

# **61<sup>st</sup> Ordinary Plenary Meeting of the BEREC Office Management Board (MB)**

Hybrid meeting

## **Conclusions**

**Chairperson: Tonko Obuljen**

President of the Croatian Regulatory Authority  
for Network Industries (HAKOM)

6 December 2024

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## Main results of the 61<sup>st</sup> BEREC Office Management Board Meeting

The Management Board (MB) of the Agency for Support for BEREC (BEREC Office, Agency) held its 61<sup>st</sup> Ordinary Plenary Meeting on 6 December 2024 in Ljubljana, Slovenia.

During the Meeting, the MB discussed and/or approved the following documents:

### 1. Documents approved as regular items:

#### 1.1 For publication

- MB (24) 89 Draft MB Agenda
- MB (24) 100 Draft Decision of the BEREC Office Management Board (MB) on the adoption of Amendment No 1 to the BEREC Office Budget and Establishment Plan for 2024 and to the Single Programming Document (SPD) of the BEREC Office for the period 2024–2026
- MB (24) 101 Amendment No 1 to the BEREC Office SPD for 2024–2026
- MB (24) 102 Amendment No 1 to the BEREC Office Budget and Establishment Plan for 2024

#### 1.2 For internal use

- MB (24) 98 Draft BEREC Communications Plan 2025;
- MB (24) 99 Draft Message House 2025.

### 2. Documents submitted for information:

- MB (24) 90 Conclusions of the 4th BAG meeting;
- MB (24) 91 ECA Annual report of EU agencies for the 2023 financial year;
- MB (24) 92 Final 2025–2027 IAS Strategic Internal Audit Plan for the Agency for Support for the Body of European Regulators for Electronic Communications (BEREC Office);
- MB (24) 93 Information on transfers by the BEREC Office Director in the BEREC Office Budget 2024 in the period January – October 2024;
- MB (24) 94 Note to the BEREC Office Management Board on the Single Programming Document (SPD) of the BEREC Office for the period 2025–2027: main considerations towards the final SPD;
- MB (24) 95 Draft Schedule for the work of BAG 2025;
- MB (24) 96 Draft BAG Composition 2025;
- MB (24) 97 Draft memo on the adoption of EU Agencies Network Charter for BEREC Office;

- MB (24) 97b EU Agencies Network Charter on the reduction of greenhouse gas emissions and responsible environmental management.

### **3. Next Meeting**

The next Ordinary Plenary Meeting of the MB will take place in virtual format on **14 March 2025**.

## Introduction and participation

The Management Board (MB) of the Agency for Support for BEREC (BEREC Office, Agency) held its 61st Ordinary Plenary Meeting on 6 December 2024 in Ljubljana, Slovenia.

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 (MS) of the European Union (EU) and by the European Commission (EC). The heads and high-level representatives of the NRAs with which BEREC has concluded Working Arrangements (WA) were also present.

## List of documents

The list of final documents approved by the Meeting, including those intended for publication, in compliance with the BEREC Regulation and the MB transparency rules, is presented in Annex I.

## Items discussed

A short overview of the information under each Agenda item, a summary record of the proceedings, and a record of the conclusions reached by the MB are presented below.

### 1. Opening of the Meeting and adoption of the Agenda

<b>Document(s)</b>	MB (24) 89 Draft MB Agenda
<b>Introduction by</b>	MB Chairperson (HAKOM) <b>Tonko Obuljen</b> ( <a href="mailto:tonko.obuljen@hakom.hr">tonko.obuljen@hakom.hr</a> )
<b>Information presented</b>	The MB Chairperson opened the Meeting and presented the Agenda for approval by the MB. The MB members were invited to suggest any additional issues to be raised or presented under 'Any other business' (AOB).
<b>Conclusion</b>	The Agenda was approved without any amendments.

