| A red and white logo  Description automatically generated with low confidence, Picture | **Liaison Statement Template** |
| --- | --- |
| Liaison Statement Title: | *[Title]* |

| Source Meeting Information | | |
| --- | --- | --- |
| Meeting Number | Meeting Date | Meeting Location |
| *[Meeting Number]* | *[Meeting Date]* | *[Meeting Location]* |

| Document Details | | |
| --- | --- | --- |
| Document Number | Creation Date | Document Author |
| *[Source Meeting Document Number]* | *[Date created]* | *[Document Owner]* |
| Originating GSMA Source | Deadline for response | Liaison Statement Contact |
| *[Owning ISIG Group]* | *[Target response date]* | GSMALiaisons@gsma.com |
| Security Classification | Non-Confidential | |

| Action Required by Recipient | |
| --- | --- |
| Internal Recipients | *[list of internal recipients]* |
| External Recipients | *[list of external recipients]* |

# Summary

# Actions

# Next meetings

# Contact

In the case of any questions and/or feedback, these can be directed to GSMA Liaisons (GSMALiaisons@gsma.com).