

30th Ordinary Plenary Meeting of the BEREC Office Management Committee (MC)

Hosted by the French Autorité de Régulation des Communications Electroniques et des Postes (ARCEP)

Conclusions

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Main Results of the 30th BEREC Office MC Meeting

The BEREC Office Management Committee held its 30th ordinary plenary meeting on 23 February 2017 in Paris, France.

During the meeting the MC discussed and agreed on the following:

1. Documents approved for publication:

The BEREC Office MC discussed all issues related to the functioning of the BEREC Office and approved the following documents for publication:

- BEREC Office Anti-fraud Strategy

2. Documents submitted to the MC for information and discussion

2.1 The MC took note of the information provided in the following documents:

- 2016 BEREC Office Quarterly Report on operation and budget execution (Article 7 (1) and 8 (1) of the BEREC Regulation);
- Explanatory Note on the transfers in the BEREC Office budget carried out by the Administrative Manager in the period October – December 2016;
- BEREC Office Report on implementation of the budget and on budgetary and financial management 2016;
- BEREC Office Strategic Internal Audit Plan 2017-2019;

2.2 The MC was briefed on the following subjects:

- recent activities of the BEREC Office Advisory Group (BAG).

3. Next meeting

The next MC meeting will take place on **1-2 June 2017 in Cascais (Portugal)** and will be hosted by the [Autoridade Nacional de Comunicações](#) (Portugal).

Introduction and participation

The BEREC Office MC held its 30th ordinary plenary meeting on 23 February 2017 in Paris, France. The meeting was hosted by the French Autorité de Régulation des Communications Electroniques et des Postes (ARCEP)

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 the Commission. Heads and high-level representatives of the NRAs from the EFTA States and the candidate countries for EU accession also took part in the meeting.

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 MC under each agenda item is presented below.

1. Opening of the meeting and adoption of the agenda

Document(s)	MC (17) 02 Draft MC Agenda
Introduction by	BEREC Chair (ARCEP)
Information presented	<p>The BEREC Chair presented the draft agenda for approval by the MC. The MC members and observers were invited to suggest any additional issues to be raised or presented under ‘Any other business’ (AOB).</p> <p>The BEREC Chair welcomed the meeting participants who were participating in a plenary meeting for the first time:</p> <p>Mr Michel Van Bellinghen from BIPT; Mr Dan Sjoblom from PTS.</p> <p>The BEREC Chair gave a short presentation outlining his vision of BEREC for 2017. He highlighted that BEREC should be a body open to societal demands. He also reminded about the importance of bottom-up approach in BEREC work, emphasising at the same time that the BoR should give guidance on some specific issues to the EWGs. In addition, he highlighted the importance of close cooperation between BEREC and the BEREC Office to gain synergy and maximise efficiency of BEREC work. Finally, he proposed reinvention of BEREC from inside. He said that in the context of the ongoing discussions on transforming BEREC into an EU agency the position is clear – it is not what BEREC members want, but some agility is required from BEREC to catch up with the dynamic changes in the digital ecosystem.</p>
Conclusions	The agenda was approved without any changes.

2. List of the 'A' items and documents for information

Document(s)	<p><u>Documents for approval for publication and implementation:</u> MC (17) 17 Draft BEREC Office Anti-fraud Strategy</p> <p><u>Documents for information:</u> MC (17) 18 2016 BEREC Office Quarterly Report on operation and budget execution (Article 7 (1) and 8 (1) of the BEREC Regulation) MC (17) 19 Explanatory Note on the transfers in the BEREC Office budget carried out by the Administrative Manager in the period October – December 2016 MC (17) 20 BEREC Office Report on implementation of the budget and on budgetary and financial management 2016</p>
Introduction by	BEREC Chair (ARCEP)
Information presented	<p>The BEREC Chair presented the list of “A” items as set out above. The list of “A” items had been drawn up on the basis of the conclusions of the CN according to which MC approval of the document mentioned above should be possible without further discussion. The Chair informed the MC members that, if needed, they could still make statements for the minutes on any of the “A” items. If a position taken on an “A” item might lead to further discussion or if a member of the MC so requests, this item would be withdrawn from the “A” list.</p> <p>In addition, in accordance with the new modalities of the MC meetings, the BEREC Chair drew the meeting’s attention to the information documents provided by BEREC Office. These documents were submitted alongside the ‘A’ items only for information.</p> <p>All the documents (for publication and information) had been examined by BAG.</p>
Discussion	No discussion was held.
Conclusions	The documents indicated in the ‘A’ items list were approved by the MC for publication. The MC took note of the documents for information.

3. Oral up-date on the recent activities of the BEREC Office Advisory Group (BAG) and of the BEREC Vice-Chair in his capacity of appointing authority

Document(s)	No documents
Introduction by	BAG Chair and BEREC Vice-Chair (RTR)
Information presented	The BEREC Vice-Chair (RTR) and the BAG Chair briefed the MC in relation to the recent BAG activities and the activity of the BEREC Vice-Chair in his capacity of appointing authority for the BEREC Office staff.
Conclusions	The MC took note of the information.

4. BEREC Office Strategic Internal Audit Plan 2017-2019

Document(s)	MC (17) 01 BEREC Office Strategic Internal Audit Plan 2017-2019
Introduction by	BEREC Office Administrative Manager
Information presented	<p>In September 2016 the Internal Audit Service of the Commission (IAS) conducted a full risk assessment exercise in Riga, covering the BEREC Office's major processes, both operational, according to its mission, and administrative - to support the operational tasks. During the fieldwork, the auditors reviewed the relevant processes and documentation and conducted interviews with BEREC Office staff.</p> <p>The risk assessment was a preparatory step for defining the audit plan. Based on its outcome, the IAS prepared the Strategic Audit Plan for 2017 – 2019.</p> <p>The IAS has planned audit on the following topics:</p> <ul style="list-style-type: none"> • Procurement, missions, and reimbursement of experts; • Planning, budgeting, monitoring of activities and reporting. <p>Furthermore, two of the sub-processes of the BEREC Office activities were considered as high risk areas and were brought by the IAS to the attention of the Management Committee, namely:</p> <ul style="list-style-type: none"> • personal data protection and • fraud prevention. <p>The main reason for this assessment was that the BEREC Office had a backlog in preparing data protection policies for all its internal policies and the fact that the Agency had not put in place two important controls related to the fraud prevention process, namely an Anti-Fraud Strategy and training for staff on fraud prevention.</p>
Conclusions	The MC took note of the information.

5. AOB

Information on the next MC plenary meeting 31 May-2 June 2017 in Cascais, Portugal

Document(s)	No documents
Introduction by	Representative of host NRA (ANACOM)
Information presented	It was agreed that the information on the logistics of the meeting would be presented during the last agenda item of BoR meeting.
Conclusions	The MC took note of the information.