**1st Meeting of the Executive Planning Group (EPG-I)**

**17-19 December 2018**

UNESCO/IOC Hq, Paris, France

Venue : Room X Bis

**DRAFT AGENDA**

The Executive Planning Group (EPG) is established, as an expert advisory body to the IOC governing bodies, to support the preparation of the implementation plan of the Decade, with the terms of reference presented in document IOC/EC-LI/2 Annex 4 (Appendix 1),

**Objectives**

The meeting will aim at providing guidance on the Decade’s Implementation Plan formulation process including its structural and programmatic elements, as well as the consultations, engagement and communication strategies to be unrolled in 2019 and 2020. The Roadmap document presented to the 51st IOC Executive Council provides a basis for the deliberation of the EPG on the above-mentioned elements.

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| Time  | **Monday 17th December (14.00 - 18.00)** | Supporting documents |
| 14.00-18.00 | 1. **Welcome remarks by IOC Chair, Peter Haugan and IOC Executive Secretary, Vladimir Ryabinin**
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|  | 1. **Brief self-introduction of EPG Members**
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| *Coffee**Break* | 1. **Adoption of the Agenda**
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| *@ 16.00* | 1. **Terms of Reference of the EPG and method of work**
 | EPG Terms of Reference  |
|  | 1. **Open brainstorming on the EPG Members’ expectations for the Decade and its desired final outcomes**
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|  | 1. **Preparations for the Decade: Where are we and where do we need to be by 2020 ? -** *Introduction and discussion*
	1. Overview of the planning phase (2018-2020), its expected timeline and results
	2. Review of the Decade planning Roadmap - Recommendations on the form and structure of the Decade – *Presentation and discussion*
	3. Implementation Plan: What should it look like? How do we get there? Integrating contributions – scoping process
 | PptRoadmap (EC-LI/2 annex 3) |
| *18.00* | *End of Day* |  |
| *18.15* | *Welcome reception (UNESCO Building) with IOC Staff* |  |
|  | **Tuesday 18th December (09.00- 18.00)**  |  |
| 09.00-12.30 | 6.3 (continued) Implementation Plan: What should it look like? How do we get there? Integrating contributions – scoping process |  |
| *Coffee**Break* *@ 10.45* | 1. **Engaging and consulting with relevant communities (Member States, Science community, UN Partners/IGOs, Private Sector/Civil society) –** *Introduction and discussion*
	1. Common vision on who needs to be involved in the preparation phase
	2. Consultative and planning meetings: Principles, format and expected outputs
2. Global Planning Meetings and Regional Workshops
3. Other planned events/workshops to build on (eg. AtlantOS, Ocean Obs, …)
4. Planned IOC Meetings (eg IODE, IOC regional Sub-Commission meetings, …)
	1. Working with the science community (ICS, SCOR, Future Earth, Belmont, AGU and other professional societies, others…)
	2. Generating support at national level (national mechanisms)
	3. UN Informal Consultative Process (June 2019) focus on Decade
	4. Engaging with foundations and Philanthropic organisations.
	5. Engaging with the Private Sector and civil society
 | Draft Guidelines for regional workshops Draft agenda for 1st Global Planning meeting UNGA ResolutionDraft Guidelines on the Stakeholder forum  |
| 12.30-14.00 | *Lunch* |  |
| 14.00-18.00*Coffee**Break* *@ 16.00* | * 1. Engaging other UN bodies (UN-Oceans and its members)
	2. Stakeholder Forum for the preparation phase- Participation, structure, modalities, and outputs
	3. Other mechanisms to solicit ideas and create engagement
	4. Potential Role of EPG members in engagement activities, including key meetings coming up in 2019-2020
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|  | 1. **Communication strategy for the preparation phase**
	1. Presentation of draft communication strategy and activities, key messaging
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| *18.00* | *End of Day* |  |
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|  | **Wednesday 18th December (09.00- 18.00)** |  |
| 09.00-12.30 | **8. (continued) Communication strategy*** 1. Development of a new Decade website / Virtual forum
	2. Principles and criteria for granting the use of the Decade logo during the preparation phase
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| *Coffee**Break* *@ 10.45* | 1. **Preparing a Business Plan for the Decade**
	1. Fundraising for the Preparation Phase
	2. Developing a Business Plan for the Decade (as part of Implementation plan) – process, expected results, milestones
* Support for coordination and portfolio implementation
* Integrating Nationally determined contributions
* Decentralised model, 2020 Call for hosting decade project office
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| 12.30-14.00 | *Lunch* |  |
| 14.00-18.00 | 1. **Brainstorming: What kind of governance model for the Decade implementation phase ?**
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|  | 1. **EPG Reporting to the IOC Assembly 2019**
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| *Coffee**Break*  | 1. **Establishment of intersessional task group(s) (if needed)**
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| *@ 16.00* | 1. **Date and venue for the next EPG and way forward**
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|  | 1. **AOB**
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|  | 1. **Closure**
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| *18.00* | *End of Meeting* |  |