

**15th meeting of the Management Committee
of the BEREC Office
on 6 June 2013, Athens (Greece)
Hosted by EETT**

Conclusions

Chair **Leonidas Kanellos**
President of the Hellenic Telecommunications and Post
Commission (EETT)

Main results of the 15th meeting of the Management Committee of the BEREC Office

I. Documents approved by the Management Committee of the BEREC Office (MC) for publication

The Management Committee of the BEREC Office approved the following documents for publication and implementation:

1. [Annual Administrative Report from the Authorising Officer/Administrative Manager for 2012](#)
2. [Management Committee Annual Activity Report 2012](#)
3. [Decision by the Management Committee 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](#)
4. [Vacancy notice on the post of the Administrative Manager](#)

II. Documents approved to be sent to the European Commission

1. BEREC Office Annual Accounts for Financial year 2012
2. Opinion of the Management Committee of the BEREC Office on the Annual Accounts of the year 2012

III. Election of the BEREC Chair 2014:

Göran Marby has been elected as Chair 2014. He will act as Vice Chair 2013 responsible for staff matters in the BEREC Office, as of the Athens Plenary.

IV. Next meeting

The next meeting of the Board of Regulators will take place on 26 and 27 September 2013 in Riga (Latvia), hosted by SPRK, in cooperation with BEREC Office.

Introduction and participation

The Management Committee of the BEREC Office (MC) held its 15th meeting on 6 June 2013, Athens (Greece), kindly hosted by Hellenic Telecommunications and Post Commission (EETT)

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 list of attendees at the 15th MC meeting is presented in Annex II to these minutes.

Items discussed

1. Opening of the meeting and adoption of the agenda

Document(s)	MC (13) 45 Draft MC Agenda
Information presented	BEREC Chair introduced the following NRAs representatives: - Mr Don HENK – ACM (The Netherlands); - Mr Axel DESMEDT – BIPT (Belgium) - Mrs Naděžda PÁCLOVÁ - CTU (Czech Republic)
Conclusions	MC agreed on the agenda.

2. Election incoming Chair 2014

Document No.	No document
Election procedure	<p>The Chair presented information about the applications received for MC 2014 Chair as follows:</p> <ol style="list-style-type: none"> For Chair for 2014 - Mr Göran MARBY– PTS (Sweden); <p>The Chair communicated that the applicant had received the support required by the Rules of Procedure (RoP) and therefore should be admitted to the vote.</p> <p>Proceedings:</p> <p>Pursuant to Article 2 (4) of the RoP, the following MC Members were appointed as tellers to assist the vote:</p> <ol style="list-style-type: none"> Mr Angelo Marcello CARDANI - AGCOM; Mr Andris VIRTMANIS – SPRK. <p>With the assistance of the tellers the MC casted a secret vote on the aforementioned application.</p>
Conclusions	The MC appointed Mr Göran MARBY as Chair for 2014.

3. Adoption of A-items

Document No.	<p>MC (13) 39 BEREC Office Annual Administrative Report from Authorising Officer 2012</p> <p>MC (13) 40 BEREC Office Management Committee Annual Activity Report 2012</p> <p>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</p> <p>MC (13) 34 BEREC Office Internal Control Framework and Standards</p>
Information presented	<p>BEREC Chair asked BEREC Office Administrative Manager (AM) to provide further details regarding the draft decision on the reimbursement procedure.</p> <p>BEREC Office AM recalled the last modifications in the procedure for the reimbursement as already explained during the CN. He commented that the current reimbursement procedure has put significant burden on the resources of the Office and gave an overview of the steps taken and planned in order to streamline the current procedure. The current Decision by the MC is one measure in this direction.</p>
Action requested	The MC adopted the documents included in the A-items list.

4. Preparation of BEREC intranet development

Document No.	BoR (13) 64 Discussion paper on BEREC Intranet and Web development
Information presented	<p>BEREC Office Administrative Manager gave information regarding the project led by the BEREC Office aiming to set up BEREC Intranet. To this aim an ad-hoc working group of users of NRA current collaboration tool and IT-experts has been established. The first meeting has been scheduled for coming week in order to collect user experiences and needs. A concept paper will be submitted to the MC in Plenary 3. Then, the public tender is envisaged in the 2nd half of 2013. According to the AM opinion, in 2014 there will be the setup of the new collaboration tool.</p>
Action requested	MC took note of the information provided

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
Information presented	BEREC Office Administrative Manager presented the documents related to BEREC Office annual accounts 2012 and the preliminary observations from the European Court of Auditors (ECA).
Conclusions	MC approved BEREC Office's annual accounts for the financial year 2012 subject to ECA final opinion.

6. Execution of the 2013 BEREC Office Budget

Document No.	MC (13) 36 BEREC Office Budget 2013 as per 31 March 2013
Information presented	BEREC Office Administrative Manager gave an overview the status of execution of BEREC Office budget for 2013.
Conclusions	MC took 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
Information presented	BEREC Office Administrative Manager gave an overview on the document related to the principles on reimbursement of BEREC international events and proposed to take the opportunity to outline a BEREC international strategy.
Conclusions	MC took note of the information provided and considered positively the outline of a BEREC international strategy.

8. BEREC Office Staff Policy: recruitments and staffing

Document No.	No document
Information presented	BEREC Office Administrative Manager gave an overview on the status of recruitments and staffing.
Conclusions	MC took note of the information provided.

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.
Information presented	BEREC Chair's Office

Conclusions	MC Approved the draft Note for notification to the former staff member that lodged the specific complaint by 7 June 2013
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Involves confidential documents to be sent by BEREC Chair directly and only to MC Members.

10. Decision on the post of the Administrative Manager

Document No.	MC (13) 47 Draft MC decision on the post of the Administrative Manager
Information presented	BEREC Chair
Conclusions	MC adopted the Decision including the amendments proposed by the Commission

11. AOB

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

Document(s)	No document
Information presented	SPRK representative presented the next Plenary in Riga during the BoR session.
Conclusions	None