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| IEC logo | **CAB/xxxx/R**  **For IEC use only**  **20xx-xx-xx** |

**INTERNATIONAL ELECTROTECHNICAL COMMISSION**

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| **CONFORMITY ASSESSMENT BOARD (CAB) Meeting ??, City, 20xx-xx-xx** |

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| **SUBJECT**  Report of (WG or Other) (Insert full WG or other name). |

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| **TERMS OF REFERENCE**  (Insert terms of reference) |

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| **BACKGROUND**  (Brief background and overview of meetings and activities since last reporting)  This report includes an executive summary of activities to date and plans moving forward.  Part A – Recommendations submitted to the CAB for formal approval  Part B – Other items of interest  Part C – Review of Previous CAB Decisions Related to (WG or Other)  Appendix A – (Supporting Materials for Topic from Report) |

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| **EXECUTIVE SUMMARY**  (Succinct summary of key items addressed in this report) |

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| **Part A: recommendations for approval** |

(Description of background related to recommendation)

A.1. (Recommendation for approval).

(Description of background related to recommendation)

A.2. (Recommendation for approval).

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| **Part B: other items of interest** |

(Items for information only)

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| **Part C: Review of Previous CAB Decisions Related to (WG or Other)** |

**DECISION xx/xx**: (Insert Decision).

(Status: Description of action or view from WG or Other).

*[Note: Include all Decisions relevant to WG or Other that have had action since the last report AND all other Decisions that are not yet closed.]*

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| **Appendix A: (Supporting Materials to Above Report)** |

(Items supporting materials as appropriate)