**Point du jour X – Titre de l’ordre du jour**

1. **Category of work and general information**

[ ]  First reading

[ ]  Second reading

[ ]  Decision

[ ]  Approval

[ ]  Information – Reporting

Estimated duration: x min

1. **Context**

Summary, in a few sentences, of context, decisions or actions taken so far. If this is the second reading of the point, summary of considerations expressed at the first reading.

1. **Discussion**

Summary of points to be discussed in meetings.

1. **Décisions**

Precise formulation of decision expected by the DIR.

1. **Next steps**

Summary of next steps, deadlines or actions to be taken, including external or internal communication measures.

1. **List of annexes**