Third face-to-face meeting of the GEO for Youth authors

**Location:**
Vienna International Centre, Wagramer Strasse 5, 1220 Vienna, Austria

### Meeting preparation:

- Ensure all review comments are dealt with and a clean version of the chapter is available prior to the meeting.
- List of proposed key policy-relevant messages from each chapter for possible inclusion in the Executive Summary.

### Meeting Objectives

- Reduce the amount of text in each chapter to about 5000 words, in order to ensure a concise and focused product.
- Advance the chapters to their second order draft stage, including completed infographics, videos and other multimedia elements.
- Develop a work plan for ensuring that the second order draft is fully completed by 3 weeks following the Vienna meeting.
- Collaborate with other authors and the co-chairs to ensure links are made across the chapters to create a coherent narrative for the report.
- Produce initial draft of the Executive Summary for whole report (1000 words).

### Provisional Agenda

**Wednesday May 15, 2019: from 09:00 – 17:30**

**Registration and daily subsistence allowance from 08h00 to 09h00**: Conference Room C0213

**09h00 – 09h30**

**Session Objectives:**
- Secretariat to present the objectives and logistics of the next three days of the meeting.
- Co-chairs to present high-level comments regarding the content of the report.

**Item 1**: Secretariat and co-chairs presentations
09h30 – 09h45  
**Item 2:** Group Photo  
**Location:** To be determined

09h45 – 11h00  
**Session Objectives:**  
- Authors explain what they have completed between the February and May meetings.  
- Authors explain what they would like to achieve in the May meeting.  
- Authors explain how they will achieve the objectives in the May meeting.  
- The group discusses any issues they see with the author’s plans.

**Item 3:** Presentations from author teams with Q&A  
**Location:** Conference Room C0213  
**GotoMeeting:** https://global.gotomeeting.com/join/322450165

11h00 to 11h30  
**Item 4:** Break

11h30 – 12h30  
**Session Objectives:**  
- Chapter 1 authors interact with the visual author to establish which infographics need to be produced and how these should be produced.  
- Chapter 2 authors discuss how best to shorten the chapter, which are the critical elements to keep and which could be dropped or rewritten in a more concise way.  
- Chapter 3 authors discuss any content that needs redrafting and how that should be done.  
- Chapter 4 authors discuss any multimedia elements in their chapters and how these can be improved or completed.

**Item 5:** Parallel discussion sessions  
- Chapter 1 …Infographics  
  **Location:** Conference Room C0217  
  **GotoMeeting:** https://global.gotomeeting.com/join/314279941  
- Chapter 2 …Shortening the chapter  
  **Location:** Conference Room C0213  
  **GotoMeeting:** https://global.gotomeeting.com/join/850472669  
- Chapter 3 …Content issues  
  **Location:** Conference Room C0213  
  **GotoMeeting:** https://global.gotomeeting.com/join/711647525  
- Chapter 4 …Multimedia  
  **Location:** Conference Room C0219  
  **GotoMeeting:** https://global.gotomeeting.com/join/598779229

12h30 – 13h30  
**Item 6:** Lunch

13h30 – 14h30  
**Session Objectives:**  
- Chapter 1 authors discuss any multimedia elements in their chapters and how these can be improved or completed.  
- Chapter 2 authors interact with the visual author to establish which infographics need to be produced and how these should be produced.
• Chapter 3 authors discuss how best to shorten the chapter, which are the critical elements to keep and which could be dropped or rewritten in a more concise way.
• Chapter 4 authors discuss any content that needs redrafting and how that should be done.

Item 7: Parallel discussion sessions
• Chapter 1 … Multimedia
  Location: Conference Room C0219
  Gotomeeting: https://global.gotomeeting.com/join/314279941
• Chapter 2 … Infographics
  Location: Conference Room C0217
  Gotomeeting: https://global.gotomeeting.com/join/850472669
• Chapter 3 … Shortening the chapter
  Location: Conference Room C0213
  Gotomeeting: https://global.gotomeeting.com/join/711647525
• Chapter 4 … Content issues
  Location: Conference Room C0213
  Gotomeeting: https://global.gotomeeting.com/join/598779229

14h30 – 15h30
Session Objectives:
• Chapter 1 authors discuss any content that needs redrafting and how that should be done.
• Chapter 2 authors discuss any multimedia elements in their chapters and how these can be improved or completed.
• Chapter 3 authors interact with the visual author to establish which infographics need to be produced and how these should be produced.
• Chapter 4 authors discuss how best to shorten the chapter, which are the critical elements to keep and which could be dropped or rewritten in a more concise way.

