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### 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

**Location:** Conference Room C0213

**GotoMeeting:** <https://global.gotomeeting.com/join/322450165>

[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

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[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>

[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>
- 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>

[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>
- 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>

[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>

[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>



## 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.

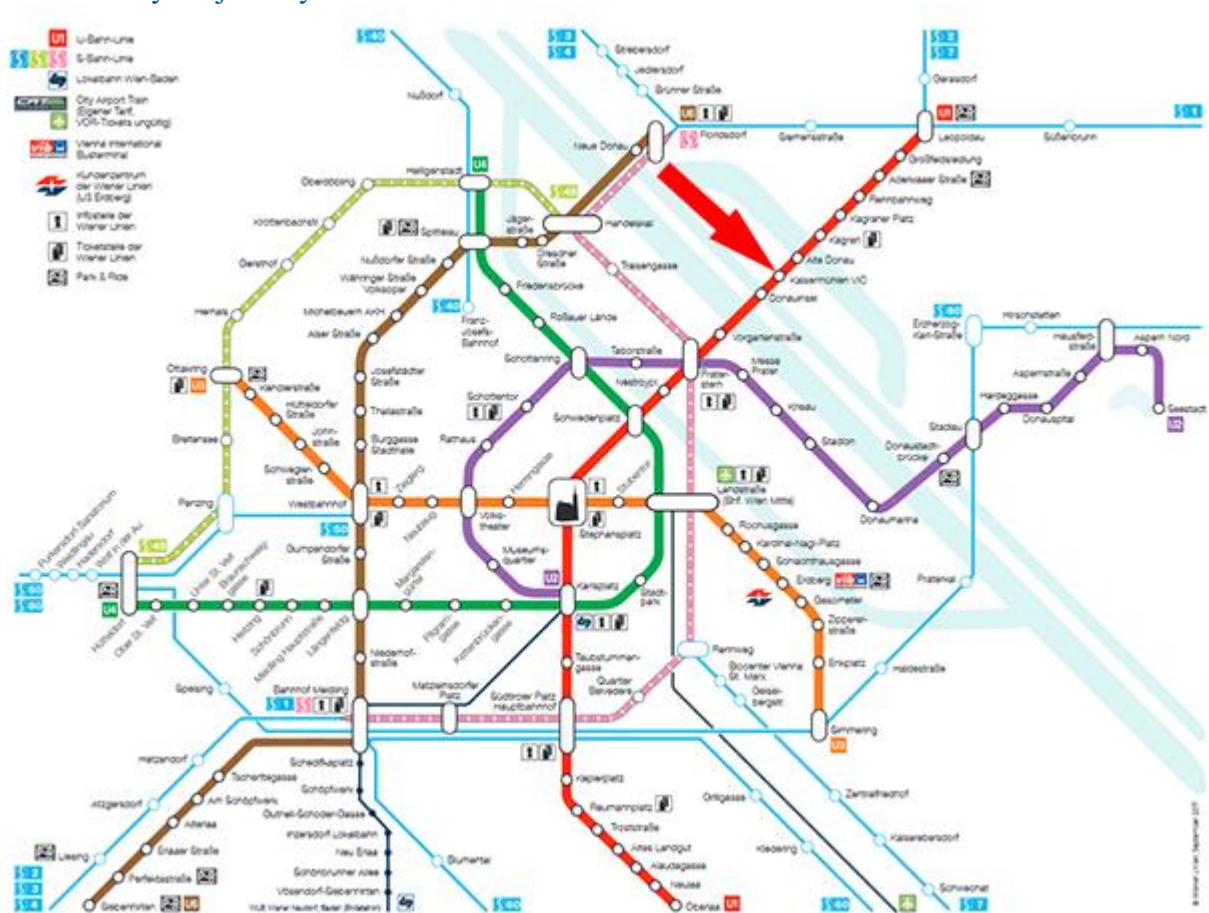
The street address is [Wagramer Strasse 5, 1220 Vienna, Austria](#), with the Visitors Entrance located right next to the "Kaisermühlen/Vienna International Centre" U-Bahn stop.

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](#).