### 2. Recent activities of the BEREC Office Advisory Group

<b>Document(s)</b>	<p><u>For information:</u></p> <p>MB (24) 90 Conclusions of the 4<sup>th</sup> BAG meeting</p> <p>MB (24) 91 ECA Annual report of EU agencies for the 2023 financial year</p> <p>MB (24) 92 Final 2025–2027 IAS Strategic Internal Audit Plan for the Agency for Support for the Body of European Regulators for Electronic Communications (BEREC Office)</p> <p>MB (24) 93 Information on transfers by the BEREC Office Director in the BEREC Office Budget 2024 in the period January–October 2024</p> <p>MB (24) 94 Note to the BEREC Office Management Board on the Single Programming Document (SPD) of the BEREC Office for the period 2025–2027: main considerations towards the final SPD</p> <p>MB (24) 95 Draft Schedule for the work of BAG 2025</p> <p>MB (24) 96 Draft BAG Composition 2025</p> <p>MB (24) 97 Draft memo on the adoption of EU Agencies Network Charter for BEREC Office</p>
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	MB (24) 97b EU Agencies Network Charter on the reduction of greenhouse gas emissions and responsible environmental management
<b>Introduction by</b>	<p>BAG Chair (BNetzA)  <b>Annegret Groebel</b> (<a href="mailto:annegret.groebel@bnetza.de">annegret.groebel@bnetza.de</a>)  BEREC Office Director  <b>Verena Weber</b> (<a href="mailto:verena.weber@berec.europa.eu">verena.weber@berec.europa.eu</a>)</p>
<b>Information presented</b>	<p>The BAG Chair informed the MB about the recent BEREC Office Advisory Group activities, including the outcome of its 4<sup>th</sup> Ordinary Meeting held on 7 November 2024. She presented to the MB the documents listed above and the BAG opinion concerning them.</p> <p>The MB was updated about:</p> <ul style="list-style-type: none"> <li>- BEREC Office operations in 2024</li> </ul> <p>The BEREC Office is subject to three main audits, including high-risk audits on data security and IT services management. The Internal Audit Service (IAS) conducted an in-depth risk assessment in June 2024, identifying key risks and audit topics, and established a Strategic Internal Audit Plan for 2025–2027.</p> <ul style="list-style-type: none"> <li>- Annual report from ECA on 2023</li> </ul> <p>The ECA issued a clean report for the BEREC Office for the 2023 financial year. Informal feedback for the 2024 financial year audit was received, with a second round of auditing scheduled for spring 2025. The ECA revised its risk classification methodology, reclassifying the BEREC Office as medium risk for the second half of 2024, increasing the volume of documents to be audited. The annual report for 2023 was submitted in June 2024, and the ECA report published on 24 October 2024 raised no comments, resulting in a clean audit opinion. The 2023 Consolidated Annual Activity Report was submitted to the ECA, the Commission, the European Parliament, and the Council of the EU.</p> <ul style="list-style-type: none"> <li>- SPD 2025–2027 and Budget 2025</li> </ul> <p>1) Cybersecurity posts to implement the new Cybersecurity Regulation applicable to EU agencies and the EC.</p> <p>The MB was informed about concerns related to the BEREC Office's ability to comply with the new cybersecurity regulation, as the two additional cybersecurity posts and financial resources requested have not been granted by the budgetary authorities but are essential for compliance. It was reported that the BEREC Office had investigated alternative solutions, however, none of them were available or adequate to serve as a viable solution.</p> <p>3) Introduction of a new accounting system called SUMMA.</p> <p>Official communication indicates that the Agency is required to pay an onboarding fee of EUR 200,000 in 2025, with the possibility of splitting costs across years if at least EUR 100,000 are paid in 2025. However, the official communication does not contain information on the expected annual fee of EUR 60,000 per year. Additionally, staff training will be required to prepare for the implementation of the new system, which is foreseen for January 2027.</p> <p>Finally, the Representative of the BEREC Office presented to the MB the EU Agencies Network Charter on the reduction of greenhouse gas</p>

	emissions and responsible environmental management. The BEREC Office is tasked with achieving EMAS certification by the end of 2025 and implementing the Greening Action Plan (GAP). The BEREC Office MB was asked to agree to adopt the EUAN Green Charter and authorise the Director to sign it on behalf of the agency. It was noted that the actions under the Charter align with those already included in GAP.
<b>Conclusion</b>	The BoR took note of the information and authorised the BEREC Office Director to sign the EUAN Green Charter.

