First Authors Meeting for the Sixth Global Environment Outlook (GEO-6) for Cities

Location: Vancouver
Holliday Inn Hotel
1110 Howe Street At Helmcken,
Vancouver, BC, V6Z 1R2, Canada
T. 1-604-684-2151

Oct. 14-18, 2019

Meeting objectives:
- Familiarize the authors with the GEO process, logistics and procedures.
- Allow for brainstorming on overall strategy on completing the chapters
- Provide orientation session for all authors
- Expand annotated outlines for each chapter
- Begin drafting the chapters towards their zero-order draft stage
- Define next steps, roles and responsibilities

Provisional Agenda

Monday Oct. 14, 2019 – 09h00 to 17h30

09h00 – 10h00
Item 1: Introductory Remarks and Meeting objectives
- Discussion on the objectives and expected outcomes in the following 4 days meeting
- Review the agenda for the following 4 days
  - Pierre Boileau, GEO Head
  - Diego Martino, Co-Chair of GEO for Cities
  - Julie Greenwalt, Co-Chair of GEO for Cities
  - Elaine Baker, Implementation Partner, Grid Arendal
  - Sharon Gil, Cities Unit, UNEP

Location: Columbia Ballroom
GoTo link: https://global.gotomeeting.com/join/289432597

10h00 – 12h00
Item 2: Brainstorming on GEO for Cities overall strategy for completing the chapters
**Session Objectives:** Added value of the GEO for Cities report  
Common understanding of the outcomes of the report  
Format / methods / graphics for communicating the report

**Supporting Documents:** timeline and provisional agenda  
**Location:** Columbia Ballroom  
GoTo link: [https://global.gotomeeting.com/join/289432597](https://global.gotomeeting.com/join/289432597)

**12h00 – 13h00**  
**Item 3:** Lunch

**13h00 – 15h00**  
**Item 4:** Discussion on the annotated outline  
- CLAs in each chapter to present the view of their chapter  
- 10 mins discussion on each chapter

**Supporting Documents:** annotated outline and PPTs of each chapter  
**Location:** Columbia Ballroom  
GoTo link: [https://global.gotomeeting.com/join/289432597](https://global.gotomeeting.com/join/289432597)

**15h00 – 15h20**  
**Item 5:** Break

**15h20 – 17h30**  
**Item 6:** Discussion on the interactions across different chapters  
**Session Objectives:** find synergies and coordination between chapters, what is presented where, source of information for common topics, etc.  
**Supporting Documents:** annotated outline  
**Location:** Columbia Ballroom  
GoTo link: [https://global.gotomeeting.com/join/289432597](https://global.gotomeeting.com/join/289432597)

**Tuesday Oct. 15, 2019 – 09h00 to 17h30**

**09h00 – 10h30**  
**Item 7:** Introductory Remarks and Meeting objectives  
- Self-introduction by participants  
- Summary of the day before, objectives of the meeting by co-chairs  
- GEO scenarios by Pierre  
**Supporting Documents:** Outcome Document of Day 1  
PPT of GEO scenarios  
**Session objectives:** brief to the whole team about GEO scenarios  
**Location:** Columbia Ballroom  
GoTo link: [https://global.gotomeeting.com/join/248263637](https://global.gotomeeting.com/join/248263637)

**Time TBD**  
**Item 8:** Photo and Break

**10h30 – 12h00**  
**Item 9:** Discussion on strategy for working towards the zero-order draft stage  
- Presentation from each chapter by CLAs  
- Discussion of interactions and synergies between chapters  
**Section objectives:** Reach a common understanding between CLAs and LAs on the full report  
**Location:** Columbia Ballroom  
GoTo link: [https://global.gotomeeting.com/join/248263637](https://global.gotomeeting.com/join/248263637)

**12h00 to 13h00**
Item 10: Lunch

13h00 – 15h00

Item 11: Discussion on some key points in the whole report
  • Typology

Session Objectives: Common understanding on characteristics to be considered for the typology
Small group formed to produce draft typology

Supporting documents: Presentation for typology discussion

Location: Columbia Ballroom
GoTo link: https://global.gotomeeting.com/join/248263637

15h00 – 15h30
Item 12: Break

15h30 – 17h30

Item 13: Orientation: Guidelines of GEO process
  • Writing for Assessment
  • Citations and References
  • Charts and maps
  • Discussions

Section objectives: Familiarize the authors with the GEO process

Supporting Documents: PPT for all the topics above

Location: Columbia Ballroom
GoTo link: https://global.gotomeeting.com/join/248263637

Wednesday Oct. 16, 2019: 09h00 to 17h30

09h00 – 10h00

Item 14: Sub-Group Work on the storyline and structure for each chapter
  • Participants will form four groups by chapters, CLAs will lead the discussion and present
    the outcome to Group Plenary Session