Item 8: Parallel discussion sessions
• Chapter 1 … Content issues
  Location: Conference Room C0213
  Gotomeeting: https://global.gotomeeting.com/join/314279941
• Chapter 2 … Multimedia
  Location: Conference Room C0219
  Gotomeeting: https://global.gotomeeting.com/join/850472669
• Chapter 3 … Infographics
  Location: Conference Room C0217
  Gotomeeting: https://global.gotomeeting.com/join/711647525
• Chapter 4 … Shortening the chapter
  Location: Conference Room C0213
  Gotomeeting: https://global.gotomeeting.com/join/598779229

16h00 to 17h00
Session Objectives:
• Chapter 1 authors discuss how best to shorten the chapter, which are the critical elements to keep and which could be dropped or rewritten in a more concise way.
• Chapter 2 authors discuss any content that needs redrafting and how that should be done.
• Chapter 3 authors discuss any multimedia elements in their chapters and how these can be improved or completed.
• Chapter 4 authors interact with the visual author to establish which infographics need to be produced and how these should be produced.

Item 9: Parallel discussion sessions
• Chapter 1 … Shortening the chapter
  Location: Conference Room C0213
  Gotomeeting: https://global.gotomeeting.com/join/314279941
• Chapter 2 … Content issues
  Location: Conference Room C0213
  Gotomeeting: https://global.gotomeeting.com/join/850472669
• Chapter 3 … Multimedia
  Location: Conference Room C0219
  Gotomeeting: https://global.gotomeeting.com/join/711647525
• Chapter 4 … Infographics
  Location: Conference Room C0217
  Gotomeeting: https://global.gotomeeting.com/join/598779229

17h00 – 17h45
Session Objectives
• Chapter 1 authors to discuss their next steps for drafting during Day 2
• Chapter 2 authors to discuss their next steps for drafting during Day 2
• Chapter 3 authors to discuss their next steps for drafting during Day 2
• Chapter 4 authors to discuss their next steps for drafting during Day 2
• Secretariat and Co-chairs provide closing remarks for Day 1

Item 10: Closing remarks and summary of next steps

Thursday May 16, 2019: 08h30 to 17h30

08h30 – 09h00
Session Objectives:
• Co-chairs and Secretariat provide guidance and the objectives for Day 2.

Item 11: Plenary: Co-chairs and Secretariat guidance for the day
Location: Conference Room C0213
Gotomeeting: https://global.gotomeeting.com/join/155681141

09h00 – 10h30
Session Objectives:
• Chapter 1 authors to begin drafting and editing text based on the discussions from Day 1.
• Chapter 2 authors to begin drafting and editing text based on the discussions from Day 1.
• Chapter 3 authors to begin drafting and editing text based on the discussions from Day 1.
• Chapter 4 authors to begin drafting and editing text based on the discussions from Day 1.

Item 12: Parallel discussion sessions
• Chapter 1 … Refining text
  Location: Conference Room C0213
  Gotomeeting: https://global.gotomeeting.com/join/510481893
• Chapter 2 … Refining text
  Location: Conference Room C0217
  Gotomeeting: https://global.gotomeeting.com/join/824891077
• Chapter 3 … Refining text
  Location: Conference Room C0213
  Gotomeeting: https://global.gotomeeting.com/join/764206909
• Chapter 4 …Refining text  
  **Location:** Conference Room C0219  
  **Gotomeeting:** [https://global.gotomeeting.com/join/666743789](https://global.gotomeeting.com/join/666743789)

**10h30 – 11h00**  
**Item 13:** Break

**11h00 – 12h00**  
**Session Objectives:**  
• Chapter 1 authors to continue drafting and editing text based on the discussions from Day 1.  
• Chapter 2 authors to continue drafting and editing text based on the discussions from Day 1.  
• Chapter 3 authors to continue drafting and editing text based on the discussions from Day 1.  
• Chapter 4 authors to continue drafting and editing text based on the discussions from Day 1.