### 3. Amendment to the BEREC Office budget 2024 and Single Programming Document 2024–2026

<b>Document(s)</b>	MB (24) 100 Draft Decision of the BEREC Office Management Board (MB) on the adoption of Amendment No 1 to the BEREC Office Budget and Establishment Plan for 2024 and to the Single Programming Document (SPD) of the BEREC Office for the period 2024–2026 MB (24) 101 Amendment No 1 to the BEREC Office SPD for 2024–2026 MB (24) 102 Amendment No 1 to the BEREC Office Budget and Establishment Plan for 2024
<b>Introduction by</b>	BEREC Office Director <b>Verena Weber</b> ( <a href="mailto:verena.weber@berec.europa.eu">verena.weber@berec.europa.eu</a> )
<b>Information presented</b>	The BEREC Office Director informed the MB about a proposed budget adjustment by the European Commission, which includes a 1.7% increase in the EU subsidy (EUR 81,594) to balance staff expenditures, therefore applicable to Title 1. The BEREC Office Director stated that the Agency was informed of this adjustment only on 29 November 2024. Given that the December payroll for 2024 had been completed before the subsidy was received, the funds will be used under Title 1 to prepay schooling fees for the first semester of the academic year 2025/2026. This prepayment creates savings that can be used for salaries in 2025, for which an annual indexation is expected.  The MB was asked to approve the amendment of the BEREC Office 2024 Budget.
<b>Conclusion</b>	The BoR agreed to approve the documents for publication.

### 4. Communications ENG

<b>Document(s)</b>	MB (24) 98 Draft BEREC Communications Plan 2025 MB (24) 99 Draft Message House 2025
<b>Introduction by</b>	Communications ENG Co-Chair (ANCOM) <b>Catalina Dragomir</b> ( <a href="mailto:catalina.dragomir@ancom.ro">catalina.dragomir@ancom.ro</a> )
<b>Information presented</b>	The Communications ENG Co-Chair presented the preparation process for the draft documents and emphasised very good cooperation with the WG Co-Chairs and the incoming BEREC Chair's team (ComReg).  She highlighted that all public workshops and public consultations are to be promoted under the day-to-day communications activities by the BEREC Office Communications team.

	<p>The Co-Chair presented planned projects that support the objectives of the BEREC External Communications strategy:</p> <ul style="list-style-type: none"> <li>• Activate engagement to encourage knowledge exchange between the communications staff of all BEREC members;</li> <li>• Enhance BEREC's digital presence;</li> <li>• Increase awareness and reputation by running communication campaigns that support the organisation in the achievement of its policy objectives.</li> </ul> <p>The Co-Chair noted that, if applicable, each project should be discussed with the respective WG Co-Chairs, and a specific list of deliverables is to be developed.</p> <p>She also mentioned other projects planned for the next year, like the BEREC 15th anniversary and cooperation with the DG Connect Communications team, which is going well so far.</p> <p>As for the second submitted draft document, namely BEREC Message House 2025, she stated that it includes the BEREC Chair's message in 2025, as follows:</p> <ul style="list-style-type: none"> <li>• Helping to establish an appropriate new regulatory framework that is fit for purpose;</li> <li>• Network security and resilience;</li> <li>• Environmental Sustainability.</li> </ul> <p>Lastly, the keywords include: stakeholder engagement, competition and forward-looking.</p>
<b>Conclusion</b>	The MB approved both documents for internal use.

## 5. AOB

### Information on the 62<sup>nd</sup> MB ordinary meeting (14 March 2025, virtual)

<b>Document(s)</b>	No documents
<b>Introduction by</b>	MB Chairperson (HAKOM) <b>Tonko Obuljen</b> ( <a href="mailto:tonko.obuljen@hakom.hr">tonko.obuljen@hakom.hr</a> )
<b>Information presented</b>	The MB Chairperson provided information on the first MB meeting in 2025.
<b>Conclusion</b>	The BoR took note of the information.