

31st Ordinary Plenary Meeting of the BEREC Office Management Committee (MC)

Hosted by the Portuguese Autoridade Nacional de Comunicações (ANACOM)

Conclusions

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1 June 2017

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Main Results of the 31st BEREC Office MC Meeting

The BEREC Office Management Committee held its 31st ordinary plenary meeting on 1 June 2017 in Cascais, Portugal.

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

1. Documents submitted to the MC for information alongside the 'A' items:

- 2017 BEREC Office quarterly Report on operation and budget execution January-March 2017
- Information on the status of experts' reimbursements processed by BEREC Office contractor

2. Documents submitted to the MC for discussion:

- BEREC Office Consolidated Annual Activity Report 2016

2.1 The MC was briefed on the following subject:

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

3. Next meeting

The next MC meeting will take place on 5-6 October **2017 in Bucharest (Romania)** and will be hosted by the [National Authority for Management and Regulation in Communications \(ANCOM\)](#).

Introduction and participation

The BEREC Office MC held its 31st ordinary plenary meeting on 1 June 2017 in Cascais, Portugal. The meeting was hosted by the Portuguese [Autoridade Nacional de Comunicações](#) (ANACOM)

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) 41 Draft MC Agenda
Introduction by	BEREC Chair (Arcep)
Information presented	The BEREC Chair opened the meeting and presented the agenda for approval by the MC meeting.
Conclusions	The agenda was approved.

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

Document(s)	<u>Documents for information alongside 'A' items:</u> MC (17) 42 2017 BEREC Office quarterly Report on operation and budget execution January-March 2017 MC (17) 43 Information on the current status of experts' reimbursements processed by BEREC Office contractor
Introduction by	BEREC Chair (Arcep)
Information presented	The documents were submitted alongside the 'A' items only for information and did not require any action from the MC.
Conclusions	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 of the activity of the BEREC Vice-Chair in his capacity of appointing authority for the BEREC Office staff. He highlighted the benefits of outsourcing the reimbursement process to an external company. It was pointed out that BEREC gets better services

	delivered in a timely manner by comparison with the services provided by the EC.
Conclusions	The MC took note of the information.

4. BEREC Office Consolidated Annual activity report 2016

Document(s)	MC (17) 44 BEREC Office Consolidated annual activity report 2016
Introduction by	BEREC Office Administrative Manager
Information presented	<p>Article 47 of Management Committee (MC) Decision MC/2014/1 on the financial regulation requires the Administrative Manager (Authorising Officer) to report to the MC on the performance of his duties in the form of a Consolidated Annual Activity Report (CAAR).</p> <p>The BEREC Office Administrative Manager presented the report to the MC.</p> <p>The draft CAAR contains the following:</p> <ol style="list-style-type: none"> 1. Information on: <ol style="list-style-type: none"> a) the implementation of the BEREC Office Work Programme 2016 (WP 2016), budget and staff resources; b) management and internal control systems including the summary of the number and type of internal audits carried out by the internal auditor (the Commission Internal Audit Service), the recommendations made and the actions taken on these recommendations and on the recommendations of previous years; c) the provisional accounts and the report on budgetary and financial management. <p>The Report should contain also a reference to any observations of the European Court of Auditors (ECA) and the actions taken on these observations, which are due by 1 June 2017. Once they are received, the reports will be up-dated to take into account ECA comments. After the receipt of ECA comments, the Commission Accounting Officer, in his capacity of the BEREC Office Accounting Officer, will draw up the final accounts, which will be annexed to the final CAAR.</p> <p>Consequently, the CAAR will be finalised and submitted to the MC for approval by electronic voting procedure, shortly after the 2nd plenary meeting (mid-June 2017).</p> <ol style="list-style-type: none"> 2. A declaration of the AO stating that he has a reasonable assurance that in the areas of revenue and expenditure: <ol style="list-style-type: none"> a) the information contained in the report presents a true and fair view; b) the resources assigned to the activities described in the report have been used for their intended purpose and in accordance with the principle of sound financial management; c) the control procedures put in place give the necessary guarantees concerning the legality and regularity of the underlying transactions. <p>The CAAR indicates the results of the operations by reference to the objectives set in the BEREC Office Work Programme 2016, the use made of the resources provided and the efficiency and effectiveness of the internal control systems.</p> <p>The CAAR is submitted to the MC for analysis and assessment, as required by Article 47 (2) of the BEREC Office Financial Regulation, in</p>

	<p>accordance with the template developed for the EU Agencies by the Commission which should be integrated in the Report.</p> <p>The current report should be considered as a substitute for the Annual Activity Report envisaged in Article 13 (2) of the BEREC Regulation.</p>
Conclusions	To submit the document to the MC for approval by electronic voting procedure before 1 July 2017.

5. AOB

Information on the next MC plenary meeting 5-6 October 2017 in Bucharest, Romania

Document(s)	No documents
Introduction by	Representative of the host NRA (ANCOM)
Information presented	A representative of the meeting host, ANCOM provided information on the logistics for the meeting.
Conclusions	The MC took note of the information.