1. The meeting aims to facilitate the discussion on possible answers to stakeholders' questions to be included in the ACER's Q&A document that is updated on a monthly basis and to support NRAs with their answers to the stakeholders.
2. The chair has the duty to make sure that the meeting goes smoothly and the following common understanding on how to proceed at the ACER's Q&A meetings is respected.
3. At the ACER's Q&A meeting the participants will discuss questions according to the following prioritisation criteria:
   1. Chronologic order of questions submission to ACER. First come first served basis.
   2. Topic priority:
      1. Registration;
      2. Consumers;
      3. Reporting;
      4. Standard and non-standard contracts
      5. Closed Distribution Systems (CDS) and direct lines (DL) and multisite contracts;
      6. Insider information; and
      7. Other.
4. Within the above prioritization, both chronologic and topic priority, at the ACER's Q&A meetings the participants will discuss questions that have a draft answer. Questions with no draft answer will be moved into the Annex until a draft answer is provided by the NRA who submitted the question to ACER (on any other NRA).
5. At each meeting we will discuss questions with a draft answer submitted by NRAs who attend that meeting (including those NRAs who attend the meeting by telephone) first. If any time left we may discuss other questions with a draft answer submitted by NRAs even if they are not attending that meeting.
6. Draft answer should be clear, have a conclusion and make reference to the legal basis, when there is one.
7. At the meeting we should not discuss the same question for too long. It is the chair responsibility to move the discussion to the next topic when this happens. Also NRAs should flag when it is time to move on if the chair doesn't do it. For example this is relevant when NRAs do not have the same views and the discussion it taking too much time. Provided that NRAs want to discuss the question once the chair considers the discussion as too extensive, all NRAs should agree with the proposal to continue with discussion.
8. Only concluded Q&As with a common understanding will be published in the Q&A document. Those questions with never ending discussions should be forwarded to AMIT for decision or deleted from the list.
9. In general the discussion should focus on topics of interest of the participants. If the participants feel the discussion is not in the scope of the Q&A, then they or the chair should suggest moving on.
10. When an NRA submits a Q&A for discussion and the question is not discussed for the next 2 Q&A sessions (because the NRA is not present and/or does not submit a redrafted version) then the Q&A will be moved to the Annex I.