

49th Ordinary Plenary Meeting of the BEREC Office Management Board (MB)

Hosted by the Swedish Post and Telecom Authority (PTS)

Conclusions

Chairperson: Michel Van Bellinghen

Chairman of the Council (BIPT)

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Main Results of the 49th BEREC Office MB Meeting

The BEREC Office Management Board held its 49th Ordinary Plenary Meeting on 10 December 2021 in Stockholm, Sweden, in a hybrid setting (both physically and virtually).

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

1. Documents approved as 'A' items:

1.1. For publication:

- MB (21) 61 MB decision on the appointment of the reporting officers for the appraisal of the BEREC Office Director;
- MB (21) 62 BEREC Office MB Decision on the application of the Good Administrative Behaviour to other persons not employed by the BEREC Office;

1.2 For information:

- The European Code of Good Administrative Behaviour;
- European Parliament resolution on the European Code of Good Administrative Behaviour;
- MB (21) 63 Working Agreement between the BEREC Office (BO) and the IRG Secretariat (IRG SEC).

2. Documents approved as regular items:

2.1. For publication:

- MB (21) 68 MB Decision of the Agency for Support for BEREC ('BEREC Office') on the adoption of the draft Single Programming Document of the Activities of the BEREC Office for the period 2022-2024;
- MB (21) 69 Single Programming Document of the Activities of the BEREC Office for the period 2022-2024;
- MB (21) 70 Budget 2022 and Establishment Plan of the BEREC Office;

2.2. For internal use:

- MB (21) 64 BEREC External Communications Strategy (update);
- MB (21) 65 BEREC Communications Plan 2022;
- MB (21) 66 Message House.

2.3. For information:

- MB (21) 67 Conclusions of the 4th BAG meeting;
- MB (21) 71 ECA annual audit report for the BEREC Office for the financial year 2020;
- MB (21) 72 IAS Announcement letter for the Audit on Organisational preparedness for the implementation of BEREC Working Groups' activities;
- MB (21) 73 IAS audit –Agenda for preliminary interviews with the BEREC Office.

Next Meeting

The next Ordinary Plenary Meeting of the MB will take place on **11 March 2022**, and will be held virtually.

3. Follow-up actions

The follow-up actions arising from the Meeting conclusions are presented in Annex I to the Minutes.

Introduction and participation

The BEREC Office MB held its 49th Ordinary Plenary Meeting on 10 December 2021 in Stockholm, Sweden, in a hybrid setting (both physically and virtually).

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 which 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) 60 MB Agenda
Introduction by	MB Chairperson (BIPT) Michel Van Bellinghen (michel.van.bellinghen@IBPT.be)
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).
Conclusions	The MB agreed on the agenda with no changes.

2 List of ‘A’ items

Document(s)	<p><u>For publication:</u></p> <p>MB (21) 61 MB decision on the appointment of the reporting officers for the appraisal of the BEREC Office Director;</p> <p>MB (21) 62 BEREC Office MB Decision on the application of the Good Administrative Behaviour to other persons not employed by the BEREC Office;</p> <p><u>For information:</u></p> <p>The European Code of Good Administrative Behaviour;</p> <p>European Parliament resolution on the European Code of Good Administrative Behaviour;</p> <p>MB (21) 63 Working Agreement between the BEREC Office (BO) and the IRG Secretariat (IRG SEC).</p>
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Introduction by	MB Chairperson (BIPT) Michel Van Bellinghen (michel.van.bellinghen@IBPT.be)
Information presented	The MB Chairperson presented the list of 'A' items, as set out above. The MB Chairperson informed the MB members that, if needed, they can still make statements for the minutes on any of the 'A' items. If a position taken on an 'A' item should lead to further discussion or if a member of the MB so requests, this item shall be withdrawn from the list of 'A' items. The MB Chairperson firstly requested the consent of the MB members to include all the items in the list and, secondly, he asked the MB to approve the documents in the list of 'A' items.
Conclusions	The MB approved the documents included in the 'A' item list.