**Item 14:** Parallel discussion sessions  
• Chapter 1 …Refining text  
  **Location:** Conference Room C0213  
  **Gotomeeting:** [https://global.gotomeeting.com/join/510481893](https://global.gotomeeting.com/join/510481893)  
• Chapter 2 …Refining text  
  **Location:** Conference Room C0217  
  **Gotomeeting:** [https://global.gotomeeting.com/join/824891077](https://global.gotomeeting.com/join/824891077)  
• Chapter 3 …Refining text  
  **Location:** Conference Room C0213  
  **Gotomeeting:** [https://global.gotomeeting.com/join/764206909](https://global.gotomeeting.com/join/764206909)  
• Chapter 4 …Refining text  
  **Location:** Conference Room C0219  
  **Gotomeeting:** [https://global.gotomeeting.com/join/666743789](https://global.gotomeeting.com/join/666743789)

**12h00 – 13h00**  
**Item 15:** Lunch

**13h00 – 15h00**  
**Session Objectives:**  
• Chapter 1 authors to continue drafting and editing text based on the discussions from Day 1.  
• Chapter 2 authors to continue drafting and editing text based on the discussions from Day 1.  
• Chapter 3 authors to continue drafting and editing text based on the discussions from Day 1.  
• Chapter 4 authors to continue drafting and editing text based on the discussions from Day 1.

**Item 16:** Parallel discussion sessions  
• Chapter 1 …Refining text  
  **Location:** Conference Room C0213  
  **Gotomeeting:** [https://global.gotomeeting.com/join/510481893](https://global.gotomeeting.com/join/510481893)  
• Chapter 2 …Refining text  
  **Location:** Conference Room C0217  
  **Gotomeeting:** [https://global.gotomeeting.com/join/824891077](https://global.gotomeeting.com/join/824891077)  
• Chapter 3 …Refining text  
  **Location:** Conference Room C0213  
  **Gotomeeting:** [https://global.gotomeeting.com/join/764206909](https://global.gotomeeting.com/join/764206909)  
• Chapter 4 …Refining text  
  **Location:** Conference Room C0219  
  **Gotomeeting:** [https://global.gotomeeting.com/join/666743789](https://global.gotomeeting.com/join/666743789)

**15h00 – 15h30**
**Item 17:** Break

**15h30 – 17h30**

**Session Objectives:**
- Chapter 1 authors to finalize drafting and editing text based on the discussions from Day 1.
- Chapter 2 authors to finalize drafting and editing text based on the discussions from Day 1.
- Chapter 3 authors to finalize drafting and editing text based on the discussions from Day 1.
- Chapter 4 authors to finalize drafting and editing text based on the discussions from Day 1.

**Item 18:** Parallel discussion sessions

- Chapter 1 …Refining text
  - **Location:** Conference Room C0213
  - **Gotomeeting:** https://global.gotomeeting.com/join/510481893
- Chapter 2 …Refining text
  - **Location:** Conference Room C0217
  - **Gotomeeting:** https://global.gotomeeting.com/join/824891077
- Chapter 3 …Refining text
  - **Location:** Conference Room C0213
  - **Gotomeeting:** https://global.gotomeeting.com/join/764206909
- Chapter 4 …Refining text
  - **Location:** Conference Room C0219
  - **Gotomeeting:** https://global.gotomeeting.com/join/666743789

**17h30 – 17h45**

**Session objectives:**
- Secretariat and Co-chairs to give their closing remarks and guidance for the next steps on Day 3.

**Item 19:** Closing remarks and summary of next steps

- **Location:** Conference Room C0213
- **Gotomeeting:** https://global.gotomeeting.com/join/510481893

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**Friday May 17, 2019: 08h30 to 16h00**

**08h30 – 09h00**

**Session objectives:**
- Co-chairs present the general introduction, general conclusion and executive summaries.

**Item 20:** Plenary: review of progress and co-chairs guidance

- **Location:** Conference Room C0213
- **Gotomeeting:** https://global.gotomeeting.com/join/547625605

**09h00 – 10h30**

**Session Objectives:**
- Co-chairs and author teams hold a collective discussion on the Executive Summary and then prepare the first draft of the Executive Summary
- Authors assigned to general introduction and conclusion to prepare the first draft of the two items.

