

**Draft Agenda**  
**Of the 11<sup>th</sup> Meeting – BEREC Office Management Committee**  
**25 May 2012, Dubrovnik, hosted by HAKOM**

**1. Opening of the meeting and adoption of the agenda**

<i>Title(s)</i>	Draft MC Agenda
<i>Document No(s).</i>	MC (12) 13
<i>Background</i>	No
<i>Action required by MC</i>	To agree on the agenda and identify any points to be raised under AOB

**2. Adoption of the “A” items (without discussion)**

<i>Title(s)</i>	Adoption of the “A” items (without discussion)
<i>Document No(s).</i>	MC (12) 21
<i>Background</i>	The MC will be requested to adopt the items included in the “A” list without discussion.
<i>Action required by MC</i>	To adopt the document included in the list of “A” items

**2.1 Draft BEREC Office implementing rules on the conduct of staff administrative inquiries and disciplinary procedures**

<i>Title(s)</i>	Draft BEREC Office implementing rules on the conduct of staff administrative inquiries and disciplinary procedures
<i>Document No(s).</i>	MC (12) 22
<i>Background</i>	The MC approved the draft for submission to the Commission during its Bucharest Plenary. As required by the BEREC Regulation, the Commission has given its agreement for adoption of the measure.
<i>Action required by MC</i>	To adopt for publication and implementation

## 2.2 Appraisal of BEREC Office AM

<i>Title(s)</i>	Draft MC decision on designating reporting officers for appraisal of BEREC Office AM
<i>Document No(s).</i>	MC (12) 23
<i>Background</i>	In compliance with MC decision MC (10) 26 the MC has to appoint at least 2 reporting officers amongst the BEREC Vice-chairs to perform the appraisal of the BEREC Office AM.
<i>Action required by MC</i>	To adopt for implementation

## 2.3 Draft BEREC Office implementing rules

<i>Title(s)</i>	- Draft BEREC Office implementing rules on Staff Committee - Draft BEREC Office implementing rules on evaluation of Temporary and Contractual Agents
<i>Document No(s).</i>	MC (12) 24 MC (12) 25
<i>Background</i>	Following a recommendation of the Commission Services the BEREC Office to accelerate the work on the staff implementing rules, the latter has prepared the afore-mentioned drafts, which need to be submitted to the Commission for obtaining its consent before it would be possible for the MC to approve them for implementation.
<i>Action required by MC</i>	To approve for submission to the Commission with a view to obtaining its agreement as required by Art. 10 (2) of the BEREC Regulation.

## 3 2011 BEREC Office Annual Report

### 3.1 2011 Annual Administrative Report from the BEREC Office Authorising Officer (AO)/AM

<i>Title(s)</i>	2011 Annual Administrative Report of the BEREC Office AO/ AM
<i>Document No(s).</i>	MC (12) 14 MC (12) 15
<i>Background</i>	Presentation of the BEREC Office AO Annual Administrative Report for 2011 and presentation of draft MC's analysis and assessment of the Report.
<i>Action required by MC</i>	To take note of the BEREC Office AO's Annual Administrative Report for 2011. To approve the analysis and the assessment of the Report for 2011.

### 3.2 BEREC Office 2011 annual activity report

<i>Title(s)</i>	BEREC Office 2011 annual activity report (AAR)
<i>Document No(s).</i>	MC (12) 16
<i>Background</i>	Presentation of the draft BEREC Office 2011 AAR by the BEREC Office AM and 2011 BEREC Chair's Office (TBC)
<i>Action required by CN</i>	To approve for publication

## **4 BEREK Office Budget**

### **4.1 2011 BEREK Office final accounts**

<i>Title(s)</i>	2011 BEREK Office final accounts
<i>Document No(s).</i>	No document
<i>Background</i>	Oral up-date on the state of preparation of the 2011 BEREK Office final accounts and the Report on 2011 budgetary and financial management, by the BEREK Office AM and of the next steps to follow
<i>Action required by MC</i>	To take note

### **4.2 Execution of the 2012 BEREK Office Budget**

<i>Title(s)</i>	2012 BEREK Office Budget
<i>Document No(s).</i>	MC (12) 17
<i>Background</i>	Presentation of the status of execution of the BEREK Office budget for 2012 and the needed amendments to the Budget by the BEREK Office AM
<i>Action required by MC</i>	To take note

## **5 BEREK Office Staff Policy**

### **5.1 Recruitments to BEREK Office**

<i>Title(s)</i>	Recruitments to BEREK Office
<i>Document No(s).</i>	No
<i>Background</i>	Presentation by the Selection Committee of the ranked short-list successful candidates for the post of a Senior Programme Manager (AD7) and information on the other on-going other recruitments
<i>Action required by MC</i>	To approve the short-list(s) of candidates, nominate the successful candidate for Senior Programme Manager and to approve the reserve-list of candidates with validity of 1 year

### **5.2 Direct service agreements with the international schools in the Republic of Latvia to cover schooling fees for children of the BEREK Office staff**

<i>Title(s)</i>	Direct service agreements with the international schools in the Republic of Latvia to cover schooling fees for children of the BEREK Office staff
<i>Document No(s).</i>	MC (12) 19
<i>Background</i>	Presentation by the BEREK Office AM of a draft MC Decision for direct service agreements with the international schools in the Republic of Latvia to cover schooling fees for children of the BEREK Office staff
<i>Action required by MC</i>	To approve for publication and implementation

## 6 BEREK Office Mission Statement

<i>Title(s)</i>	BEREK Office mission statement and core values
<i>Document No(s).</i>	MC (12) 20
<i>Background</i>	Presentation of the BEREK Office mission statement and core values by the BEREK Office AM
<i>Action required by MC</i>	To approve for publication

## 7 AOB

### 7.1 Information by the BEREK Office

<i>Title(s)</i>	<ul style="list-style-type: none"><li>- Overview of new BEREK public website</li><li>- Information on forthcoming audits by Court of Auditors and Internal Audit Service</li><li>- Plans for improved communication support (BEREK Newsletter)</li><li>- Information on on-going probationary assessment procedures by EETT</li></ul>
<i>Document No(s).</i>	No document
<i>Background</i>	The BEREK Office AM and EETT will provide information on the aforementioned topics
<i>Action required by MC</i>	To take note

### 7.3 Information by OCECPR on the next MC Meeting

<i>Title(s)</i>	Information by OCECPR on the 12 <sup>th</sup> meeting of the Management Committee of the BEREK Office (27-28 September 2012, Cyprus)
<i>Document No(s).</i>	No
<i>Background</i>	Information by OCECPR on the next MC meeting
<i>Action required by MC</i>	To take note