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**Provisional Agenda: Second Authors Meeting for the Seventh Global Environment Outlook (GEO-7)**

**Location: Vienna International Centre**

United Nations Office at Vienna  
Vienna International Centre  
P.O Box 500  
1400 Vienna  
Austria  
<https://www.unov.org/unov/en/vic.html>

15-19 January 2024

**Meeting objectives:**

1. Continue the drafting of the chapters to achieve a First Order Draft (FOD) quality for peer-review, by
  - Completing the drafting of text;
  - Ensuring appropriate charts, graphs, maps and infographics are included
  - Improving the coherence of chapter text;
  - Reducing overlap and duplication in the content;
  - Addressing any gaps that have been identified;
  - Ensuring that the chapter meets the word count limits
  - Finalizing the Executive Summary of each chapter;
  - Incorporating Indigenous Knowledge and Local Knowledge across the chapters;
  - Ensuring that climate change adaptation and behavioural, science and cultural elements are included in the FOD, following the guidance from the task groups.
2. Enabling cross-chapters discussions aimed at developing further interlinkages, adding cross-references and achieving coherence.
3. Raising awareness about GEO-7 through a science-policy dialogue on Financing the Transition to a Circular Economy – including global and regional discussions.

**Meeting Documents:**

- [GEO-7 annotated outline](#)
- [GEO-7 scoping document](#)
- [Tool](#) for outlining goals, actions and levers in solutions pathways
- Current drafts of all the chapters
- AI Guidance from MESAG

- IK&LK guidance from the Taskforce
- Guidance from the Behavioural, Social and Cultural Task Group
- Guidance from the Climate Change Adaptation Task Group
- [GEO-7 Policy Questions](#)

## **Provisional Agenda**

*(The agenda is designed to allow participants to organize interactions across chapters and groups. The Secretariat is available to support, if needed.)*

## **All rooms are in Block C of the VIC**

**Registration from 08h00 to 10h00 at the entrance gate**

## **Monday 15 January, 2024 – 10h00 to 18h00**

**Online participants may join the meeting with this link:** [Click here to join the meeting](#)

### 10h00 – 10h45

#### **Item 1: Welcome and opening remarks**

- Welcome from the Secretariat
- Virtual live opening - Inger Andersen, UNEP's Executive Director
- Opening remarks – Dr. Verena Ehold, Director of the Austrian Environment Agency
- Opening remarks – Kelly West, UNEP's Early Warning and Assessment Division Deputy Director
- Keynote speech - Prof. László Pintér, Department of Environmental Sciences and Policy at the Central European University (CEU)
- Remarks – Edgar Gutierrez-Espeleta, Ying Wang, Nyovani Madise, Bob Watson, (GEO-7 Co-chairs)

**Location:** CBRD

### 10h45 – 11h00

#### **Item 2: Overview of the agenda and presentation on the status of the GEO-7 process**

- Presented by the GEO Secretariat
- Tribute to Peter King

**Location:** CBRD

### 11h00 – 11h30

#### **Item 3: Group photo and coffee break**

**Location:** CO4

### 11h30 – 13h00

**Item 4:** Plans and objectives for the week: presentations by each chapter, task groups and task force on their key objectives for the week.

**Location:** CBRD

#### **Session Objectives:**

- Presenting an update on the status of the chapters and the key challenges chapters may face
- Outlining a plan for the week and for advancing the FOD
- Understanding how the task groups and task force propose to interact with the different chapter teams.

**Supporting document:** Presentations from each chapter, task groups and task force.

#### **Discussion/decision:**

- Workplan for the week

[13h00 – 14h00](#)

**Item 5: Lunch**

[14h00 – 16h00](#)

**Item 6: Parallel drafting sessions**

**Session objectives:**

- Writer's sprint and moving towards the first order drafts.
- Achieving coherence with the agreed common structures.
- Ensuring cross-referencing with other chapters.
- Editing the draft to achieve the word count.
- Advancing the work on citations and referencing.
- Continuing the drafting of the Executive Summaries.
- Identifying graphics, including boxes and tables, to be included in the FOD.
- Ensuring that elements of IK & LK, BSC and CCA are included in the chapter, following the guidance from the task groups and task force on the different topics.

