Regular Process for Global Reporting and Assessment of the State of the Marine Environment, including Socioeconomic Aspects

Third World Ocean Assessment (WOA III)

Coordinating authors meeting – Annotated Agenda

Lisbon, Portugal (19-20 February 2024)

1   Agenda item 1: Introductions
This agenda item will be a quick tour de table to introduce everyone by name, role and section/chapter/sub-chapter (a face-to-name session).

2   Agenda item 2: Overview and overall objectives of WOA3
This agenda item provides some background and introductory components with some workshopping of what might be appropriate approaches to including information from external processes and delivery of information for informing external processes.

2.1 Introduction presentation with Q&A to include the following topics:
- Development of the annotated outline: detail of the regional workshops and the development of workshop outputs into the annotated outline
- New elements to the assessment:
  - Digital delivery: Improving accessibility and use of the WOA
  - Enhanced integration: consideration of Drivers, Pressures, State, Impact, Response (DPSIR) components beyond the overall structuring of the assessment (as in WOA2) and direct integration into individual chapters, particularly those in section 5 as well as the incorporation of social components across multiple chapters
  - Forward-looking components: sustainability pathways, best practices
- Overview of the full annotated outline of WOA III

2.2 Discussion area allowing for coordinating authors' input into the following topics:
- Synergies and overlaps: where do these occur across the assessment and what might be an effective way for writing teams to interact with other writing teams to acknowledge and manage synergies and overlaps?
- Sharing issues and solutions amongst writing teams (e.g., through the use of Trello) – what might work best for coordinating authors?
- Incorporation of Ocean Decade outputs: what might be an effective way of integrating the content of the Decade Vision 2030 white papers?
- Identification of knowledge useful for evaluating progress against the Ocean Decade outcomes, SDG14 and the Kunming-Montreal Global Biodiversity Framework goals: how might this be effectively done without being policy prescriptive?
- Presentation of knowledge that can support IPCC assessments being produced in the 7th cycle: how might this best be done?

3   Agenda item 3: Guidance for writing teams

This agenda item provides the details of what is expected from writing teams in drafting their various components of the assessment, the review process and delivering the assessment. It will also include a workshopping session aimed at identifying a delivery date for zero drafts.

3.1 Presentation with Q&A outlining the overall guidance for all coordinating authors.
- Interactions with leads and co-leads and tracking progress
- Development of writing teams including expectations on gender, geographical and disciplinary diversity and the review process by the Bureau of the AHWGW
- Managing input into multiple chapters by writing team members, including coordinating authors
- Development of outlines, including review by GoE members
- Length of sections/chapters/sub-chapters
- Use of AI and in particular, Large Language Models
- Uniform handling of uncertainty and processes for identifying uncertainty
- Development and provision of a controlled vocabulary
- Handling of inactive writing team members (following guidance provided by the Bureau of the AHWGW)

3.2 Breakout group sessions focused on section-specific guidance including the following:
- Guidance on section 4, including what is expected of writing teams in providing an update (as identified in the guidance for writing teams);
- Guidance on section 5A, including discussion on the integration of regional workshop outputs on equity, gender and ITLK and use of the scenario provided by the Ocean Futures workshop in developing sustainability pathways;
- Guidance on section 5B, including discussion on integration of regional workshop outputs on equity, gender and ITLK/

3.3 Discussion area aimed at setting the timeline for delivery of zero draft and understanding the multi-stage review process.

4   Agenda item 4: Lead, Co-lead and coordinating author familiarisation.

This agenda item might be split across two sessions (e.g., at the end of the first day and the beginning of the second day) to allow leads and co-leads to meet coordinating authors, discuss how they might best work together in drafting documents and what might be an appropriate means of regularly meeting that works for all.

5   Agenda item 5: Discussion area focused on lessons learned from previous cycles.

This agenda item allows coordinating authors to explore and better understand issues that might have arisen in previous cycles, how these were addressed and what "pitfalls" to try to avoid.

6   Agenda item 6: Development of the digital platform and expectations of writing teams.

This agenda item will allow for the secretariat to provide details of the platform development process, including the provision of dedicated virtual sessions that might be needed between the developer and writing teams for the exchange of information and guidance.