**Title of session**:

**Day**:

**Participants**:

**Chair**:

**Note taker**:

**Background information**

*[This should be a short description of the purpose of the session]*

*[Links to any relevant documents*]

**Decisions**

*[Please note any proposals agreed]*

**Issues requiring further discussion**

*[Please note pros and cons for different positions and the reasoning for them]*

**Is there a need for a continuation of this discussion?**

*[Possible options are further session, plenary, or evening session]*

**Is there a need for a longer document to continue this discussion?**

*[Please note the specific subject and who is going to do this]*