**CEN-CLC/JTC**  *Document number*

**REPORT TO THE TECHNICAL BOARDS**

|  |  |  |
| --- | --- | --- |
| CEN-CLC/JTC: *Number* | Title: *Title of TC* | |
| Secretariat: NC/NSB | Secretary: *Name of JTC Secretary* | |
| Meeting: on Date, in Place | | |
| Number of active WIs - CEN-lead: *Number* | | - CENELEC- lead: *Number* |
| Number of published documents: *Number* | | |
| Number of delegations (NC/NSBs) present at the meeting: *Number* | | |
| *List of participants to be provided in Annex* | | |
| Date(s) and place(s) of future meeting(s): | | |

1. **Decisions taken during this meeting (**e.g. new structure - SC, WG -, title, scope, liaisons, follow-up of BT decisions, …)
   1. List of Decisions
   2. Decisions for BTs approval
2. **Matters related to Harmonized standards** (e.g. HAS assessment, citation in OJEU, existing and future legislation…)
3. **Additional Remarks from Secretariat addressed to BTs**
4. **Work programme**
   1. List of NWIs approved by BTs:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| WI number | reference | Title | Current stage | Next step |
| WI number | reference | Title | Current stage | Next step |
| WI number | reference | Title | Current stage | Next step |

* 1. List of WIs approved for Enquiry

|  |  |  |  |
| --- | --- | --- | --- |
| WI number | reference | Title | planned ENQ date |
| WI number | reference | Title | planned ENQ date |
| WI number | reference | Title | planned ENQ date |

* 1. List of WIs approved for Formal Vote

|  |  |  |  |
| --- | --- | --- | --- |
| WI number | reference | Title | planned FV date |
| WI number | reference | Title | planned FV date |
| WI number | reference | Title | planned FV date |

* 1. New Work Initiatives agreed during the meeting requiring decision and approval from BTs