**Supporting document:** Near-first-order-draft of the chapters

**Discussion/decision:** Advancing chapter development

Chapter 1, 8, 20, Planetary crisis group

**Location:** CBRD

**Chapter 1: Online participants may join the meeting with this link:** [Click here to join the meeting](#)

**Chapter 8: Online participants may join the meeting with this link:** [Click here to join the meeting](#)

**Chapter 20: Online participants may join the meeting with this link:** [Click here to join the meeting](#)

**Planetary crisis group: Online participants may join the meeting with this link:** [Click here to join the meeting](#)

Chapter 2

**Location:** CO229

**Online participants may join the meeting with this link:** [Click here to join the meeting](#)

Chapter 3 and 5

**Location:** CO431

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**Chapter 5: Online participants may join the meeting with this link:** [Click here to join the meeting](#)

Chapter 4, 6

**Location:** CO435

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**Chapter 6: Online participants may join the meeting with this link:** [Click here to join the meeting](#)

Chapter 7

**Location:** CO234

**Online participants may join the meeting with this link:** [Click here to join the meeting](#)

Chapter 9

**Location:** CO221

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Chapter 10, 11, 12

**Location:** CR2

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**Chapter 12: Online participants may join the meeting with this link:** [Click here to join the meeting](#)

Chapter 13

**Location:** CO223

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Chapter 14 and 15

**Location:** CO237

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**Chapter 15: Online participants may join the meeting with this link:** [Click here to join the meeting](#)

Chapter 16

**Location:** CO225

**Online participants may join the meeting with this link:** [Click here to join the meeting](#)

Chapter 17

**Location:** CO241

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Chapter 18

**Location:** CO227

**Online participants may join the meeting with this link:** [Click here to join the meeting](#)

Chapter 19

**Location:** CO727

**Online participants may join the meeting with this link:** [Click here to join the meeting](#)

Chapter 21

**Location:** CO417

**Online participants may join the meeting with this link:** [Click here to join the meeting](#)

IK & LK Task Force

**Location:** CO713

**Online participants may join the meeting with this link:** [Click here to join the meeting](#)

[16h00 – 16h30](#)

**Item 7: Coffee Break**

**Locations:** CO2 (2<sup>nd</sup> floor), CO4 (4<sup>th</sup> floor) and CO7 (7<sup>th</sup> floor) – please use the one closest to your meeting room

[16h30 – 18h00](#)

**Item 8:** Parallel drafting sessions

**Session objectives:**

- Writer's sprint and moving towards the first order drafts.
- Achieving coherence with the agreed common structures.
- Ensuring cross-referencing with other chapters.
- Editing the draft to achieve the word count
- Advancing the work on citations and referencing.
- Continuing the drafting of the Executive Summary.
- Identifying graphics including tables and boxes to be included in the FOD.
- Ensuring that elements of IK & LK, BSC and CCA are included in the chapter, following the guidance from the task groups and task force on the topic.

**Supporting document:** Near-first-order-draft of the chapters

**Discussion/decision:** Next steps on chapter development

Chapter 1, 8, 20, Planetary crisis group

**Location:** CBRD

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**Chapter 20: Online participants may join the meeting with this link:** [Click here to join the meeting](#)

**Planetary crisis group: Online participants may join the meeting with this link:** [Click here to join the meeting](#)

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**Location:** CO229

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Chapter 3 and 5

**Location:** CO431

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Chapter 4, 6

**Location:** CO435

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Chapter 7

**Location:** CO234

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**Location:** CO221

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Chapter 10, 11, 12

**Location:** CR2

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**Location:** CO225

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Chapter 17

**Location:** CO241

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Chapter 18

**Location:** CO227

**Online participants may join the meeting with this link:** [Click here to join the meeting](#)

Chapter 19

**Location:** CO727

**Online participants may join the meeting with this link:** [Click here to join the meeting](#)

Chapter 21

**Location:** CO417

**Online participants may join the meeting with this link:** [Click here to join the meeting](#)

IK & LK Task Force

**Location:** CO713

**Online participants may join the meeting with this link:** [Click here to join the meeting](#)

[16h30 – 18h00](#)

