manager of the BEREC Office
Introduction by	BEREC Vice-chair in charge of Human Resources issues (ANACOM)
Action requested	To approve for publication and implementation

7. Oral up-date on recent procurements

Document(s)	No document
Introduction by	BEREC Office Administrative Manager
Action requested	To take note

8. AOB

Information by ComReg on the next meeting of the Board of Regulators to be held on 5-6 June 2014 in Dublin (Ireland)

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