3 Communications activities

3.1 BEREC Communications Strategy (update)

Document(s)	MB (21) 64 BEREC External Communications Strategy (update)
Introduction by	Communications ENG Co-Chairs (MCA/ComReg) Jennifer Gartland (jennifer.gartland@comreg.ie) Isabel Fereday (isabel.fereday@mca.org.mt)
Information presented	The BEREC Communications Strategy set out an overall approach on how BEREC connects with its stakeholders and is complemented by the BEREC Message House, the annual BEREC Communications Plan and an annual internal editorial plan of communications activities. The Co-Chairs presented the update of the BEREC External Communications Strategy to the MB members. The purpose of this Strategy is to promote the work of BEREC and its achievements to external stakeholders by streamlining the internal workings of the BEREC Communications Expert Networking Group, the BEREC Office Communications Team and other respective players. The objectives of the BEREC External Communications Strategy are the following: <ul style="list-style-type: none"> 1. Activate engagement to encourage knowledge exchange among the communications staff of all BEREC members; 2. Enhance digital presence of BEREC; 3. Increase awareness and reputation by running communications campaigns that support the organisation in achieving its policy objectives. Overall, the Co-Chairs stressed the Strategy's aim to establish a multi-annual Communications Strategy aligned with the Multi-annual Programming of the BEREC Office Activities.
Conclusions	The MB approved the documents for internal use.

3.2 BEREC Communications plan 2022

Document(s)	MB (21) 65 BEREC Communications Plan 2022
Introduction by	Communications ENG Co-Chairs (MCA/ComReg)

	<p>Jennifer Gartland (jennifer.gartland@comreg.ie)</p> <p>Isabel Fereday (isabel.fereday@mca.org.mt)</p>
Information presented	<p>The BEREC Communications Plan 2022 set out the communications activities that are planned for the year. Its objective is to strengthen the perception of BEREC as an impartial, independent, European, forward-looking expert body and in support of the BEREC overall strategic objectives – including promoting competition, investment and the internal market as well as empowering and protecting end-users.</p> <p>This plan complements the BEREC External Communications Strategy, which sets out the overall approach of BEREC to communications. The communication activities planned for 2022 will continue the work of the BEREC Communication Plan 2021.</p> <p>The Co-Chairs informed the MB members that in 2022 BEREC plans to communicate in line with its strategic priorities around connectivity (very high capacity networks (VCHN), 5G), digital issues (including open internet) and end-users (including the digital divide), as defined in the BEREC Work Programme and the priorities of the BEREC Chair. Also, the Co-Chairs confirmed that BEREC agreed to continue to focus on the connectivity objective, aimed at developing very high-capacity networks, thus allowing participation in the digital economy and society for all.</p>
Conclusions	The MB approved the document for internal use.

3.3 Message House

Document(s)	MB (21) 66 Message House
Introduction by	<p>Communications ENG Co-Chairs (MCA/ComReg)</p> <p>Jennifer Gartland (jennifer.gartland@comreg.ie)</p> <p>Isabel Fereday (isabel.fereday@mca.org.mt)</p>
Information presented	<p>The Message House builds on the BEREC External Communications Strategy that has been elaborated by the BEREC Communications Expert Networking Group (Comms ENG) and the BEREC Office Communications Team. Together with the BEREC External Communications Strategy, the Message House is the framework used to guide all of the BEREC communications from social media to traditional outlets. It outlines the objectives of communicating, target audience, channels used, content creation process and tools to keep track of progress. The Message House ensures cohesiveness in the content produced, formats and visual assets. It is the strategic tool that makes sure all communications go in the same direction, as approved by the BEREC Chair.</p> <p>The Co-Chairs informed the MB members that following Message House has been established by the Communications ENG together with the BEREC Office Communications Team for 2022. The umbrella statement and hashtag is #EmpoweringEUConnectivity, which would be complemented by the main themes, sub-messages, proof points and planned BEREC activities, all based on the draft BEREC Work Programme 2022.</p> <p>The Co-Chairs explained that the Message House aims at being a multi-annual framework in its main themes, but the sub-messages can be updated yearly to adapt to the changing electronic communication landscape.</p>

Conclusions	The MB approved the documents for internal use.
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4 Recent activities of the BEREC Office Advisory Group (BAG)

