GEO-7 Meetings Proposal

FOD¹: 10 months; SOD: 5.5 months (22 weeks); Final Document: 5 months (20 weeks)

Date	Meeting	Participants	Location	Purpose /Anticipated Outcome	Other major meetings
February 2023	Authors and GEO fellows preparatory calls Preparatory meetings for the methodology workshops Preparatory meeting for the MESAG Preparatory call for the coordination group	 Selected authors Selected GEO fellows Co-chairs Solutions pathways experts Outlooks and scenarios experts MESAG members Chairs of the assessment, IMAG members Secretariat 	Online	 Orientation sessions Clarify assessment procedures Review chapter content and task assignments Plan approach to methodologies meetings 	International Marine Protected Areas Congress (IMPACS) (2-9 February 2023) 54th session of the Statistical Commission (28 February - 3 March 2023)
8-10 March 2023	Modeling and scenarios workshop (in person, online) Solutions pathways methodology workshop (in person, online)	 Co-chairs Solutions pathways experts Outlooks and scenarios experts Secretariat 	Bangkok, Thailand	Develop work plan for arriving at methodological approach Identify key resources needed to establish / document methodological approach	
13-17 March 2023	1st Authors writer's sprint meeting	All authorsCo-chairsGEO fellowsSecretariat	Bangkok, Thailand	 Formalize author teams Develop work plan for each chapter Expand annotated outline and establish drafting tasks 	IPCC SYR Approval Session (13-17 March 2023) 3rd Global Soil Biodiversity Conference (UNCCD) (13-15 March 2023) IPBES Second author meeting for the nexus assessment (20-26 March 2023)
14-16 March 2023	 IMAG in-person meeting MESAG in-person meeting 	IMAG membersMESAG membersSecretariat	Bangkok, Thailand	Identify key guidance needed to support the GEO process Receive briefings and provide guidance to co-chairs, author teams, etc. Conduct coordination advisory group meeting	IPCC SYR Approval Session (13-17 March 2023) 3rd Global Soil Biodiversity Conference (UNCCD) (13-15 March 2023) IPBES Second author meeting for the nexus assessment (20-26 March 2023)
April – June 2023	Bi-weekly calls with chapter teams to move chapters forward	Individual calls with author teams, chapter coordinators, subject matter experts, (Secretariat), fellows	Online	Clarify chapter objectives, literature to review, data needs, etc.	
April – June 2023	Monthly IMAG and MESAG calls to review methodological or	90-minute calls with set agenda	Online	Review issues such as regional perspectives detail	

¹ FOD = First Order Draft, SOD = Second Order Draft, SPM = Summary for Policymakers, MESAG = Multi-disciplinary Expert Scientific Advisory Group, IMAG = Intergovernmental and Multi-stakeholder Advisory Group, CLA = Coordinating Lead Author, LA = Lead Author

	•	management issues and obtain advice Monthly GEO Fellows calls to review progress of the science to policy course and chapter roles Monthly co-chair calls for overall coordination of the assessment	•	60-minute calls with set agenda		•	Obtain advice on policy relevance and scientific credibility issues. Review the science to policy course and roles within assigned GEO chapters. Review chapter progress and identify areas/chapters that need addressing/more support. Prepare for the authors collaboration meeting and agree on key goals for the meeting.	
26-29 June 2023	•	Authors collaboration meeting (3 hours/day, 4 days in total)	•	All authors Co-chairs GEO fellows Secretariat	Online	•	Report out on chapter progress Clarify links across chapters and approach for dealing with cross-cutting issues Set work plan and chapter schedule for internal review process.	ECOSOC Meeting on the Transition from Relief to Development 2023 (20 June 2023) 70 th UNSCEAR session (19-23 June 2023)
4 – 7 Sept. 2023	•	Second solutions pathways and outlooks workshop (3 day workshop, 1 day consultation with regional actors)	•	Solutions pathways authors Outlooks authors Secretariat	Shanghai, China	•	Expand and polish solutions pathways and outlooks chapters to zero-order draft quality Assess outputs from baseline modelling exercise and incorporate findings, where relevant into outlooks chapters (including regional chapters)	
15 Sept to 15 Oct 2023	•	Internal chapter peer review	•	All authors GEO fellows Co-chairs Secretariat	Internal / online	•	Provide peer review comments on other chapters Clarify any comments on own chapters	Annual Meeting of the United Nations Library and Information Network for Knowledge Sharing (UN-LINKS), Doha, Qatar. (2-6 October 2023) WASP 7 th Adaptation Futures conference on global adaptation in Montreal, Canada (2-6 October 2023)
15 Oct 2023	•	Co-chairs peer review meeting	•	Co-chairs Secretariat	Internal/ online	•	Review own comments and approach for the internal review meeting.	
16-19 October 2023	•	Internal review meeting (3 hours/day, 4 days in total)	•	All authors Co-chairs GEO fellows Secretariat	Online	•	Review overarching comments on current text. Review and develop a plan to address comments on individual chapters	UNCCD Committee for the Review of the Implementation of the Convention (CRIC21) (9-13 October 2023)
24-26 October 2023	•	Face to face meeting of ILK taskforce	•	ILK taskforce members GEO-7 co-chairs MESAG co-chairs and vice- chairs Secretariat	London, UK	•	Formalize GEO-7 approach for incorporating ILK into this assessment Plan out the IPLC dialogues to complement the drafting of chapters Discuss which chapters could benefit from ILK analysis and where in those chapters this should/could be placed	
Nov – Dec 2023	•	Bi-weekly calls to advance the chapters	•	Individual calls with authors, chapter coordinators, subject matter experts and fellows	Online	•	Clarify chapter objectives, coherence across the different chapters etc.	UNFCCC COP28 in Dubai (30 November-12 December 2023)