**Item 21:** Executive Summaries/General Introduction and Conclusion
• Chapter 1 … Bringing forward messages for Exec Sum
  Location: Conference Room C0213
  Gotomeeting: https://global.gotomeeting.com/join/623441709
• Chapter 2 … Bringing forward messages for Exec Sum
  Location: Conference Room C0217
  Gotomeeting: https://global.gotomeeting.com/join/359379461
• Chapter 3 … Bringing forward messages for Exec Sum
  Location: Conference Room C0213
  Gotomeeting: https://global.gotomeeting.com/join/180789965
• Chapter 4 … Bringing forward messages for Exec Sum
  Location: Conference Room C0219
  Gotomeeting: https://global.gotomeeting.com/join/999604037

10h30 – 11h00
Item 22: Break

11h00 – 12h00
Session Objectives:
  • Establish linkages and coherence among chapters and develop a plan on how to integrate them into the report.

  Item 23:
  • Collective discussion on linkages across the different chapters (e.g. policy discussion)
    Location: Conference Room C0213
    Gotomeeting: https://global.gotomeeting.com/join/623441709

12h00 – 13h00
Item 24: Lunch

13h00 – 14h30
Session Objectives:
  • Chapter 1 authors to develop their three workplan leading up to the next review period.
  • Chapter 2 authors to develop their three workplan leading up to the next review period.
  • Chapter 3 authors to develop their three workplan leading up to the next review period.
  • Chapter 4 authors to develop their three workplan leading up to the next review period.

  Item 25: Workplan leading up to the review period
  • Chapter 1 … Developing work plan for next 3 weeks
    Location: Conference Room C0213
    Gotomeeting: https://global.gotomeeting.com/join/488037821
  • Chapter 2 … Developing work plan for next 3 weeks
    Location: Conference Room C0217
    Gotomeeting: https://global.gotomeeting.com/join/848201573
  • Chapter 3 … Developing work plan for next 3 weeks
    Location: Conference Room C0213
    Gotomeeting: https://global.gotomeeting.com/join/874034261
  • Chapter 4 … Developing work plan for next 3 weeks
    Location: Conference Room C0219
    Gotomeeting: https://global.gotomeeting.com/join/250855149

14h30 – 16h00
Session Objectives:
  • Chapter 1 team presents the progress of their chapter and their next steps leading up to the review process.
• Chapter 2 team presents the progress of their chapter and their next steps leading up to the review process.
• Chapter 3 team presents the progress of their chapter and their next steps leading up to the review process.
• Chapter 4 team presents the progress of their chapter and their next steps leading up to the review process.
• Co-chairs and Secretariat provide guidance for the GEO for Youth report both for the next three weeks and until its launch.

**Item 26:** Presentations by author teams on chapter status, brief from co-chairs and secretariat on tasks for coming three weeks (prior to the final external review session)
**Location:** Conference Room C0213
**Gotomeeting:** [https://global.gotomeeting.com/join/623441709](https://global.gotomeeting.com/join/623441709)

**16h00 – 16h15**
**Session Objectives:**
- Co-chairs and Secretariat to provide their final remarks.
- Authors and co-chairs to complete a satisfaction survey.

**Item 27:**
Closing ceremonies:
- Closing remarks from Co-chairs and Secretariat
- Completing satisfaction survey
**Location:** Conference Room C0213
**Gotomeeting:** [https://global.gotomeeting.com/join/623441709](https://global.gotomeeting.com/join/623441709)
Annex with local transport information

How to reach the VIC
The VIC is located in Vienna's Donaustadt area across the Danube, just seven minutes from the city centre by U-Bahn.

The street address is Wagramer Strasse 5, 1220 Vienna, Austria, with the Visitors Entrance located right next to the "Kaisermühlen/Vienna International Centre" U-Bahn stop.
We recommend the use of public transportation.

- **By U-Bahn**
  From Vienna city centre, take the red U1 underground line in the direction Leopoldau. Get off at the stop "Kaisermühlen/Vienna International Centre". Exit at the front of the train and proceed to the VIC main entrance (Gate 1) directly next to the U-Bahn station.
  Plan your journey

- **By bus**
  Buses may stop in the side street of Wagramer Straße 5.

- **By car**
  Limited private car parking is available for a fee at the Austria Centre.