

## Draft Agenda for the 23rd meeting of the Management Committee (MC) of the BEREC Office

**5 June 2015, Bergen (Norway)**

Hosted by Nkom

### 1. Opening of the meeting and adoption of the agenda

<b>Document(s)</b>	MC (15) 63      Draft MC Agenda
<b>Introduction by</b>	BEREC Chair
<b>Action requested</b>	To agree on the agenda and identify any points to be raised under “Any other business” (AOB).

### 2. List of the ‘A’ items

<b>Document(s)</b>	MC (15) 49      Draft BEREC Office MC Decision on appraisal of contract agents MC (15) 50      Draft BEREC Office MC Decision on engagement and use of “2F” temporary agents MC (15) 51      Draft BEREC Office MC Decision to repeal the MC Decision covering schooling fees MC (15) 52      Draft BEREC Office MC Decision on “attestation procedure” relevant for officials MC (15) 53      Draft BEREC Office MC Decision on adoption of five IR relevant for staff serving in third countries MC (15) 54      Draft BEREC Office MC Decision on “working time” at the BEREC Office MC (15) 55      Draft BEREC Office MC Decision on the change of category of staff
<b>Introduction by</b>	BEREC Chair
<b>Action requested</b>	To approve the documents included in the ‘A’ item list for publication.

### 3. Recent activities of the BEREC Office Advisory Group (BAG)

<b>Document(s)</b>	MC (15) 64      Report on the activity of the appointing authority (January – May 2015)
<b>Introduction by</b>	Representative of the BEREC Vice-Chair (BNetzA) and of the BAG 2015 Chair
<b>Action requested</b>	To take note of the information.

#### 4. 2014 BEREC Office Consolidated Annual Activity Report (CAAR)

Document(s)	MC (15) 62 Draft 2014 BEREC Office CAAR
Introduction by	BEREC Office Administrative Manager
Action requested	To approve for publication and for submission to the European Court of Auditors, to the Commission, to the European Parliament and the Council not later than 1 July 2015.

#### 5. BEREC Office operation in 2015 5.1. Status up-date on the functioning of the BEREC Office (key activities, budget execution and human resources)

Document(s)	MC (15) 60 2015 BEREC Office Quarterly Report on Operation and Budget Execution (inducing major projects, such as BERECnet and the Sector Study (to take note) MC (15) 61 Transfers by the BEREC Office Administrative Manager in the BEREC Office Budget in the period January-March 2015 (to take note) MC (15) 56 Proposal No 1 to the MC for transfers from Title 2 to Title 3 in the BEREC Office 2015 Budget (for consideration) MC (15) 57 Draft BEREC Office MC Decision on proposal No 1 to the MC for transfers from Title 2 to Title 3 in the BEREC Office Budget (approval for publication) MC (15) 58 Draft Request for the BEREC Office Amending Budget No 1 for 2015 (approval for submission to the European Commission/Budgetary Authority) MC (15) 59 Draft BEREC Office MC Decision on request for Amending 1 of the budget and the establishment plan for the financial year 2015 (approval for publication)
Introduction by	BEREC Office Administrative Manager
Action requested	To take note (of the information on the transfers by AM and the Quarterly Report) and to approve for publication (the MC Decisions) and for submission to the Commission/Budgetary Authority (Request for Amending Budget No 1).

#### 5.2. Review of the BEREC Office financial and organisational structure

Document(s)	MC (15) 65 Outline of the review envisaged in Article 11(3) of the BEREC Regulation
Introduction by	Representative of the BEREC Vice-Chair (BNetzA)
Action requested	To approve the outline and give guidance for the drafting of the review input paper.

#### 6. Reimbursement of the travelling expenses by the BEREC Office for participation in BEREC activities

Document(s)	MC (15) 66 Draft BEREC Office MC Decision concerning the reimbursement of travel, subsistence and other expenses incurred in the course of journeys made by persons not employed by the BEREC Office and repealing the previous Management Committee Decision № MC/2013/5 of 6 June 2013
Introduction by	BEREC Vice-Chair Representative (BNetzA)
Action requested	To discuss and to approve for publication.

## 7. AOB

### Information on the next meeting of the BEREC Office MC (30 September – 1 October 2015, Riga (Latvia))

<b>Document(s)</b>	No documents
<b>Introduction by</b>	Representative of the meeting host (SPRK)
<b>Action requested</b>	To take note.