Nov – Dec 2023	Monthly IMAG and MESAG calls to review methodological or management issues and obtain advice Monthly GEO Fellows calls to review progress of the science to policy course and chapter roles Co-chairs call to review chapter progress and set agenda for the 2nd authors writer's sprint	 90 minute calls with set agenda IMAG MESAG Co-chairs GEO fellows Secretariat 	Online	 Review issues such as regional detail Obtain advice on policy relevance and scientific credibility issues. Review the science to policy course. Review GEO fellows chapter roles and develop work plans Review chapter progress and synergy and agree on a work plan for the 2nd author's sprint
Nov – Dec 2023	Coordination group call	Co-chairs Secretariat	Online	Review agenda of the 2 nd author's sprint and any concerns the members would want addressed in the second meeting.
15-19 January 2024	2nd Authors writer's sprint meeting	All authorsCo-chairsGEO fellowsSecretariat	Vienna, Austria	 Collaborate on remaining cross-chapter issues. Polish chapters towards first order draft quality Develop work plans for the coming 3 weeks to prepare First Order Draft for expert peer review
12 February – 15 April 2024	Expert Peer review	Reviewers (experts) Secretariat	READ platform (online)	Submit current chapters and full draft to in-depth expert peer review Test key innovations (e.g. solutions pathways, outlooks) with the expert community.
25 March – 27 March 2024	1 st IK & LK Dialogue	 IP & LC representatives IK & LK Task Force Co-chairs MESAG members Secretariat 	Online	Framing, conceptualization, and key themes/ messages for each part of the assessment
15 April – 17 May 2024	Authors address peer review comments	AuthorsGEO-fellowsCo-chairsSecretariat	READ platform (online)	 Respond to peer review comments Complete review grids Submit them to Review Editors for quality of response assessment.
20 May – 31 May 2024	Quality of response assessment	Review Editors Secretariat	READ platform (online)	Review quality of responses from authors to the expert peer review Provide suggestions to authors for improving responses to peer review comments
10 June – 12 June 2024	2 nd IK & LK Dialogue	 IP & LC representatives IK & LK Task Force Co-chairs MESAG members Secretariat 	Cuetzalan, Mexico (TBC)	Gap filling- to fill the gaps in Indigenous Knowledge and develop content for the GEO-7 assessment.

3 – 14 June 2024	Respond to suggestions from Review editors	AuthorsCo-chairsGEO fellowsSecretariat	READ platform (online)	 Revise responses to peer review comments, as necessary Provide supporting rationale for revision of response to peer review comments
June – Aug 2024	Biweekly calls to advance the chapters and develop the FOD of the SPM	Authors, chapter coordinators, fellows	Online	Polish chapter narrative, coherence across the different chapters etc. and draft the SPM
June – July 2024	Monthly IMAG / MESAG calls Coordination group calls	90 minute calls with set agenda	Online	 Review policy relevance issues Obtain advice on policy relevance and scientific credibility issues. Overall coordination of the process and agree on key goals for the 3rd authors meeting
2-6 September 2024	 3rd Authors writer's sprint meeting Preparing SOD of main report Preparing FOD of SPM 	AuthorsCo-chairsSPM drafting teamGEO fellowsSecretariat	Dead Sea Resort, Jordan (TBD)	 Refining text of SOD of the main report. Addressing cross-cutting issues across the chapters Refining text of the SPM FOD.
3-5 September 2024	IMAG in-person meeting MESAG in-person meeting	IMAG membersMESAG membersSecretariat	Dead Sea Resort, Jordan (TBD)	 Addressing any further guidance issues to authors, co-chairs Receiving briefs from authors, co-chairs and providing guidance Conducting coordination group meeting.
8 – 22 September, 2024	Calls with all chapters to prepare them for intergovernmental review	 Authors Fellows Chapter coordinators, subject matter experts (Secretariat) 	Online	Polish chapter narrative, coherence across the different chapters etc.
1 October – 30 November 2024	Intergovernmental and expert peer review	Intergovernmental peer reviewers Expert peer reviewers	READ platform (online)	Submit SOD of current chapters and FOD of SPM for review Receive governmental and expert comments
October 2024	3 rd IK & LK Dialogue	 IP & LC representatives IK & LK Task Force Co-chairs MESAG members Secretariat 	Asia Pacific (TBC)	Inclusion of IK & LK in the Second Order Draft of GEO-7 and the First Order Draft of the SPM.
1 December – 17 January 2025	Address comments from intergovernmental and expert peer review	Authors, fellowsCo-chairs,SPM drafting teamSecretariat	READ platform (online)	 Respond to peer review comments Complete review grids Submit them to Review Editors for quality of response assessment.
20 January – 7 February 2025	Assess quality of response to peer review comments	Review editorsSecretariat	READ platform (online)	Review quality of responses from authors to the expert peer review

