

27th ordinary Plenary Meeting of the BEREC Office Management Committee (MC)

**Hosted by the Austrian Regulatory Authority for Broadcasting and
Telecommunications (RTR)**

Conclusions

Chair: Wilhelm Eschweiler
Vice-President of
Bundesnetzagentur (BNetzA)

3 June 2016, Vienna (Austria)

Contents

Main Results of the 27th BEREC Office MC Meeting 3

Introduction and participation 4

List of documents 4

Items discussed 4

1 Opening of the meeting and adoption of the agenda 4

2 List of the ‘A’ items 4

3 Oral up-date on the recent activities of the BAG and of the BEREC Vice-Chair in his capacity of appointing authority 5

4 2015 BEREC Office CAAR n 2016 5

5 BEREC Office operation in 2016 6

6 BEREC Office staff matters 6

6.1 BEREC Office traineeship programme 6

6.2 Oral information regarding recruitment procedures in BEREC Office 7

6.3 Report by the Chair on Evaluation of the Administrative Manager 7

Annex - List of documents approved for publication

Main Results of the 27th BEREC Office MC Meeting

The BEREC Office MC held its 27th ordinary plenary meeting on 3 June 2016 in Vienna.

During the meeting the MC discussed and agreed on the following:

1. Documents approved for publication and implementation:

1.1. As 'A' items (without discussion and presentation)

- [MC Decision amending Decision MC \(11\) 22 on the Public Register of the BEREC Office Documents](#);
- [MC Decision on general implementing provisions regarding Article 54 of the Conditions of Employment of Other Servants of the European Union \(reclassification of temporary staff\)](#);
- [MC Decision on general implementing provisions regarding Article 87\(3\) of the Conditions of Employment of Other Servants of the European Union \(reclassification of contract staff\)](#)

1.2 As regular items

- [2015 BEREC Office CAAR](#);
- [MC Opinion on the 2015 BEREC Office Final Accounts \(subject to the receipt of the Final Accounts\)](#);
- [MC Decision on traineeship programme](#)

2. Documents submitted to the MC for information and discussion

The MC took note of the information provided in the following documents:

- 2016 BEREC Office quarterly Report on operation and budget execution;
- [Transfers by the BEREC Office Administrative Manager in the BEREC Office Budget in the period January-March 2016](#);

2.1 The MC was briefed on the following subjects:

- Recent activities of the BEREC Office Advisory Group (BAG);
- Evaluation of BEREC Office Administrative Manager

3. Next meeting

The next MC meeting will take place on **7 October 2016 in Vilnius (Lithuania)** and will be hosted by the Lithuanian [Communications Regulatory Authority](#) (RRT).

Introduction and participation

The BEREC Office MC held its 27th ordinary plenary meeting on 3 June 2016 in Vienna. The meeting was hosted by RTR.

The meeting was attended by the heads and/or 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 Member State of the European Union (EU), and the Commission. Heads and high-level representatives of the NRAs from the EFTA States and the candidate countries for EU accession also took part in the meeting.

List of documents

The list of final documents approved by the meeting for publication in compliance with the BEREC Regulation and the MC transparency rules is included in Annex.

Items discussed

A short overview of the information presented under each agenda item, a summary record of the proceedings and a record of the conclusions reached by the MC under each agenda item is each presented below.

1 Opening of the meeting and adoption of the agenda

Document(s)	MC (16) 58 Draft MC plenary meeting agenda
Introduction by	BEREC Chair
Information presented	The BEREC Chair opened the meeting and presented the agenda for approval by the MC. The MC members were invited to suggest any additional topics to be raised or presented under “Any other business” (AOB).
Conclusions	The MC approved the agenda.

2 List of the ‘A’ items

Document(s)	MC (16) 59 Draft MC Decision amending Decision MC (11) 22 on the Public Register of the BEREC Office Documents MC (16) 60 Draft MC Decision on general implementing provisions regarding Article 54 of the Conditions of Employment of Other Servants of the European Union (CEOS) MC (16) 61 Draft MC Decision on general implementing provisions regarding Article 87(3) of CEOS
Introduction by	BEREC Chair
Information presented	The Chair presented the above list of “A” items. The list of “A” items had been drawn up on the basis of the conclusions of the CN, according to

	which MC approval of the document mentioned above should be possible without further discussion.
Conclusions	The MC approved for publication the documents included in the 'A' item list.

3 Oral up-date on the recent activities of the BAG and of the BEREC Vice-Chair in his capacity of appointing authority

Document(s)	No documents
Introduction by	BEREC Vice-Chair (ARCEP)
Information presented	<p>The BEREC Vice-Chair (ARCEP) briefed the MC in relation to the recent BAG activities and of the activity of the BEREC Vice-Chair in his capacity of appointing authority for the BEREC Office staff.</p> <ul style="list-style-type: none"> - Recent BAG activities - Recent activities of the BEREC Vice-Chair in his capacity of appointing authority of the BEREC Office staff
Conclusions	The MC took note of the information.

