

MC (11) 19
19 September 2011

8th Meeting of the Management Committee of the BEREC Office Hosted by CMT

30 September 2011, Barcelona

Draft Agenda

1. Opening of the meeting and adoption of the agenda

Draft MC Agenda

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Action required by the MC

To agree on the agenda and identify any point to be raised under AOB

2. Adoption of the agenda items in the “A” list

Background

The MC will be requested to adopt all items listed in document MC (11) 20 without discussion. The list of “A” items was drawn up on the basis of the conclusions of the CN according to which their approval should be possible without further discussion. However, statements may still be made for entry into the minutes. If a position taken on an “A” item might lead to further discussion or if a member of the MC requests, this item can be withdrawn from the “A” list.

Action required by the MC

To approve for publication and implementation

a. BEREC Office Draft Amending Budget 2011

Background

The 2011 budget has to be amended with regard to a possible reallocation of any surplus.

MC (11) 20

b. Mission Charter of the Commission's Internal Audit Service (IAS)

Background

According to Article 14 of the BEREC Regulation the Office will be audited by the Internal Auditor (IAS) of the Commission. For that reason the IAS Charter is submitted for formal approval by the MC. It will define the framework of delivering IAS services to BEREC Office.

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c. Rules for establishing and keeping a public register of BEREC Office documents

Background

Decision MC (10) 28 concerning transparency and access to documents at the BEREC Office require the Office to provide ASAP access to a register of documents. The rules for establishing and keeping this registers by the Office are submitted for approval by the MC. **MC (11) 22**

d. Rules for reimbursement of the travelling expenses by the BEREC Office

- Draft Decision by the MC concerning the reimbursement of travel, subsistence and other expenses incurred in the course of journeys made by persons not employed by the BEREC Office **MC (11) 23**

- Draft Decision by the MC concerning the financial contribution towards travel and subsistence expenses for persons invited by the BEREC Office to attend written and oral tests in a selection procedure, an interview or a medical examination **MC (11) 24**

Background

BEREC and the BEREC Office regularly organise different meetings for which it should be possible to reimburse the travelling and other expenses of the participants. The travel and subsistence expenses for persons invited by the BEREC Office to participate in a selection procedure, an interview or a medical examination should also be covered by the BEREC Office. For that reason the MC needs to introduce such rules which will be the legal basis for the BEREC Office to reimburse such expenses.

3. Status update of BEREC Office set-up

Background

The BEREC Office Administrative Manager (AM) will present a status update on the BEREC Office autonomy and operational readiness.

Action required by the MC

To take note

4. Recruitments for the BEREC Office

Background

The Selection Committee will present the ranked short-list of successful candidates for the post of a Programme Manager in Programme Management Unit (AD5). According to Art. 7(4) of the BEREC Regulation the MC is responsible for the appointment of staff and therefore will need to nominate the successful candidate.

Action required by the MC

To approve the short-list of candidates, nominate the successful candidate for the post of a Programme Manager in Programme Management Unit and approve the reserve-list of candidates with validity of 1 year.

5. Draft Work Programme (WP) of the BEREC Office 2012

Background

The draft Office WP for 2012 was submitted to the MC by AM on 30 June. According to Art. 9.3 of the BEREC Regulation, it needs to be adopted by the MC by 30 September. The AM will provide an overview of the draft submitted for approval.

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Action required by the MC

To discuss and approve for publication

6. Information about the future amendment of the BEREC Office Staff implementing rules

Background

The AM will inform the MC about the need to amend the BEREC Office Staff implementing rules. Some of the draft documents will be distributed for information and preliminary consideration by the MC.

All documents will be submitted for approval during the December Plenary meeting.

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Action required by the MC

To take note

7. AOB

Next meeting of the MC (Bucharest, 9 December 2011)

Information on the venue by ANCOM