**Item 9: Behavioural, Societal and Cultural (BSC) Task Group meeting**

**Session objectives:**

- Agree on how to best collaborate with the chapters
- Highlight the key issues to discuss with the chapters.
- Identify chapters that require more attention from the group.

**Supporting document:** Outcome of the last BSC call.

**Discussion/decision:** Next steps on chapter development

**Location:** CO419

**Online participants may join the meeting with this link:** [Click here to join the meeting](#)

[Tuesday 16 January, 2024 – 09h00 to 18h00 \(Side Event at 12h00, Reception at 18h00\)](#)

[10h30 – 11h00 Coffee Break](#)   [13h00 – 14h00 Lunch](#)   [15h30-16h00 Coffee Break](#)

**Location for the coffee breaks:** CO2 (2<sup>nd</sup> floor), CO4 (4<sup>th</sup> floor) and CO7 (7<sup>th</sup> floor) – please use the one closer to your meeting room

[09h00 – 09h15](#)

**Item 10:** Plenary Session: Objectives for the day, room and task assignments (GEO-7 co-chairs)

**Location:** CBRD

**Online participants may join the meeting with this link:** [Click here to join the meeting](#)

[09h15 – 18h00](#)

**Item 11:** Parallel drafting sessions

**Session objectives:**

- Writer's sprint and moving towards the first order drafts.
- Achieving coherence with the agreed common structures.
- Ensuring cross-referencing with other chapters.
- Editing the draft to achieve the word count
- Advancing the work on citations and referencing.
- Continuing the drafting of the Executive Summary.
- Identifying graphics including tables and boxes to be included in the FOD.
- Ensuring that elements of IK & LK, BSC and CCA are included in the chapter, following the guidance from the task groups and task force on the topic.

**Supporting document:** Near-first-order-draft of the chapters

**Discussion/decision:** Next steps on chapter development

Chapter 1, 8, 20, Planetary crisis group

**Location:** CBRD

**Chapter 1:** Online participants may join the meeting with this link: [Click here to join the meeting](#)

**Chapter 8:** Online participants may join the meeting with this link: [Click here to join the meeting](#)

**Chapter 20:** Online participants may join the meeting with this link: [Click here to join the meeting](#)

**Planetary crisis group:** Online participants may join the meeting with this link: [Click here to join the meeting](#)

Chapter 2

**Location:** CO229

**Online participants may join the meeting with this link:** [Click here to join the meeting](#)

Chapter 3 and 5

**Location:** CO431

**Chapter 3:** Online participants may join the meeting with this link: [Click here to join the meeting](#)

**Chapter 5:** Online participants may join the meeting with this link: [Click here to join the meeting](#)

Chapter 4, 6

**Location:** CO435

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**Chapter 6:** Online participants may join the meeting with this link: [Click here to join the meeting](#)

Chapter 7

**Location:** CO234

**Online participants may join the meeting with this link:** [Click here to join the meeting](#)

Chapter 9

**Location:** CO221

**Online participants may join the meeting with this link:** [Click here to join the meeting](#)

Chapter 10, 11, 12

**Location:** CR2

**Chapter 10:** Online participants may join the meeting with this link: [Click here to join the meeting](#)

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Chapter 13

**Location:** CO223

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Chapter 14 and 15

**Location:** CO237

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Chapter 16

**Location:** CO225

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Chapter 18

**Location:** CO227

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Chapter 19

**Location:** CO727

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Chapter 21

**Location:** CO417

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IK & LK Task Force

**Location:** CO713

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[10h30 – 12h00](#)

**Item 12: Climate Change Adaptation (CCA) Task Group meeting**

**Session objectives:**

- Agree on how to best collaborate with the chapters
- Highlight the key issues to discuss with the chapters.
- Identify chapters that require more attention from the group.

