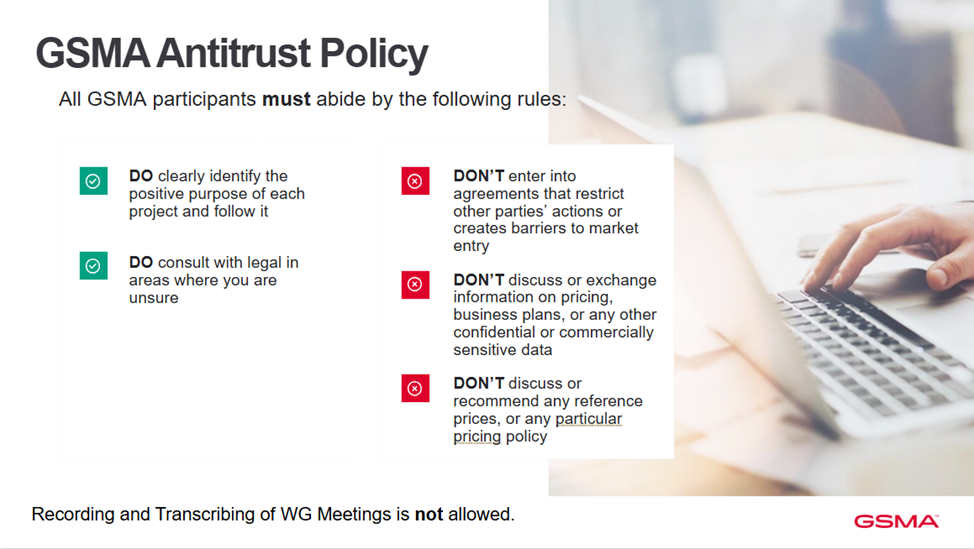
|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| A red and white logo  Description automatically generated with low confidence, Picture | | **AGENDA TEMPLATE** | | |
| **Meeting Details** | | | | |
| Meeting Number | *[It must be the number of the meeting e.g.: FASG#10]* | | | |
| Meeting Type | | | | |
| Conference Call | | | Hybrid event | |
| Location | Date and Time | | | Document Author (GSMA Staff) |
| *[For Hybrid event, please include the city and the country*  *For Conference call does not apply]* | *[Add the time of the meeting]*  *For Conference Call – GMT*  *For a Hybrid Meeting– LOCAL TIME such as*  *Day 1 – 09.00- 18.00 (local time)*  *…..*  *Day N* | | | *[Add the name of the person who draft the Agenda: e.g.: Name and Surname, GSMA]* |
| Host | | | | |
| *[Please include the company logo hosting the event, only for Hybrid Meeting]* | | | | |
| **Meeting Dial-in details** | | | | |
| *[Please add the link(s) to dial in]* | | | | |
| **Document allocation** | | | | |
| *[Please add the link(s) where the meeting documents can be found on Member Gateway]* | | | | |
| **Table of Contents (Optional)** | | | | |
| [**Agenda Details** 2](#_Toc198725558)  [**Antitrust Policy and GSMA US Entity List** 3](#_Toc198725559)  [**Action Summary** 4](#_Toc198725560) | | | | |

# **Agenda Details**

| **Item Number** | **Time (GMT or local time)** | **Agenda Item** | **Doc. No.** | **Name/Surname Owner and Company Name** | **Status** |
| --- | --- | --- | --- | --- | --- |
| 1 | *Timing*  *e.g. 10.00 – 10.05* | **Welcome, Anti-trust, US Entity list statement (Mandatory)** | *Document number as displayed on Member Gateway* | **GSMA** | For information |
| *2* | *Timing*  *10.05 – 10.10* | *Item 2* | *Number of the document as displayed on Member Gateway* | *Name and Surname*  *Company Name* | *Please select as required:*  *For Approval*  *For Discussion*  *For information.* |
| *…* |  | *Add more items as required* |  |  |  |
| *N+1* |  | ***Coffee Break (if applies)*** | | | |
| *…* |  |  |  |  |  |
| *N+M* |  | ***Lunch Break (if applies)*** | | | |
| … |  |  |  |  |  |
| Z |  | **AOB (Mandatory)** |  |  |  |

# **Antitrust Policy and GSMA US Entity List**



# **Action Summary**

| **AP** | **Action** | **Owner** | **Status** | **Due** |
| --- | --- | --- | --- | --- |
| *[Action Point Number* | *[Add the description of the Action]* | *[Add the name, surname and company name]* | *[Open/Closed]* | *[Completion date]* |