

36th Ordinary Plenary Meeting of the BEREC Office Management Committee (MC)

**Hosted by the Agency for Communication Networks and
Services of the Republic of Slovenia (AKOS)**

Conclusions

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Annex I - List of documents

Main Results of the 36th BEREC Office MC Meeting

The BEREC Office Management Committee held its 36th ordinary plenary meeting on 4 October 2018 in Portorož, Slovenia.

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

1. Documents submitted to the MC for publication and information alongside 'A' items:

For information

MC (18) 64 2018 BEREC Office quarterly Report on operation and budget execution;

For publication:

- BEREC Office MC Decision on the designation of two Reporting Officers for the annual appraisal of the AM;
- BEREC Office MC Decision laying down implementing rules on temporary occupation of management posts;
- BEREC Office MC Decision on the establishment of reserve lists for the posts of Team Leaders and Programme Management Assistant;
- BEREC Office MC Decision on the adoption of the BEREC Office Internal Control Framework;
- Internal Control Framework of the BEREC Office.

2. Other topics discussed:

- Memorandum of Understanding between the Canadian Radio-television and Telecommunications Commission (CRTC) and the Body of European Regulators for Electronic Communications (BEREC)
- Recent activities of the BEREC Office Advisory Group (BAG)
- Update on the budgetary procedure for the BEREC Office budget 2019

4. Next meeting

The next MC meeting will take place on 6-7 December 2018 in Prague (Czech Republic) and will be hosted by the [Czech Telecommunication Office](#) (CTU).

Introduction and participation

The BEREC Office MC held its 36th ordinary plenary meeting on 4 October 2018 in Portorož, Slovenia. The meeting was hosted by the [Agency for Communication Networks and Services of the Republic of Slovenia](#) (AKOS).

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 by the European 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 documents discussed by the meeting is presented in Annex to the Conclusions in compliance with the BEREC Regulation and the MC transparency rules.

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 is presented below.

1. Opening of the meeting and adoption of the agenda

Document(s)	MC (18) 63 Draft BEREC Office MC Plenary Agenda
Introduction by	BEREC Chair (RTR)
Information presented	<p>The BEREC Chair welcomed the meeting participants who were participating in a plenary meeting for the first time.</p> <p>A representative of the meeting host presented information on the logistics of the meeting.</p> <p>The BEREC Chair opened the meeting and presented the agenda for approval by the MC meeting. The MC members were invited to suggest any additional issues to be raised or presented under “Any other business” (AOB).</p>
Conclusions	The MC agreed on the agenda without any changes.

2. List of ‘A’ items

Document(s)	<p><u>For information</u></p> <p>MC (18) 64 2018 BEREC Office quarterly Report on operation and budget execution;</p> <p><u>For publication:</u></p> <p>MC (18) 65 Draft BEREC Office MC Decision on the designation of two Reporting Officers for the annual appraisal of the AM;</p> <p>MC (18) 66 Draft BEREC Office MC Decision laying down implementing rules on temporary occupation of management posts;</p>
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	<p>MC (18) 67 Draft BEREC Office MC Decision on the establishment of reserve lists for the posts of Team Leaders and Programme Management Assistant;</p> <p>MC (18) 68 Draft BEREC Office MC Decision on the adoption of the BEREC Office Internal Control Framework;</p> <p>MC (18) 69 Internal Control Framework of the BEREC Office;</p>
Introduction by	BEREC Chair (RTR)
Information presented	<p>The BEREC Chair presented the list of 'A' items, as set out above. The list of 'A' items had been drawn up on the basis of the conclusions of the CN. In accordance with the new procedures of the MC meetings, the BEREC Chair also drew the meeting's attention to the information document provided by the BEREC Office. This document was submitted alongside the 'A' items only for information and does not require any action from the MC.</p>
Conclusions	The MC took note of the information and approved the documents for publication.

3. Cooperation with the Canadian Radio-television and Telecommunications Commission (CRTC)

Document(s)	BoR (18) 173 Memorandum of Understanding between the Canadian Radio-television and Telecommunications Commission (CRTC) and the Body of European Regulators for Electronic Communications (BEREC)
Introduction by	BEREC Chair (RTR)
Information presented	<p>After the Miniboard Study visit to Canada and the USA, which took place in April 2018, it was decided to strengthen bilateral cooperation with the Canadian Radio-television and Telecommunications Commission (CRTC). Therefore a MoU identifying the main areas of cooperation was planned to be signed between BEREC and CRTC.</p> <p>The BEREC Chair, based on Article 3.2 of the MC RoP (MC (14) 70), which indicates that the Management Committee may decide to grant the Chair a clearly defined mandate to act on behalf of the BEREC Office, asked the MC for a mandate for signing the MoU. As the MoU may entail financial commitments for the BEREC Office budget, he also sought the MC's agreement for authorising the BEREC Office Administrative Manager to co-sign the MoU.</p>
Conclusions	The MC took note of the information and endorsed the MoU for signing by the BEREC Chair and the BEREC Office Administrative Manager.

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

Document(s)	No documents
Introduction by	BEREC Vice-Chair (ComReg)
Information presented	The BEREC Vice-Chair (ComReg) briefed the MC in relation to the recent BAG activities and the activity of the BEREC Vice-Chair in the capacity of appointing authority for the BEREC Office staff.
Conclusions	The MC took note of the information.

5. Oral update on the budgetary procedure for the BEREC Office budget 2019

Document(s)	No documents
Introduction by	The Administrative Manager of the BEREC Office
Information presented	<p>The BEREC Chair noted that there was no agreement on financial resources for the BEREC Office during the negotiation process on the BEREC Regulation. He informed the MC that key stakeholders were approached to increase the BEREC Office budget and get adequate staffing for the Office in order to provide appropriate support to fulfil the new BEREC and BEREC Office tasks.</p> <p>The Administrative Manager of the BEREC Office informed the MC about the legislative procedure for the BEREC Regulation, as well as the budgetary procedure for the EU budget 2019. He informed the MC that the BEREC Office Programming document for the next year will most likely be adopted via the e-voting procedure, due to the uncertainty resulting from the ongoing budgetary negotiations.</p>
Conclusions	The MC took note of the information.

6. AOB

Information on the next plenary meeting (7 December 2018, Prague, Czech Republic)

Document(s)	No documents
Introduction by	Representative of the meeting host (CTU)
Information presented	The representative of the meeting host, CTU, provided information on the logistics for the meeting.
Conclusions	The MC took note of the information.