**Supporting document:** Outcome of the last CCA call.

**Discussion/decision:** Next steps on chapter development

**Location:** CO419

**Online participants may join the meeting with this link:** [Click here to join the meeting](#)

[09h15 – 10h45](#)

**Item 13: Session for Chapter 20 to meet with the modellers**

**Location:** CBRD

**Session objectives:**

- Explore the preliminary results of the models
- Discuss how to access the results
- Discuss how to best communicate with the regional chapters

**Supporting document:** Preliminary results and guidance on how to access them

[12h00 – 13h00](#)

**Item 14: Side-event:** Financing a transition to a circular economy – global and regional discussions

**Location:** CBRD

**Session objectives:**

**Supporting document:** Side event concept note

**Online participants may join the meeting with this link:** [Click here to join the meeting](#)

[14h00 – 15h30](#)

**Item 15:** Fellows session

**Location:** C0713

**Session objectives:**

- Discuss lessons learned on formatting and references.
- Understand the need for support on visualizations.
- Develop a workplan to work on the FOD to ensure it is ready for submission.
- Share experiences on the role of fellows.
- Collect suggestions on how to best integrate fellows in the GEO-7 process.
- Review the ToRs of Fellows.

**Discussion/decision:** Workplan for timely submission of the FOD

**Online participants may join the meeting with this link:** [Click here to join the meeting](#)

[18h00-19h30](#)

**Item 16:** Reception

**Location:** Mozart Room, VIC



## Wednesday 17 January 2024: 09h00 to 18h00

10h30 – 11h00 Coffee Break   13h00 – 14h00 Lunch   15h30-16h00 Coffee Break

**Location for the coffee breaks:** CO2 (2<sup>nd</sup> floor), CO4 (4<sup>th</sup> floor) and CO7 (7<sup>th</sup> floor) – please use the one closest to your meeting room

### 09h00 – 09h15

**Item 17:** Plenary Session: Objectives for the day, room and task assignments (GEO-7 co-chairs)

**Location:** CBRD

**Online participants may join the meeting with this link:** [Click here to join the meeting](#)

### 09h15 – 18h00

**Item 18:** Parallel drafting sessions

#### **Session objectives:**

- Writer's sprint and moving towards the first order drafts.
- Achieving coherence with the agreed common structures.
- Ensuring cross-referencing with other chapters.
- Edit the chapter to achieve the word count
- Advancing the work on citations and referencing.
- Continuing the drafting of the Executive Summary.
- Identifying graphics including tables and boxes to be included in the FOD.
- Ensuring that elements of IK & LK, BSC and CCA are included in the chapter, following the guidance from the task groups and task force on the topic.

