Seventh face to face meeting of the High Level Intergovernmental and Stakeholder Advisory Group (HLG)

Cancun, Mexico
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and

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Meeting objectives:
- Reduce the length of some sections (e.g. freshwater, cross-cutting)
- Ensure coherence between the main report and the Summary for Policy Makers
- Produce short, coherent, impactful Summary for Policy Makers which contains a clear red thread.
- Have a flexible agenda and approach to working through the drafting process
- Ensure that policy section is robust enough to be useful for policy makers
- Address the figures in the current draft
- Ensure that key messages are clear for policy makers

Structure and Approach to the Meeting
- Be ambitious with the draft, but not be prescriptive about wording in the draft (this will be negotiated in January)
- Mainly drafted in plenary but flexibility to have some informal drafting groups to address difficult drafting issues, to be brought back to plenary for final decision.

Monday Sept. 24, 2018 from 08:30 – 17:30

Provisional Agenda

Registration and daily subsistence allowance from 08h00 to 09h00: Secretariat room
09h00 – 10h00  
**Item 1:** Opening sessions and introductory remarks (Local dignitaries, UN Environment, Global Environment Outlook co-chair)  
**Moderator:** TBD  
**Language:** English  
- Liu Jian, Chief Scientist of UN Environment and Acting Director of UN Environment Science Division  
- Dr. Juan Carlos Arredondo, Acting Deputy Minister of Environment  
- Prof. Joyeeta Gupta, Co-Chair of Global Environment Outlook  
**Location:** Plenary room  
GoTo link (User11): Meet Now

10h00 – 10h15  
**Item 2:** Group Photo  
**Location:** TBD

10h15 – 10h30  
**Item 3:** Selection of new vice-chair of the High-level Intergovernmental and Multi-stakeholder Advisory Group  
**Supporting document:** Nominations of potential vice-chairs (female from OECD country – to respect geographic and gender balance)  
**Discussion/decisions:** New vice-chair for the meeting and beyond  
**Location:** Plenary room  
GoTo meeting link: TBD

10h30 – 12h00  
**Item 4:** General discussion: Run through of the current content of the Summary for Policy Makers and how comments were dealt with, review of major changes to the chapters.  
**Supporting document:** Presentations by the co-chairs of the assessment  
**Discussion/decisions:** Changes to the document  
**Location:** Plenary room  
GoTo meeting link: TBD

12h00 – 13h00  
**Item 5:** Lunch

13h00 – 15h30  
**Item 6:** Discussion of the questions on structure (i.e. reducing duplication, overlap, where does the policy text go?) and red thread (i.e. urgency to act, systemic character of the problem, achieving the SDGs) be created in the Summary for Policy Makers?  
**Supporting document:** Draft Summary for Policy Makers  
**Discussion/decisions:** Changes to the document  
**Location:** Plenary room  
GoTo meeting link: TBD

15h30 to 16h00  
**Item 7:** Break

16h00 to 17h00  
**Item 8:** Discussion of the questions structural issues (e.g. where does data section go?) and red thread (urgent and sustained action, transformational change) be embedded within the Summary for Policy Makers?  
**Supporting document:** Draft Summary for Policy Makers
**Discussion/decisions:** Changes to the document  
**Location:** Plenary room  
**GoTo meeting link:** TBD

17h00 to 17h30  
**Item 9:** Review of the changes made to the Summary for Policy Makers from Day 1  
**Supporting document:** Draft Summary for Policy Makers  
**Discussion/decisions:** Changes to the document  
**Location:** Plenary room  
**GoTo meeting link:** TBD

**Tuesday Sept. 25, 2018 from 08:30 – 17:30**

**Provisional Agenda**

08h30 – 10h30  
**Item 11:** Discussion of the questions related to the introductory and thematic sections of the Summary for Policy Makers (length)  
**Supporting document:** Draft of the Summary for Policy Makers  
**Discussion/decisions:** Changes to the document  
**Location:** Plenary room  
**GoTo meeting link:** TBD