Session objectives: have further scoping of annotated outline for the chapter

Location: Columbia Ballroom
GoTo link:

  o Chapter 2
    o GoTo meeting links (User 1): X
  o Chapter 3
    o GoTo meeting link (User 2): X
  o Chapter 4
    o GoTo meeting link (User 3): X
  o Chapter 5
    o GoTo meeting link (User 4): X

10h00 – 11h00

Item 15: Group plenary session on key points
  • Co-chairs give presentation about niche and key messages

Session objectives: have further scoping of annotated outline for the chapter

Location: Columbia Ballroom

11h00 – 12h00

Item 16: Group plenary session on chapter discussion (CH2)
  • CLAs in each chapter give a presentation about their outcome
Session objectives: have further scoping of annotated outline for the chapter
Location: Columbia Ballroom

12h00 to 13h00
Item 17: Lunch

13h00 – 15h00
Item 18: Group plenary session on chapter discussion (CH3, CH4 and CH5)
  • CLAs in each chapter give a presentation about their outcome
Session objectives: have further scoping of annotated outline for the chapter
Location: Columbia Ballroom

15h00 – 15h30
Item 19: Break

15h30 to 17h00
Item 20: Group plenary session on chapter discussion (CH3, CH4 and CH5)
  • CLAs in each chapter give a presentation about their outcome
Session objectives: have further scoping of annotated outline for the chapter
Location: Columbia Ballroom

Thursday Oct. 17, 2019: 09h00 to 17h00

09h00 – 10h30
Item 21: Sub-Group work on the interactions between chapters
Session objectives: Each chapter will have time to interact with the remaining chapters.
Location: Columbia Ballroom
GoTo link:
  o Chapter 2-3
    o GoTo meeting links (User 2): https://global.gotomeeting.com/join/141043693
  o Chapter 4-5
    o GoTo meeting link (User 1): https://global.gotomeeting.com/join/888698909

10h30 – 11h00
Item 22: Break

11h00 – 12h00
Item 23: Sub-Group Work on the storyline and structure for the report and each chapter
Session objectives: have further scoping of annotated outline for the chapter
Location: Columbia Ballroom
GoTo link:
  o Chapter 2
    o GoTo meeting links (User 1): X
  o Chapter 3
    o GoTo meeting link (User 2): X
  o Chapter 4
    o GoTo meeting link (User 3): X
  o Chapter 5
    o GoTo meeting link (User 4): X

12h00 to 13h00
Item 24: Lunch

13h00 – 15h00
Item 25: Sub-Group Work on the storyline and structure for the report and each chapter
**Session objectives:** have further scoping of annotated outline for the chapter

**Location:** Columbia Ballroom

**GoTo link:**
- Chapter 2
  - GoTo meeting links (User 1): X
- Chapter 3
  - GoTo meeting link (User 2): X
- Chapter 4
  - GoTo meeting link (User 3): X
- Chapter 5
  - GoTo meeting link (User 4): X

**15h00 – 15h30**
**Item 26:** Break

**15h30 – 16h30**
**Item 27:** Sub-Group Work on the storyline and structure for the report and each chapter

**Location:** Columbia Ballroom

**GoTo link:**
- Chapter 2
  - GoTo meeting links (User 1): X
- Chapter 3
  - GoTo meeting link (User 2): X
- Chapter 4
  - GoTo meeting link (User 3): X
- Chapter 5
  - GoTo meeting link (User 4): X

**14h00 – 17h30**
**Item 28:** Group Plenary Session
  - CLAs gave a presentation on each chapter and comments will be put after for next days discussion

**Location:** Columbia Ballroom

**GoTo link:** [https://global.gotomeeting.com/join/141043693](https://global.gotomeeting.com/join/141043693)

**Friday Oct. 18, 2019: 09h00 to 16h00**

**09h00 – 10h30**
**Item 29:** Plenary discussion
  - Discussion on each chapter
  - **Location:** Columbia Ballroom

**10h30 – 11h00**
**Item 30:** Break

**11h00 – 12h00**
**Item 31:** Sub-Group Work
  - Prepare the zero-order draft

**Location:** Columbia Ballroom

**12h00 to 13h00**
**Item 32:** Lunch

**13h00 – 14h30**
**Item 33:** Introduction on review process and discussion on second authors meeting
Supporting documents: PPT of Review Process and revised timeline
Location: Columbia Ballroom

14h30 – 15h30
Item 34: Sub-Group Work
- Prepare the zero-order draft
Location: Columbia Ballroom

15h30 – 16h00
Item 35: Closing session:
- Assessment Co-chairs
Location: Columbia Ballroom