

46th Ordinary Plenary Meeting of the BEREC Office Management Board (MB)

Hosted virtually

Conclusions

Chairperson: Michel Van Bellinghen

Chairman of the Council (BIPT)

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Annex I – List of documents

Main Results of the 46th BEREC Office MB Meeting

The BEREC Office Management Board held its 46th Ordinary Plenary Meeting virtually on 12 March 2021.

During the Meeting, the MB discussed and/or approved the following documents:

1. Documents approved for publication:

- MB (21) 20 Draft MB Agenda

2. Documents submitted for information:

- MB (20) 83 BEREC Office 2021-2023 Strategic Internal Audit Plan
- MB (21) 21 Conclusions of the 1st BAG meeting
- MB (21) 22 Transfers by the Director of the BEREC Office in the BEREC Office Budget in the period October - December 2020
- MB (21) 23 Draft BEREC Office Report on budgetary and financial management 2020
- MB (21) 24 Update on the outcome of the bottom-up staff exercise and next steps

3. Other topics discussed:

The Management Board of the BEREC Office was updated on the recent activities of the BAG.

4. Next Meeting

The next Ordinary Plenary Meeting of the MB will take place on **11 June 2021, and will be virtual.**

Introduction and participation

The BEREC Office MB held its 46th Ordinary Plenary Meeting virtually on 12 March 2021.

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 with whom BEREC has concluded working arrangements were also present.

List of documents

The list of final documents approved by the meeting for publication, in compliance with the BEREC Regulation and the MB transparency rules, is presented in Annex to the Conclusions.

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 MB are presented below.

1 Opening of the meeting and adoption of the agenda

Document(s)	MB (21) 20 Draft MB Agenda
Introduction by	MB Chairperson (BIPT)
Information presented	The MB Chairperson opened the meeting and presented the agenda for approval by the MB. The MB members were invited to suggest any additional issues to be raised or presented under “Any other business” (AOB).
Conclusion	The MB approved the agenda with no changes.

2 2021-2023 Strategic Internal Audit Plan

Document(s)	MB (20) 83 BEREC Office 2021-2023 Strategic Internal Audit Plan
Introduction by	Representatives of the IAS
Information presented	<p>The representatives of the IAS presented to the MB the Strategic Internal Audit Plan for 2021-2023.</p> <p>They presented the new assessment methodology introducing the following key aspects:</p> <ul style="list-style-type: none"> - Leaner risk assessment for mature organisations; - Risk-based focus on high risks, regardless of the maturity of key controls; - Harmonisation with the European Commission’s approach. <p>They informed the MB that based on risk assessment, the desk review, the interviews held with the Agency's middle and senior management, and the result of the risk assessment, the auditors have selected the following two audit topics for 2021-2023:</p> <ul style="list-style-type: none"> - Organisational preparedness for the implementation of BEREC Working Groups’ activities; - Human resources management and ethics; - and a reserve topic - limited review on the implementation of the new Internal Control Framework. <p>They presented the scope of the audit of each of the selected topics.</p> <p>They also informed the MB about the changes in the approach and structure of the IAS. They noted that after the reorganisation of the IAS they are focusing on auditing the full policy portfolio. In practice, it means that the same unit will be auditing BEREC Office and its partner DG (DG CONNECT).</p> <p>The representatives of the IAS reported that at the moment there are no Open or Ready for Review Recommendations.</p>

Conclusion	The MB took note of the information.
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3 Recent activities of the BEREC Office Advisory Group (BAG)

Document(s)	<p>MB (21) 21 Conclusions of the 1st BAG meeting</p> <p>MB (21) 22 Transfers by the Director of the BEREC Office in the BEREC Office Budget in the period October - December 2020</p> <p>MB (21) 23 Draft BEREC Office Report on budgetary and financial management 2020</p> <p>MB (21) 24 Update on the outcome of the bottom-up staff exercise and next steps</p>
Introduction by	<p>BAG Chair (BNetZA)</p> <p>BEREC Office Director</p>
Information presented	<p>The BAG Chair informed the MB of the recent BAG activities, including the outcome of its meeting of 4 February 2021 and extraordinary meeting of 23 February 2021. The BAG Chair presented the documents discussed as listed above and the BAG opinion concerning them.</p> <p>The BAG Chair also presented to the MB the methodology and the outcomes of the BEREC Office staffing 'bottom-up' exercise, which was concluded at the extraordinary BAG meeting on 23 February 2021.</p> <p>The BEREC Office Director welcomed the outcomes of the bottom-up exercise. He recalled that the conclusion is with expectation of efficiency gains within the BEREC Office organisation. He also pointed out that some of the activities are still, and will remain to be, externalised. He also highlighted the importance of the SNEs as BEREC staff. He noted that necessary expertise is required to meet BEREC expectations and in this context, pool of experts has to be established.</p>
Conclusion	The MB took note of the information and agreed to use the bottom-up baseline scenario in the next Single Programming Documents (SPDs) and budget plans and budget plans while noting the need to further discuss the figures.

4 AOB

4.1 Information on the 47th MB ordinary meeting (9-11 June 2021, Virtual meeting)

Document(s)	No documents
Introduction by	MB Chairperson (BIPT)
Information presented	The MB Chairperson provided information on the logistics for the meeting which will be held virtually.
Conclusion	The MB took note of the information.