4 2015 BEREC Office CAAR

Document(s)	<p>MC (16) 56 ECA's preliminary observations with a view to a report on the annual accounts of the BEREC Office for the financial year 2015</p> <p>MC (16) 62 Draft 2015 BEREC Office CAAR</p> <p>MC (16) 63 Draft MC Opinion on the 2015 BEREC Office Final Accounts</p> <p>MC (16) 69 EP decisions of 28 April 2016 on discharge in respect of the implementation of the budget of the BEREC Office for the financial year 2014 and on the closure of the BEREC Office accounts for the financial year 2014</p>
Introduction by	BEREC Office AM
Information presented	<p>The BEREC Office CAAR for 2015 contains information on:</p> <ul style="list-style-type: none"> - the implementation of the BEREC Office Work Programme (WP) 2015 , budget and staff resources; - management and internal control systems including the summary of the number and type of internal audits carried out by the internal auditor (the Commission IAS), the recommendations made and the actions taken on these recommendations and on the recommendations of previous years; - the observations of the ECA and the actions taken on these observations; - the accounts and the report on budgetary and financial management.

	<p>The draft Report also contains a declaration of the authorising officer stating that he has a reasonable assurance that in the areas of revenue and expenditure:</p> <ul style="list-style-type: none"> - the information contained in the report presents a true and fair view; - the resources assigned to the activities described in the report have been used for their intended purpose and in accordance with the principles of sound financial management; - the control procedures put in place give the necessary guarantees concerning the legality and regularity of the underlying transactions. <p>The CAAR indicates the results of the operations by reference to the objectives set in the WP 2015, the use made of the resources provided and the efficiency and effectiveness of the internal control systems.</p> <p>As required by the Commission Guidelines on preparation of the CAAR, the BEREC Office Final Accounts have to be annexed to the Report.</p>
Conclusions	The CAAR and MC Opinion were approved for publication and for submission to the ECA, the Commission, the EP and the Council of the EU not later than 1 July 2016.

5 BEREC Office operation in 2016

Document(s)	<p>MC (16) 64 2016 BEREC Office quarterly Report on operation and budget execution</p> <p>MC (16) 65 Transfers by the BEREC Office AM in the BEREC Office Budget in the period January-March 2016</p>
Introduction by	BEREC Office AM
Information presented	The BEREC Office AM presented two documents for information to the MC: BEREC Office quarterly Report on operation and budget execution - the regular report on the execution of the BEREC Office budget and operation, with a focus on the activities of the 1st quarter of 2016 - and transfers by the BEREC Office AM in the BEREC Office Budget in the period January-March 2016
Conclusions	The MC took note of the information.

6 BEREC Office staff matters

6.1 BEREC Office traineeship programme

Document(s)	MC (16) 66 Draft MC Decision on the rules governing the Traineeship Programme of the BEREC Office
Introduction by	BEREC Office AM
Information presented	With a view to benefit from the fresh energies of recent graduate trainees, as well as increasing the visibility and, consequently, the attractiveness of

	<p>the BEREC Office, the MC requested the BEREC Office through the WP 2016 to establish a Traineeship Programme. The draft MC Decision establishes the framework of the programme by defining the organisation of the Traineeship Scheme, the selection procedure and other practicalities.</p> <p>Following the adoption of the afore-mentioned MC decision, the BEREC Office AM will launch the first session of the Traineeship Programme.</p>
Conclusions	The MC approved the MC Decision for publication.

6.2 Oral information regarding recruitment procedures in BEREC Office

Document(s)	No document
Introduction by	BEREC Office Administrative Manager
Information presented	The BEREC Office AM briefed the MC on the status of the recruitment procedures for two vacant Temporary Agent (TA) posts (Legal Officer and Executive Support Officer), and gave an overview on the recent developments in the Human Resources of the Office.
Conclusions	The MC took note of the information.

6.3 Report by the Chair on Evaluation of the Administrative Manager

Document(s)	MC (16) 70 Draft Report by the BEREC Chair on the evaluation of the AM (confidential document, circulated only to the Heads)
Introduction by	BEREC Chair
Information presented	In view that the current term of office of the Administrative Manager ends on 31 March 2017 the BEREC Chair presented, pursuant to Article 8(4)1 of the BEREC Regulation, a draft Report on the evaluation of the AM.
Conclusions	The MC requested the BEREC Chair to finalise the evaluation report and to inform, pursuant to Article 8(4)2 of the BEREC Regulation, the European Parliament of the intention of the MC to extend the AM's term of office.

Vienna, 3 June, 2016.

List of final documents approved by the 27th MC ordinary plenary meeting for publication in compliance with the BEREC Regulation and the MC transparency rules

Document number	Document date	Document title/hyperlink to published version	Document author
MC/2016/05	3 June 2016	MC Decision amending Decision MC (11) 22 on the Public Register of the BEREC Office Documents	BEREC Office MC
MC/2016/06	3 June 2016	MC Decision on general implementing provisions regarding Article 54 of the Conditions of Employment of Other Servants of the European Union (reclassification of temporary staff)	BEREC Office MC
MC/2016/07	3 June 2016	MC Decision on general implementing provisions regarding Article 87(3) of the Conditions of Employment of Other Servants of the European Union (reclassification of contract staff)	BEREC Office MC
MC (16) 62	3 June 2016	2015 BEREC Office CAAR	BEREC Office
MC (16) 63	3 June 2016	MC Opinion on the 2015 BEREC Office Final Accounts (subject to the receipt of the Final Accounts)	BEREC Office MC
MC/2016/08	3 June 2016	MC Decision on traineeship programme	BEREC Office MC

3 June 2016