

2nd Meeting of the Management Committee of the BEREC Office

Timing and location

26 February 2010 11.30am to 12.30pm

Maison Internationale – Cité Internationale Universitaire
PARIS, France

Draft Agenda

1. Opening of the meeting and adoption of the agenda

Draft Management Committee meeting agenda

MC (10) 09

Action required by the Management Committee

To agree on the agenda and identify any point to be raised under AOB.

2. Recruitment of the Administrative Manager and other staff of the Office

Background

The Commission will update the Management Committee on the status of the recruitment procedure of the Administrative Manager of the Office. The draft vacancy notices for two other positions (Head of Administration & Finance and Finance & Contract Assistant) may also be presented.

Action required by the Management Committee

To discuss.

3. Budgetary aspects

Background

Following the discussion held in the first meeting in Brussels, the final version of the draft budget 2011 and the staff policy plan 2011-2013 will be transmitted to the Management Committee.

Action required by the Management Committee

To take note.

4. AOB