10h30 – 11h00  
**Item 12:** Break

11h00 – 12h00  
**Item 13:** Discussion of questions related to the thematic sections of the Summary for Policy Makers  
**Supporting document:** Draft of the Summary for Policy Makers  
**Discussion/decisions:** Changes to the document  
**Location:** Plenary room  
**GoTo meeting link:** [https://global.gotomeeting.com/join/908203317](https://global.gotomeeting.com/join/908203317)

12h00 – 13h00  
**Item 14:** Lunch

13h00 – 15h00  
**Item 15:** Discussion of the questions related to the thematic sections of the Summary for Policy Makers  
**Supporting document:** Draft of the Summary for Policy Makers  
**Discussion/decisions:** Changes to the document  
**Location:** Plenary room  
**GoTo meeting link:** TBD

15h00 – 15h30  
**Item 16:** Break

15h30 – 17h00  
**Item 17:** Discussion of the questions related to the thematic sections of the Summary for Policy Makers  
**Supporting document:** Draft of the Summary for Policy Makers  
**Discussion/decisions:** Changes to the document  
**Location:** Plenary room  
**GoTo meeting link:** TBD
17h00 to 17h30
Item 18: Review of the changes made to the Summary for Policy Makers from Day 2
Supporting document: Draft Summary for Policy Makers
Discussion/decisions: Changes to the document
Location: Plenary room
GoTo meeting link: TBD

Wednesday Sept. 26, 2018 from 09:30 – 16:00

08h30 – 10h30
Item 19: Discussion of the questions related to the policy sections of the Summary for Policy Makers
Supporting document: Draft of the Summary for Policy Makers
Discussion/decisions: Changes to the document
Location: Plenary room
GoTo meeting link: TBD

10h30 – 11h00
Item 20: Break

11h00 – 12h00
Item 21: Discussion of the questions related to the policy sections of the Summary for Policy Makers
Supporting document: Draft of the Summary for Policy Makers
Discussion/decisions: Changes to the document
Location: Plenary room
GoTo meeting link: TBD

12h00 – 13h00
Item 22: Lunch

13h00 – 15h00
Item 23: Discussion of the questions related to the policy sections of the Summary for Policy Makers
Supporting document: Draft of the Summary for Policy Makers
Discussion/decisions: Changes to the document
Location: Plenary room
GoTo meeting link: TBD

15h00 – 15h30
Item 24: Break

15h30 – 17h00
Item 25: Discussion of the questions related to the outlooks sections of the Summary for Policy Makers
Supporting document: Draft of the Summary for Policy Makers
Discussion/decisions: Changes to the document
Location: Plenary room
GoTo meeting link: TBD

17h00 to 17h30
Item 26: Review of the changes made to the Summary for Policy Makers from Day 3
Supporting document: Draft Summary for Policy Makers
Discussion/decisions: Changes to the document
Location: Plenary room
GoTo meeting link: TBD

18h00 – 20h00
**Item 27:** Evening reception (hosted by Government of Mexico) at the Hotel Occidental

**Thursday Sept. 27, 2018 from 08:30 – 16:00**

**Provisional Agenda**

**08h30 – 10h30**
**Item 28:** Discussion of the questions related to the outlooks sections of the Summary for Policy Makers
**Supporting document:** Draft of the Summary for Policy Makers
**Discussion/decisions:** Changes to the document
**Location:** Plenary room
**GoTo meeting link:** TBD

**10h30 – 11h00**
**Item 29:** Break

**11h00 – 12h00**
**Item 30:** Discussion of the questions related to the outlooks sections of the Summary for Policy Makers
**Supporting document:** Draft of the Summary for Policy Makers
**Discussion/decisions:** Changes to the document
**Location:** Plenary room
**GoTo meeting link:** TBD

**12h00 – 13h00**
**Item 31:** Lunch

**13h00 – 16h00**
**Item 32:** Review of the revised text of the Summary for Policy Makers or Brainstorming on the future of the Global Environment Outlook (if drafting work is completed in good time)
**Supporting document:** Initial findings of future of GEO study
**Discussion/decisions:** First thoughts
**Location:** Plenary room
**GoTo meeting link:** TBD

**16h00 – 16h15**
**Item 33:** Closing remarks