Document(s)	<p>MB (21) 67 Conclusions of the 4th BAG meeting</p> <p>MB (21) 68 MB Decision of the Agency for Support for BEREC ('BEREC Office') on the adoption of the draft Single Programming Document of the Activities of the BEREC Office for the period 2022-2024;</p> <p>MB (21) 69 Single Programming Document of the Activities of the BEREC Office for the period 2022-2024;</p> <p>Ares(2021)5253000 Commission Opinion on the draft Single Programming Document of the Office of the Body of European Regulators for Electronic Communications (BEREC Office) for the period 2022-2024;</p> <p>MB (21) 70 Budget 2022 and Establishment Plan of the BEREC Office;</p> <p>MB (21) 71 ECA annual audit report for the BEREC Office for the financial year 2020;</p> <p>MB (21) 72 IAS Announcement letter for the Audit on Organisational preparedness for the implementation of BEREC Working Groups' activities;</p> <p>MB (21) 73 IAS audit –Agenda for preliminary interviews with the BEREC Office</p>
Introduction by	<p>BAG Chair (BNetzA)</p> <p>Annegret Groebel (annegret.groebel@bnetza.de)</p> <p>BEREC Office Director</p> <p>Laszlo Igneczi (Laszlo.IGNECZI@berec.europa.eu)</p>
Information presented	<p>The BAG Chair informed the MB about the recent BAG activities, including the outcome of its 4th Ordinary Meeting, which was held on 11 November 2021. She briefed the MB about the documents listed above and the BAG opinion concerning them. She informed that the e-comments round of MB comments on SPD 2022-2024 and Budget 2022 and Establishment Plan was held from 2 to 8 December and that no comments were received. In this light, she informed the MB members that the final documents have been submitted to the MB for the approval for publication and submission to the EU institutions.</p> <p>The BEREC Office Director presented the general lifecycle of the financial year, the discharges and the annual budget, in particular from 2019 with a follow-up report on discharge, and from 2020. He informed the final ECA annual audit report for the BEREC Office for the financial year 2020 has been received, and that the report is without any observations. He also informed that the discharge process at the European Parliament has already started, and did not express any concerns regarding the discharge procedure.</p> <p>He informed that the year 2021 is still being executed as there are still some weeks left before closing the financial year. However, he noted that the audit has already started. He also discussed the internal service audit on Organisational preparedness for the implementation of the BEREC Working Groups' activities. He explained that in relation to the BEREC Office Budget 2021, following the review of the final forecast for the physical meetings of the BEREC Working Groups, it became evident that the budget line 3001 BEREC Programme Management Support from the</p>

	<p>BEREC Office Budget 2021 has a certain budget availability of with no further expenditure planned until 31 December 2021. Therefore, he informed that the MB will be proposed to agree via an urgent e-voting procedure on a transfer of unused appropriations from Title 3 (budget line 3001) to Title 2 (budget line 2100), which will be made for finance the improvements in the technical and physical security of the BEREC Office. This idea was fully supported by the BAG Chair and complemented the prudent manner of spending the unused budget availability.</p> <p>For the year 2022, the BEREC Office Director presented the Single Programming Document of the Activities of the BEREC Office for the period 2022-2024 and the Budget 2022 and Establishment plan, and reiterated that the final documents have been submitted to the MB for the approval for publication and submission to the EU institutions.</p> <p>Lastly, the BEREC Office Director mentioned that the next step would be the adoption of SPD 2023-2025, as a part of the multiannual programming, which would be worked on together with the Incoming MB Chairperson starting from January 2023.</p>
Conclusions	The MB took note of the information and approved the SPD 2022-2024 and Budget 2022 and the Establishment plan for publication and submission to the European Commission, the European Parliament and the European Council.

5 AOB

Information on the 50th MB Ordinary Meeting (11 March 2022, virtually)

Document(s)	No documents
Introduction by	MB Chairperson (BIPT) Michel Van Bellinghen (michel.van.bellinghen@IBPT.be)
Information presented	The MB Chairperson provided information on the next Meeting.
Discussion	No discussion was held.
Conclusions	The MB took note of the information.