

1 December 2015

Draft Agenda

for the 25th meeting of the Management Committee (MC) of the BEREC Office

10-11 December 2015, London (United Kingdom)

Hosted by Ofcom

1. Opening of the meeting and adoption of the agenda

Document(s)	MC (15) 130 Draft MC Agenda
Introduction by	BEREC Chair
Action requested	To agree on the agenda and identify any points to be raised under “Any other business” (AOB).

2. Elections of Chair for 2017 and Vice-Chairs for 2016

Document(s)	No document
Introduction by	BEREC Chair
Action requested	To agree on the election process and on the number of Vice Chairs for 2016 and to elect the Chair for 2017 and Vice-chairs for 2016.

3. List of the ‘A’ items

Document(s)	MC (15) 131 Draft Correction to 2015 BEREC Office Final Budget
Introduction by	BEREC Chair
Action requested	To approve the document included in the ‘A’ item list for publication and implementation.

4. 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	BEREC Vice-Chair (BNetzA)
Action requested	To take note.

5. BEREC Office operation

5.1. BEREC Office operation in 2015

Document(s)	MC (15) 132 Transfers by the BEREC Office Administrative Manager in the BEREC Office Budget in the period July - September 2015 MC (15) 133 2015 BEREC Office Quarterly Report on Operation and Budget Execution
Introduction by	BEREC Office Administrative Manager
Action requested	To take note.

5.2. BEREC Office Budget 2016

Document(s)	MC (15) 134 Draft Final Budget and Establishment Plan for 2016
Introduction by	BEREC Office Administrative Manager
Action requested	To approve for publication.

5.3. Training provided by the BEREC Office to NRAs

Document(s)	No documents
Introduction by	BEREC Vice-Chair (BNetzA)
Action requested	To take note of the feed-back from the first training session in 2015 and to discuss the way forward about the future training sessions.

6. Orientation debate on the BEREC Office Programming Document

Document(s)	MC (15) 135 Discussion paper on the BEREC Office annual and multiannual programming document
Introduction by	BEREC Office Administrative Manager
Action requested	To discuss and to provide guidance for the preparation of the draft multiannual programming document for submission to the Commission, the European Parliament and the Council by 31 January 2016.

7. AOB

Information on the next meeting of the BEREC Office MC (26 February 2016, Rotterdam (The Netherlands))

Document(s)	No documents
Introduction by	Representative of the meeting host (ACM)
Action requested	To take note.