

Draft Agenda
for the 15th Meeting of the Management Committee
of the BEREC Office
6 June 2013, Athens (Greece)
Hosted by EETT

1. Opening of the meeting and adoption of the agenda

Document(s)	MC (13) 45 Draft MC Agenda
Introduction by	BEREC Chair
Action requested	To agree on the agenda and identify any points to be raised under AOB

2. Election incoming Chair 2014

Document No.	No document
Introduction	BEREC Chair
Action requested	To elect the new incoming Chair 2014

3. Adoption of A-items

Document No.	MC (13) 39 BEREC Office Annual Administrative Report from Authorising Officer 2012 MC (13) 40 BEREC Office Management Committee Annual Activity Report 2012 MC (13) 38 Decision by the MC of the BEREC Office concerning the reimbursement of travel, subsistence and other expenses incurred in the course of journeys made by persons not employed by the BEREC Office MC (13) 34 BEREC Office Internal Control Framework and Standards
Introduction	BEREC Chair
Action requested	To approve the A-items

4. Preparation of BEREC intranet development

Document No.	Discussion paper on BEREC Intranet and Web development
Introduction	BEREC Office Administrative Manager
Action requested	To provide guidance on further steps

5. BEREC Office annual accounts 2012

Document No.	MC (13) 42 BEREC Office Annual Accounts for Financial year 2012 MC (13) 41 Management Representation Letter to provisional accounts 2012 MC (13) 44 Information to the MC on the Court of Auditors observations to the 2012 accounts and subsequent actions to be undertaken by BEREC Office MC (13) 35 Opinion of the Management Committee of the BEREC Office on the Annual Accounts of the year 2012 MC (13) 23 ECA Preliminary observations annual accounts BEREC Office Financial year 2012
Introduction	BEREC Office Administrative Manager
Action requested	To approve the opinion on the final accounts for submission to the Commission's accounting officer, the Court of Auditors, the European Parliament and the Council (Article 13 (6)&(7) from the BEREC Regulation)subject to final observations from the Court of Auditors (available potentially at Mid-June)

6. Execution of the 2013 BEREC Office Budget

Document No.	MC (13) 36 BEREC Office Budget 2013 as per 31 March 2013
Introduction	BEREC Office Administrative Manager
Action requested	To take note of the execution status

7. Reimbursement of experts: current procedure and policy for international events

Document No.	MC (13) 43 Draft principles on reimbursement of BEREC international events
Introduction	BEREC Office Administrative Manager
Action requested	To take note and to consider for BEREC international strategy

8. BEREC Office Staff Policy: recruitments and staffing

Document No.	No document
Introduction	BEREC Office Administrative Manager
Action requested	To take note

9. BEREC Office Staff Policy: appeal under the terms of article 90.2 of the Staff Regulations

Document No.	MC (13) 37 Note to the attention of former BEREC Office staff member in response to complaint, dated 8/2/2013, under article 90.2 of the Staff Regulations.
Introduction	BEREC Chair's Office
Action requested	To approve the draft Note for notification to the former staff member that lodged the specific complaint by 7 June 2013

10. Decision on the post of the Administrative Manager

Document No.	MC (13) 47 Draft MC decision on the post of the Administrative Manager
Introduction	BEREC Chair
Action requested	To adopt the decision

11. AOB

11.1. Information by SPRK on the next BEREC Plenary Meeting in Riga

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