**Supporting document:** Near-first-order-draft of the chapters

**Discussion/decision:** Next steps on chapter development

Chapter 1, 8, 20, Planetary crisis group

**Location:** CBRD

**Chapter 1:** Online participants may join the meeting with this link: [Click here to join the meeting](#)

**Chapter 8:** Online participants may join the meeting with this link: [Click here to join the meeting](#)

**Chapter 20:** Online participants may join the meeting with this link: [Click here to join the meeting](#)

**Planetary crisis group:** Online participants may join the meeting with this link: [Click here to join the meeting](#)

Chapter 2

**Location:** CO229

**Online participants may join the meeting with this link:** [Click here to join the meeting](#)

Chapter 3 and 5

**Location:** CO431

**Chapter 3:** Online participants may join the meeting with this link: [Click here to join the meeting](#)

**Chapter 5:** Online participants may join the meeting with this link: [Click here to join the meeting](#)

Chapter 4, 6

**Location:** CO435

**Chapter 4:** Online participants may join the meeting with this link: [Click here to join the meeting](#)

**Chapter 6:** Online participants may join the meeting with this link: [Click here to join the meeting](#)

Chapter 7

**Location:** CO234

**Online participants may join the meeting with this link:** [Click here to join the meeting](#)

Chapter 9

**Location:** CO221

**Online participants may join the meeting with this link:** [Click here to join the meeting](#)

Chapter 10, 11, 12

**Location:** CR2

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Chapter 13

**Location:** CO223

**Online participants may join the meeting with this link:** [Click here to join the meeting](#)

Chapter 14 and 15

**Location:** CO237

**Chapter 14: Online participants may join the meeting with this link:** [Click here to join the meeting](#)

**Chapter 15: Online participants may join the meeting with this link:** [Click here to join the meeting](#)

Chapter 16

**Location:** CO225

**Online participants may join the meeting with this link:** [Click here to join the meeting](#)

Chapter 17

**Location:** CO241

**Online participants may join the meeting with this link:** [Click here to join the meeting](#)

Chapter 18

**Location:** CO227

**Online participants may join the meeting with this link:** [Click here to join the meeting](#)

Chapter 19

**Location:** CO727

**Online participants may join the meeting with this link:** [Click here to join the meeting](#)

Chapter 21

**Location:** CO417

**Online participants may join the meeting with this link:** [Click here to join the meeting](#)

IK & LK Task Force

**Location:** CO713

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**[Thursday 18 January 2024: 09h00 to 18h00](#)**

**[10h30 – 11h00](#) Coffee Break [13h00 – 14h00](#) Lunch [15h30-16h00](#) Coffee Break**

**Location for the coffee breaks:** CO2 (2<sup>nd</sup> floor), CO4 (4<sup>th</sup> floor) and CO7 (7<sup>th</sup> floor) – please use the one closer to your meeting room

**[09h00 – 09h15](#)**

**Item 19:** Plenary Session: Objectives for the day, room and task assignments (GEO-7 co-chairs)

**Location:** CBRD

**Online participants may join the meeting with this link:** [Click here to join the meeting](#)

[09h15 – 18h00](#)

**Item 20:** Parallel drafting sessions

**Session objectives:**

- Writer's sprint and moving towards the first order drafts.
- Achieving coherence with the agreed common structures.
- Ensuring cross-referencing with other chapters.
- Edit the chapter to achieve the word count.
- Advancing the work on citations and referencing.
- Continuing the drafting of the Executive Summary.
- Identifying graphics including tables and boxes to be included in the FOD.
- Ensuring that elements of IK & LK, BSC and CCA are included in the chapter, following the guidance from the task groups and task force on the topic.

**Supporting document:** Near-first-order-draft of the chapters

**Discussion/decision:** Next steps on chapter development

Chapter 1, 8, 20, Planetary crisis group

**Location:** CBRD

**Chapter 1:** Online participants may join the meeting with this link: [Click here to join the meeting](#)

**Chapter 8:** Online participants may join the meeting with this link: [Click here to join the meeting](#)

**Chapter 20:** Online participants may join the meeting with this link: [Click here to join the meeting](#)

**Planetary crisis group:** Online participants may join the meeting with this link: [Click here to join the meeting](#)

Chapter 2

**Location:** CO229

**Online participants may join the meeting with this link:** [Click here to join the meeting](#)

Chapter 3 and 5

**Location:** CO431

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**Chapter 5:** Online participants may join the meeting with this link: [Click here to join the meeting](#)

Chapter 4, 6

**Location:** CO435

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**Location:** CO234

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Chapter 9

**Location:** CO221

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Chapter 10, 11, 12

**Location:** CR2

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Chapter 14 and 15

**Location:** CO237

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IK & LK Task Force

**Location:** CO713

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[Friday 19 January 2024: 09h00 to 18h00](#)

[10h30 – 11h00 Coffee Break](#)   [13h00 – 14h00 Lunch](#)   [15h30-16h00 Coffee Break](#)

**Location for the coffee breaks:** CO2 (2<sup>nd</sup> floor), CO4 (4<sup>th</sup> floor) and CO7 (7<sup>th</sup> floor) – please use the one closer to your meeting room

