

Draft Agenda

of the 12th meeting of the BEREC Office Management Committee

28 September 2012, Limassol

1. Opening of the meeting and adoption of the agenda

<i>Title(s)</i>	Draft MC Agenda
<i>Document No(s).</i>	MC (12) 41
<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. Elections of Chair for 2014 and Vice-chairs for 2013

<i>Title(s)</i>	Elections of Chair for 2014 and Vice-chairs for 2013 - procedures
<i>Document No(s).</i>	No document
<i>Background</i>	Oral information by the BEREC Chair
<i>Action required by MC</i>	To take note

3. Approval of the list of “A” items

<i>Title(s)</i>	Approval of the list of “A” items
<i>Document No(s).</i>	MC (12) 37: Draft MC Decision on Staff Committee MC (12) 38: Draft MC Decision on flexi-time MC (12) 39: Draft MC Decision on direct service agreements with the international Early Childhood Centre in the Republic of Latvia to cover kindergarten fees for children of the BEREC Office staff MC (12) 40: Draft MC Decision adopting implementing rules concerning the tasks, duties and powers of the Data Protection Officer pursuant to Article 24.8 of Regulation (EC) No 45/2001
<i>Background</i>	The CN considered the aforementioned draft MC decisions and made some minor suggestions for amendments, which were incorporated in the revised drafts submitted to MC. Therefore, the approval of these documents might be possible without any further discussion.
<i>Action required by MC</i>	To approve the items included in the “A” list

4. Draft 2013 BEREC Office Work Programme (WP)

<i>Title(s)</i>	Draft 2013 BEREC Office WP
<i>Document No(s).</i>	MC (12) 42
<i>Background</i>	Presentation by the BEREC Office Administrative Manager (AM) of the draft 2013 BEREC Office WP.
<i>Action required by MC</i>	To approve for publication

5. Appointment of external experts by the BEREC Office

<i>Title(s)</i>	Draft MC Decision on the appointment of external experts by the BEREC Office
<i>Document No(s).</i>	MC (12) 36
<i>Background</i>	Presentation by the BEREC Office AM of a revised draft MC Decision on the appointment of external experts by the BEREC Office
<i>Action required by MC</i>	To discuss and to approve for publication

6. MC reply to the observations of the European Court of Auditors (ECA) on the Final Account of the BEREC Office for 2011

<i>Title(s)</i>	MC reply to the observations of ECA on the Final Account of the BEREC Office for 2011
<i>Document No(s).</i>	MC (12) 42
<i>Background</i>	Presentation by the BEREC Office AM of a draft reply by MC to the observations of ECA on the Final Account for 2011.
<i>Action required by MC</i>	To approve for submission to ECA

7. 2012 BEREC Office Budget

<i>Title(s)</i>	Up-date on the execution of the 2012 BEREC Office Budget
<i>Document No(s).</i>	MC (12) 35
<i>Background</i>	Presentation by the BEREC Office AM of the status of execution of BEREC Office budget for 2012.
<i>Action required by MC</i>	To take note

8. BEREC Office Mission Statement

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

9. Recruitments to BEREC Office

<i>Title(s)</i>	Information on on-going recruitment procedures
<i>Background</i>	Oral up-date by the BEREC Office AM on on-going recruitment procedures and presentation by the Selection Committee of the ranked short-list successful candidates for the 2 posts of Programme Management Assistants.
<i>Action required by MC</i>	To approve the short-list of candidates, nominate the successful candidates for Programme Management Assistants and to approve the reserve-list of candidates with validity of 1 year

10. Presentation of the new BEREC web site

<i>Title(s)</i>	Presentation of new BEREC public web site
<i>Document No(s).</i>	No document
<i>Background</i>	Presentation by the BEREC AM of the new BEREC web site
<i>Action required by MC</i>	To take note

11. AOB

<i>Title(s)</i>	Information on the 13 th meeting of the Management Committee, 6 and 7 December 2012, Saint Julian's (Malta).
<i>Document No(s).</i>	No document
<i>Background</i>	Presentation by the Malta Communications Authority (MCA) of the venue for the next MC meeting to take place on 6 and 7 December 2012 in Saint Julian's, Malta.
<i>Action required by MC</i>	To take note
