

EaPeReg

WORK PLAN 2021

Purpose:

The purpose of this document is to define the roles and responsibilities of the EaPeReg Members associated with organizational issues of Plenary Assemblies, Workshops and EWGs meetings planned in 2021. This document stipulates the high-level procedure of event preparation, especially focusing on the expert search, agenda and workshop content preparation. The roles are not limited to the below described procedure and might be extended based on network requirements and other ad-hoc needs.

EaPeReg Work Plan for 2021:

|  |  |  |  |
| --- | --- | --- | --- |
| Date & Location | Description | Documents delivered | Responsible entity |
| first half of 2021 | 12th SEWG (2 days) | * EWGs meetings’ agendas
* *(3 weeks prior to the event)*
* EWGs Meetings Minutes
* (*2 weeks after the event*)
* Other necessary documents

(*2 weeks after the event*) | EWGs Chairs & Vice-ChairsEWGs Chairs and Vice-Chairs; EWGs Members  |
| first half of 2021 | 11th IRB EWG (2 days) | * EWGs meetings’ agendas
* *(3 weeks prior to the event)*
* EWGs Meetings Minutes
* (*2 weeks after the event*)
* Other necessary documents
* (*2 weeks after the event*)
 | EWGs Chairs & Vice-ChairsEWGs Chairs and Vice-Chairs; EWGs Members |
| first half of 2021 | 11th REWG (2 days) | * EWGs meetings’ agendas

*(3 weeks prior to the event)** EWGs Meetings’ Minutes

(*2 weeks after the event*)* Other necessary documents

(*2 weeks after the event*) | EWG Chair&Co-ChairEWG Chair&Co-Chair, EWG Members  |
| first half of 2021 | Thematic Workshop on 5G security toolbox: experience of implementation / lessons learnt by the EU countries/ further steps&17th Plenary Meeting  | * Workshop agenda

*(3 weeks prior to the event)** Presentations of participants

*(1 week prior to the event)** Workshop Minutes to all parties

(*2 weeks after the event*)* Other necessary documents
* Plenary Meeting agenda

*(1 month prior to the event)** Plenary Minutes

(*2 weeks after the event*)* Other necessary documents

(*2 weeks after the event*) | EaPeReg Chair and Vice-Chair; Troika; all participants of EaPeRegEaPeReg Chair & Vice-Chair; Contact Network EaPeReg Chair & Vice-Chair; Contact Network  |
|  2021(Ohrid, Republic of North Macedonia) | Annual regulatory conference[[1]](#footnote-1) | * Conference agenda

*(1 month prior to the event)** Plenary Minutes

(*2 weeks after the event*)* Other necessary documents

(*2 weeks after the event*) | EaPeReg Chair & Vice-Chair, host authorityEaPeReg Chair & Vice-Chair, host authorityEaPeReg Chair & Vice-Chair, host authority  |
| the second half of 2021 | 12th IRB EWG meeting | * EWGs meetings’ agendas

*(3 weeks prior to the event)** EWGs Meetings’ Minutes

(*2 weeks after the event*)* Other necessary documents
* (*2 weeks after the event*)
 | EWG Chair&Co-ChairEWG Chair&Co-Chair, EWG Members  |
| the second half of 2021 | 13th SEWG meeting | * EWGs meetings’ agendas

*(3 weeks prior to the event)** EWGs Meetings’ Minutes

(*2 weeks after the event*)* Other necessary documents
* (*2 weeks after the event*)
 | EWG Chair&Co-ChairEWG Chair&Co-Chair, EWG Members  |
| the second half of 2021 | 12th REWG meeting | * EWGs meetings’ agendas

*(3 weeks prior to the event)** EWGs Meetings’ Minutes

(*2 weeks after the event*)* Other necessary documents
* (*2 weeks after the event*)
 | EWG Chair&Co-ChairEWG Chair&Co-Chair, EWG Members  |
| the second half of 2021 | Thematic Workshop on Updates To the 2010 Next Generation Access (NGA) Recommendation&18th Plenary Meeting | * Workshop agenda

*(3 weeks prior the event)** Presentations of participants

*(1 week prior the event)** Workshop Minutes to all parties

(*2 weeks after the event*)* Other necessary documents
* Plenary Meeting agenda

*(1 month prior the event)** Plenary Minutes

(*2 weeks after the event*)* Other necessary documents
 | EaPeReg Chair & Vice-ChairEaPeReg Members/all participantsEaPeReg Chair & Vice-ChairEaPeReg Chair & Vice-Chair; Contact NetworkEaPeReg Chair & Vice-Chair; Contact network  |
|  TBD |  Roaming Stakeholders Meeting | * Meeting agenda
* *(3 weeks prior to the event)*
* Meeting Minutes
* (*2 weeks after the event*)
* Other necessary documents
* (*2 weeks after the event*)
 |  EWG Chair & Vice-ChairEWG Members |
| *Additional unexpected/unplanned internal or international event(s) organization/participation in which will be necessary according to the EaPeReg tasks.* |

**Workshop** preparation Procedures; Roles & Responsibilities:

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| --- | --- | --- |
| Phases | Procedure of event preparation | Roles & Responsibilities |
| Phase 1: Workshop preparation*(Starting 2-3 months prior the event)* | * Preparation of ToR for the Workshop and send it to the European Commission

(*no later than* *2 months prior the event*)* Preparation and distribution of invitation letters to all participants of the Workshop (official invitations to EaP countries and e-invitations)

*(no later than 1 month prior the event)** **Agenda preparation & Expert coordination:**
* Identification of Workshop topics and specific question to be covered during the event and drafting the agenda