[09h00 – 09h15](#)

**Item 21:** Plenary Session: Objectives for the day, room and task assignments (GEO-7 co-chairs)

**Location:** CBRD

**Online participants may join the meeting with this link:** [Click here to join the meeting](#)

[09h15 – 15h30](#)

**Item 22:** Parallel drafting sessions

**Session objectives:**

- Writer's sprint and moving towards the first order drafts.
- Achieving coherence with the agreed common structures.
- Ensuring cross-referencing with other chapters.
- Edit the chapter to achieve the word count
- Advancing the work on citations and referencing.
- Finalizing the Executive Summary.
- Identifying graphics including tables and boxes to be included in the FOD.

- Ensuring that elements of IK & LK, BSC and CCA are included in the chapter, following the guidance from the task groups and task force on the topic.

**Supporting document:** Near-first-order-draft of the chapters

**Discussion/decision:** Next steps on chapter development

Chapter 1, 8, 20, Planetary crisis group

**Location:** CBRD

**Chapter 1:** Online participants may join the meeting with this link: [Click here to join the meeting](#)

**Chapter 8:** Online participants may join the meeting with this link: [Click here to join the meeting](#)

**Chapter 20:** Online participants may join the meeting with this link: [Click here to join the meeting](#)

**Planetary crisis group:** Online participants may join the meeting with this link: [Click here to join the meeting](#)

Chapter 2

**Location:** CO229

**Online participants may join the meeting with this link:** [Click here to join the meeting](#)

Chapter 3 and 5

**Location:** CO431

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Chapter 4, 6

**Location:** CO435

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Chapter 7

**Location:** CO234

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Chapter 9

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Chapter 10, 11, 12

**Location:** CR2

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Chapter 14 and 15

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Chapter 16

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Chapter 19

**Location:** CO727

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Chapter 21

**Location:** CO417

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IK & LK Task Force

**Location:** CO713

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[16h00 – 17h30](#)

**Item 23:** Plenary Session: Key takeaways from the meeting and plan for the FOD

**Location:** CBRD

**Session objectives:**

- Each chapter, task group and task force will present the achievements of the meeting and the workplan towards the FOD

**Supporting document:** Presentations prepared by the chapters, task groups and task force.

**Discussion/decision:**

- Workplan to finalize the FOD

**Online participants may join the meeting with this link:** [Click here to join the meeting](#)

[17h30 – 18h00](#)

**Item 24:** Plenary Session: Closing of the meeting (GEO Co-chairs and Secretariat)

**Location:** CBRD

**Session objectives:** Summarizing the key takeaways from the meeting and outlining the workplan for the next months.

**Annex A – Room assignment and expected participants by chapters**

#	Room name	Floor	Capacity	Group/ Chapter	Expected no. of participants
1	CBR-D	4	345	8+20+1+ Planetary crisis group	73
2	CO229	2	20-24	2	16
3	CO431	4	10-12	3+5	11
4	CO435	4	10-12	4+6	10
5	CO234	2	20-24	7	16
6	CO221	2	10-12	9	6
7	CR 2	2	47	10, 11, 12	20
8	CO223	2	10-12	13	9
9	CO237	2	20-24	14+15	14
10	CO225	2	10-12	16	6
11	CO241	2	10-12	17	6
12	CO227	2	10-12	18	7
13	CO727	7	10-12	19	5
14	CO713	7	30-35	IK & LK	11
15	CO417	4	10-12	21	5
16	CO419	4	12	Secretariat room/CCA/BSC groups	
17	CO427	4	2	Co-chairs room	2/4
18	CO429	4	2	Co-chairs room	2/4

Chapter	Expected no. of authors/fellows
1	3
2	21
3	6
4	5
5	5
6	5
Crisis Group	11
7	16
8	30
9	6
10	9
11	7
12	7
13	5
14	9
15	7
16	6
17	6
18	7
19	5
20	35
21	5
IK & LK Task Force	11
CCA Task Group	14
BSC Task Group	12
Planetary crisis group	11