



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>

[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>

[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>

[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>

[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>

[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:

- 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

[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:

- Chapter 2-3
 - GoTo meeting links (User 2): <https://global.gotomeeting.com/join/141043693>
- Chapter 4-5
 - 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:

- 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

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>

[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