(*no later than 1 month prior the event*)* Gather the requirements from all EaPeReg Members
* Distribution of specific needs and identified problems to the EaPeReg
* Coordination of experts and speakers nominated by the EU NRAs, EC and BEREC

*(no later than 1 month prior the event)** Address the EaP needs by nominating the relevant experts and preparation of expert presentations. Voluntary participation at the planned events
* Send finalized agenda to all parties

(*no later than 2 weeks prior the event*)* Presentations on country’s case/situation related to relevant topic (the content shall cover the current situation, recent development and future plans and challenges)
 | EaPeReg Chair; host country EaPeReg Chair; host countryEaPeReg Chair & Vice-Chair; Contact network EaPeReg Chair & Vice-ChairEaPeReg Chair; host countryEaPeReg Chair; host countryEU expertsEaPeReg Chair; host countryEaPeReg Chair; host countryAll EaPeReg participants |
| Phase 2: Workshop wrap-up *(Up to 1 month after the workshop)* | * Workshop wrap-up and preparation of Meeting (WS) minutes:
* *Workshop Minutes should include the list of attendees, a statement of the issues/presentations considered by the participants, and related responses or decisions for the issues discussed*
* Compilation of the event materials and distribution of these materials to EaP NRAs responsible for uploading the materials on the website
* Creation of the dedicated event section at [www.eapereg.org](http://www.eapereg.org) platform and send the link to relevant stakeholders
 | EaPeReg Chair & Vice-ChairEaPeReg Chair & Vice-ChairEaPeReg Chair & Vice-Chair |

Plenary Meetings preparation procedures; roles & responsibilities:

|  |  |  |
| --- | --- | --- |
|  | Procedure of event preparation | Roles & Responsibilities |
| Phase 1: Plenary Meeting preparation*(Starting 2 months prior the event)* | * Preparation of ToR for the Plenary Meeting and send it to the European Commission

(*no later than* *2 months prior the event*)* Preparation and distribution invitation letters to all EaPeReg Members (official invitations to EaP countries and e-invitations)

*(no later than 1 month prior the event)** **Agenda preparation & Expert/speakers coordination:**
* Gather the requirements/proposals from all EaPeReg Members to be included into the Plenary Meeting agenda
* Finalize agenda and distribute it among the EaPeReg participants
* Coordination of the Plenary Meeting speakers
* Proposals to the Plenary Meeting Agenda
* Addressing the EaP needs by nominating the relevant experts and preparation of expert presentations. Voluntary participation at the planned events
 | EaPeReg Chair; host country EaPeReg Chair; host country EaPeReg Chair; host countryEaPeReg MembersEU experts (BEREC) |
| Phase 2: Plenary Meeting wrap-up *(Up to 1 month after the Plenary Meeting)* | Plenary meeting wrap-up and preparation of Meeting minutes:* Compilation of the event materials and distribution of these materials to EaP NRAs responsible for uploading the materials on the website
* Preparation Plenary Meeting Minutes.

*Plenary Meeting Minutes should include the list of attendees, a statement of the issues considered by the participants, and related responses or decisions for the issues discussed during the Plenary Meeting.** Creation of the dedicated event section at [www.eapereg.org](http://www.eapereg.org) platform and send the link to relevant stakeholders
 | EaPeReg Chair & Co-chairEaPeReg Chair & Co-chairEaPeReg Chair & Co-chair |

EWGs meetings preparation procedures; roles & responsibilities:

|  |  |  |
| --- | --- | --- |
| Phases | Procedure of event preparation | Roles & Responsibilities |
| Phase 1: EWG meeting preparation*(Starting 2-3 months prior the event)* | * Preparation of ToR for the EWG meeting and send it to the European Commission

(*no later than* *2 months prior the event*)* Preparation and distribution invitation letters to all EWG Members and invited experts (official invitations to EaP countries and e-invitations)

*(no later than 1 month prior the event)** **Agenda preparation & Expert coordination:**
* Identification of topics and specific question to be covered during the event and drafting the agenda

(*no later than 1 month prior the event*)* Gathering the requirements from all EWG Members
* Coordination of experts and speakers nominated by the EU NRAs, EC and BEREC

*(no later than 1 month prior the event)** Addressing the EaP needs by nominating the relevant experts and preparation of expert presentations. Voluntary participation at the planned events
* Send finalized agenda to all parties

(*no later than a week prior the event*)* Presentations on country’s case/situation related to relevant topic (the content shall cover the current situation, recent development and future plans and challenges)
 | EWG Chair; host country EWG Chair; host country EWG Chair & Co-Chair;EWG MembersEWG Chair & Co-Chair;EU expertsEWG Leadership; EWG members;EWG Chair & Co-Chair;EWG Members / all participants |
| Phase 2: EWG meeting wrap-up *(Up to 1 month after the workshop)* | * EWG meeting wrap-up and preparation of Meeting minutes:
* Compilation of the event materials and distribution of these materials to EaP NRAs responsible for uploading the materials on the website
* Preparation EWG meeting Minutes.

*EWG meeting Minutes should include the list of attendees, a statement of the issues/presentations considered by the participants, and related responses or decisions for the issues discussed.** Creation of the dedicated event section at [www.eapereg.org](http://www.eapereg.org) platform and send the link to relevant stakeholders
 | EWG Chair & Co-Chair;EWG Leadership; EWG members;EWG Leadership; EaPeReg Chair & Vice-Chair |

*\*All preparation procedure of the EaPeReg events is described by the relevant EC rules.*

1. Participation of 1 representative per each EaP countries is required. This event is very important for strengthening international relations of the EaPeReg, particularly from the point of view of sharing experience on RRA, as well as BB development. [↑](#footnote-ref-1)