# Working meeting report

Name of the meeting:

Author(s):

# **Introduction**

A working meeting on <name of the meeting> was held on day> from <start time> to <end time> in <room number>.

It was organized by <name1> and/or chaired by <name2>.

The number of participants was <number>.

# **Objective of the meeting**

## <please write here the initial objectives of the meeting>

# Some discussion highlights

<please indicate here some highlights of the discussions – the presentations could also be mentioned explicitly – possibly added as annexes>

# **Main conclusion of the meeting**

## <please write here the main conclusions of the meeting>

# **Annexes**

<put in annexes additional relevant information such as participant list, minutes of meeting, presented material, etc…>