

## GEO for Business Author Meeting Agenda Outline May 2020

Day and Date	Day 1 - 13 May 2020	Day 2 - 14 May 2020	Day 3 - 18 May 2020	Day 4 - 19 May 2020
Time	15:00 to 16:45 EAT	15:00 to 16:45 EAT	15:00 to 16:45 EAT	15:00 to 17:00 EAT
Topic	<b>Introduction and Aspirations Presentation of Briefs</b>	<b>Communicating GEO for Business Presentation of Briefs</b>	<b>Presentation of Briefs</b>	<b>Presentation of Briefs Cross Cutting Themes and Synergies</b>
Led by	GEO for Business Secretariat			
Attendees	All Authors; GEO for Business Secretariat; Advisory Committee including Co-Chairs and members; UNEP-WCMC			
Agenda Items	<p><b>15:00 – 15:45</b> <b>Item 1: Welcome and Introduction</b></p> <ul style="list-style-type: none"> <li>Welcome and introduction to the GEO for Business Briefs</li> <li>Setting the Scene for Day 1 and 2: Inspiration and aspirations for the Business Briefs</li> <li>Recap from Author Orientation sessions</li> <li>Meeting agenda overview and objectives</li> </ul> <p><b>15:45 – 16:30</b> <b>Item 2 Discussion on Brief 1 – Adapt to thrive</b></p> <ul style="list-style-type: none"> <li>Author team introductions</li> <li>Overview of Brief 1</li> <li>Panel discussion and Q&amp;A</li> <li>Summary and next steps</li> <li>Lessons learned for future Briefs</li> </ul> <p><b>16:30 – 16:45</b> <b>Item 3: Summary and close</b></p> <ul style="list-style-type: none"> <li>Summary of Day 1</li> <li>Introduction to Day 2</li> <li>Thanks and close</li> </ul>	<p><b>15:00 – 15:15</b> <b>Item 1: Welcome</b></p> <ul style="list-style-type: none"> <li>Welcome</li> <li>Summary of outcomes from Day 1</li> <li>Recap of objectives for Day 2</li> </ul> <p><b>15:15 – 16:00</b> <b>Item 2: Communicating the Briefs</b></p> <ul style="list-style-type: none"> <li>Introduction to the communication strategy</li> <li>Communicating the briefs through platforms and networks</li> <li>Q&amp;A</li> </ul> <p><b>16:00 – 16:30</b> <b>Item 3: Discussion on Brief 6 – Changing finance, financing change</b></p> <ul style="list-style-type: none"> <li>Author team introductions</li> <li>Overview of Brief 6</li> <li>Panel discussion and Q&amp;A</li> <li>Summary and next steps</li> </ul> <p><b>16:30 – 16:45</b> <b>Item 4: Summary and close</b></p> <ul style="list-style-type: none"> <li>Summary of Day 2</li> <li>Introduction to Day 3</li> <li>Thanks and close</li> </ul>	<p><b>15:00 – 15:30</b> <b>tem 1: Welcome and Introduction</b></p> <ul style="list-style-type: none"> <li>Welcome and introduction</li> <li>Setting the Scene for Day 3 and 4: Inspiration and aspirations for the Business Briefs</li> <li>Recap from Day 1 and 2</li> </ul> <p><b>15:30 – 16:00</b> <b>Item 2: Discussion on Brief 2 – Moving from linear to a circular economies and what this means for business</b></p> <ul style="list-style-type: none"> <li>Author team introductions</li> <li>Overview of Brief</li> <li>Panel discussion and Q&amp;A</li> <li>Summary and next steps</li> </ul> <p><b>16:00 – 16:30</b> <b>Item 3: Discussion on Brief 4 – How business can manage the transition towards decarbonization and full</b></p> <ul style="list-style-type: none"> <li>Author team introductions</li> <li>Overview of Brief</li> <li>Panel discussion and Q&amp;A</li> <li>Summary and next steps</li> </ul> <p><b>16:30 – 16:45</b> <b>Item 4: Summary and close</b></p> <ul style="list-style-type: none"> <li>Summary of Day 3</li> <li>Introduction to Day 4</li> <li>Thanks and close</li> </ul>	<p><b>15:00 – 15:15</b> <b>Item 1: Welcome</b></p> <ul style="list-style-type: none"> <li>Welcome</li> <li>Outcomes to date</li> <li>Objectives for Day 4</li> </ul> <p><b>15:15 – 15:45</b> <b>Item 2: Discussion on Brief 5 – Future-proofing infrastructure and infrastructure services for climate resilience</b></p> <ul style="list-style-type: none"> <li>Author team introductions</li> <li>Overview of Brief</li> <li>Panel discussion and Q&amp;A</li> <li>Summary and next steps</li> </ul> <p><b>15:45 – 16:15</b> <b>Item 3: Discussion on Brief 3 – The changing role of business in transforming food systems</b></p> <ul style="list-style-type: none"> <li>Author team introductions</li> <li>Overview of Brief</li> <li>Panel discussion and Q&amp;A</li> <li>Summary and next steps</li> </ul> <p><b>16:15 – 16:45</b> <b>Item 4: Cross cutting themes and synergies</b></p> <ul style="list-style-type: none"> <li>Introduction to other GEO products</li> <li>Summary of cross cutting themes from Day 1-3</li> <li>Discussion of synergies between Briefs</li> <li>Process for coordination between Author Groups</li> <li>Format of the Briefs</li> </ul> <p><b>16:45 – 17:00</b> <b>Item 5: Next steps and close</b></p> <ul style="list-style-type: none"> <li>Overview of Author Meeting</li> <li>Next steps</li> <li>Thanks and close</li> </ul>
Duration	1hr45	1hr45	1hr45	2hr00
Outcomes	<ul style="list-style-type: none"> <li>Authors understand the aims and aspirations for the Briefs and Meetings</li> <li>Advisory Committee are updated on status and progress of Brief 1</li> <li>Advisory Committee and Authors discuss and agree on content and key messages for Brief 1</li> </ul>	<ul style="list-style-type: none"> <li>Advisory Committee and Authors feed into and agree on communication strategy and how they can help communicate the Briefs</li> <li>Advisory Committee are updated on status and progress of Brief 6</li> <li>Advisory Committee and Authors discuss and agree on content for Brief 6</li> </ul>	<ul style="list-style-type: none"> <li>Advisory Committee are updated on status and progress of Briefs</li> <li>Advisory Committee and Authors discuss and agree on content for Briefs</li> </ul>	<ul style="list-style-type: none"> <li>Advisory Committee are updated on status and progress of Briefs</li> <li>Advisory Committee and Authors discuss and agree on content for Briefs</li> <li>Advisory Committee and Authors identify and discuss key cross cutting themes and synergies for all Briefs</li> <li>Advisory Committee and Authors agree next steps</li> </ul>