				Provide suggestions to authors for improving responses to peer review comments
January – February 2025	 Monthly IMAG and MESAG meetings 	90 minute calls with set agenda	Online	 Review main comments on FOD of SPM Prepare for final authors / review editors meeting
January - February 2025	Chapter calls	 Authors, chapter coordinators, subject matter experts, fellows 	Online	 Advance final drafts of chapters Prepare for review editors meeting.
10– 28 February 2025	Respond to suggestions from Review editors	AuthorsCo-chairs,SPM drafting teamSecretariat	READ platform (online)	 Revise responses to peer review comments, as necessary Provide supporting rationale for revision of response to peer review comments
24-26 February 2025	4 th Authors meeting with Review Editors	 Authors (CLAs) Review editors Co-chairs GEO fellows Secretariat 	Kuwait City, Kuwait or Cairo, Egypt	 Review quality of peer reviews chapter by chapter Review quality of SPM FOD peer review Address any outstanding peer review issues
26-28 February 2025	MESAG meeting	MESAG membersSecretariat	Kuwait City, Kuwait / Cairo, Egypt	 Review different elements of scientific integrity of GEO process. Issue statement of assessment of scientific integrity of GEO process.
1 March – 15 April	 Finalizing main chapters and their executive summaries Begin layout production of GEO-7 main report 	AuthorsGEO fellowsSecretariat	Online	 Polished chapters, complete narrative. Finalization of front matters and back matters Finalization of graphics, including cover Establish work schedule for layout of main report.
March – Aug. 2025	Editing, layout, production, quality control of main GEO-7 report	Secretariat	Nairobi	 Science editing Copy editing Quality control, final version of the text Professional layout, graphics design, Quality control of the layout and text Publication, final approvals of main report
26-29 May 2025	SPM SOD review meeting	Co-chairsCLAsIMAGMESAGSecretariat	LAC (TBD)	Refine SPM SOD Prepare SPM SOD for intergovernmental review Ensure alignment with text of main report
June – Aug 2025	Biweekly calls with SPM author team	 Coordinating lead authors Co-chairs of the assessment Secretariat 	Online	Refine the SOD of the SPM in preparation for the draft SPM review meeting.

June – July 2025	Monthly IMAG and MESAG calls	90 minute calls with set agenda	Online	Prepare for SOD review meeting.
30 June -25 August 2025	SPM SOD online review GEO-7 embargoed version of main report as supporting document	Intergovernmental peer reviewers Secretariat	READ platform (online)	Receive comments from governments in preparation for SPM review and approval meeting Discussion with co-chairs and CLAs about approach to addressing comments.
26 August – 26 September 2025	Secretariat gathers comments on SOD of SPM to prepare for review and approval meeting	Co-chairsCLAsFellowsSecretariat	Online	Adress and respond to peer review comments Prepare SPM for review and approval
September 2025	Monthly IMAG call Monthly MESAG call	90 minute call with set agenda	Online	Prepare for final SPM review and approval meeting
29 September – 3 October 2025	SPM review and approval (Member State representatives, IMAG members, MESAG Bureau, assessment co-chairs, chapter CLAs – to ensure line of sight with the main report)	Member States Co-chairs CLAs A few GEO fellows IMAG MESAG Bureau Secretariat	Nairobi, Kenya	Receive acceptance of main GEO report from AHOM participants Review text of draft SPM line by line. Ensure alignment of revised draft SPM text with main report Seek approval of revised draft SPM.
November 2025	Final layout SPM	Secretariat	Online	 Finalization of graphics, including cover Establish work schedule for layout of SPM
November 2025	4 th IK & LK Dialogue	 IP & LC representatives IK & LK Task Force Co-chairs MESAG members Secretariat 	TBC	'Giving back' Dialogue where an IK & LK Summary of Key Messages will be presented to Indigenous People and Local Communities
8-12 December 2025 (during UNEA- 7)	Launch of GEO-7	• TBD	Nairobi, Kenya	Seek endorsement of main GEO-7 report and its accompanying SPM from Member States.