

7th Meeting of the Management Committee Hosted by ANACOM

Timing and location

27 May 2011

Porto

Draft Agenda

1. Opening of the meeting and adoption of the agenda

Draft MC Agenda

MC (11) 13

Action required by the MC

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

2. Cooperation with knowledge institutes

Background

Depending on the outcome of the discussion in the Board of Regulators, the Management Committee may decide to take the necessary budgetary decisions related to the cooperation with knowledge institutes.

Action required by the MC

To decide on the budgetary aspects of the collaboration with the knowledge institutes.

3. Status update of BEREC Office set-up by AM

Status update presentation by BEREC Office Administrative Manager covering following topics: staff recruitment, permanent office premises, procurement of equipment and services, BEREC Office autonomy criteria.

Action required by the MC

To take note.

4. Recruitments for the BEREC Office

Presentation by Selection Committee(s) of ranked short-lists of successful candidates for the following posts:

- a) Secretary to Administrative Manager (AST3)
- b) Administrative Assistant to Programme management Unit (AST1)

Background

The BEREC Regulation Art. 7(4) states that the MC shall be responsible for the appointment of staff. The MC Decision on implementing provisions on the procedure governing the engagement of temporary agents MC(10)23 specifies that the Selection Committee shall propose a short list of successful candidates to the Management Committee, which may draw up a reserve list of successful candidates.

Action required by the MC

To approve the short-list of candidates. Nominate the successful candidates to above posts and approve the reserve-lists of candidates with the validity of the next 12 months.

5. Appointment of the BEREC Office Accounting Officer

Draft MC Decision on the appointment of Accounting Officer

Background

According to the Financial Regulation of the BEREC Office (Art. 43 – Chapter 2 – Financial Actors; Section 3 – Accounting officer), the MC shall appoint the Accounting Officer. Head of Administration and Finance is proposed as the Accounting officer. The appointment of Accounting Officer is a prerequisite for BEREC Office autonomy decision.

Action required by the MC

To adopt the decision and appoint the Accounting Officer.

6. BEREC Office Internal Control Standards - ICS

Background

Implementation of organisational structure and internal management and control systems on the basis of equivalent standards of the Commission SEC(2007)1341 is required. The MC is expected to adopt a list of such ICSs among which some of them need to be implemented before the BEREC Office can be declared autonomous.

Action required by the MC

To discuss, adopt the draft and to give a mandate to the AM for finalization of the document in cooperation with the Commission.

7. Draft work programme of the BEREC Office 2012

Background

In accordance with article 9.3 of the BEREC regulation, the draft work programme for the following year shall be submitted to the Management Committee by 30 June, and shall be adopted by the Management Committee by 30 September. The AM will provide orally an overview of the draft work programme.

Action required by the MC

To take note.

8. AOB

a) Next meeting of the Management Committee in Barcelona (CMT)

Information on the meeting date and venue