**GFOI Early Warning Task Force Meeting**

**ESRIN Frascati, Building 1, Room D**

**4 September 2017**

**Draft Agenda**

**Facilitator: Ake Rosenqvist**

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| **Session** | **Time** |
| **Arrivals and coffee** | 8:45-9:15 |
| **Welcome and introductions** | 9:15-9:30 |
| **Overview** *Ake to summarize the concept notes prepared by both WRI and CEOS, discussions during the recent teleconference and proposed next steps.* | 9:30 – 9:45 |
| **Lessons Learned from GFW Alerts** *WRI to present on user experiences from GFW Alerts, including available findings from the Lessons Learned study in Peru.* | 9:45 – 10:15 |
| **Discussion***Discussion on user experiences thus far and priorities for a User Needs Assessment*  | 10:15 – 10:30 |
| ***Morning Coffee Break*** | 10:30 – 10:45 |
| **User Needs Assessment – work planning***Objectives: what are we aiming to achieve from this assessment?**Scope: what’s in and what’s out?**Process: how will the study be undertaken?**Outcome: what will be delivered and what purposes will it serve?**Team: who will be involved?**Timeframe: start, interim and delivery dates?* | 10:45-12:00 |
| **Next steps and close***Tom (via WebEx) to discuss and confirm next steps, proposed dates and close.* | 12:00 – 12:30 |
| ***Lunch***  | 12:30 – 13:30 |
| **Open meeting of the SDCG12 – Early Warning Session***See separate SDCG agenda.* | 13:30 – 17:00 |

**Logistics:** The meeting will be held in Building 1, Room D.

Participants are advised to catch the 8:30am ESA shuttle bus from Frascati (Piazza di Roma, near to the newspaper stand) and are reminded to bring their passports as identification is required to enter ESRIN. Other departure times include 8:05 and 9:05. Return is 17:20, 18:15 and 19:00.

Return buses at 17:20, 18:15 and 19:00. Priority will be given to ESA staff but if places are available also visitors can ride.