

GMGSF, February 9 – 11, 2021

Important Deadlines for Facilitators and UNEP

December 21, 2020

Task	Deadline	Comment
Identification of Panelists, Presenters, Moderators, Reporters (C1- C4)	January 5, 2021	By facilitators, in consultation with MGS, UNEP can assist in identifying speakers from UNEP
Invitation to MGS to express interest to contribute to MGS joint statement/drafting group (C5 only)	January 5, 2021	To be drafted by facilitators Consultation 5, to be sent to all MGS by UNEP. Deadline for expression of interest January 9
Drafting of MGS Statement (C 5 only)	January 9 – 19, 2021	
Formal Invitation to MGS to register for participation in GMGSF	January 9, 2021	UNEP
Outreach to Panelists/Invitations (C1 – C4)	January 8, 2021	Outreach/invitation directly done by facilitators, UNEP can assist in outreach to UNEP colleagues and member states
Confirmation from speakers/panelists (for C1 – C4)	By January 15, 2021	If a speaker is not available, replacements need to be identified
Finalizing program of the consultation and sending to UNEP (C1 – C4), including moderator, panelists, timelines	By January 19, 2021	By facilitators
Finalize setting of working groups (C1 and C2 on February 9, 20h – 22h; C 5 on February 10, 20h – 22h) and communication to UNEP (number of working groups, setting facilitators etc.)	By January 19, 2021	By facilitators
Finalize Agenda GMGSF	By January 22, 2021	UNEP
Distribute Final Agenda	January 25, 2021	UNEP
Sending of draft MGS statement to MGS and commenting phase (C5)	January 22 – 27, 2021	Draft statement will be sent by UNEP to all accredited
Finalizing Draft Statement for discussion during GMGSF, using input received (C5)	February 1 – 5, 2021	By drafting Group

Sending final draft statement to all MGS (C5)	February 7, 2021	By UNEP
Deadline for registration for participation of MGS and Member States to GMGSF	February 5, 2021	All MGS and member states
Sending out participation link and other instructions to participant of GMGSF	By February 7, 2021	UNEP
GMGSF	February 9 - 11	
Preparation of short reports of the various consultations (activities, members of drafting groups if any, number of participants, outcomes if any)	February 30, 2021	Facilitators to arrange; For upload on UNEP's website and distribution
Putting together final report GMGSF, based on input received from MGS	March 15, 2021	UNEP, endorsement by MGFC