


# Workstream: Finalizing the Synthesis Report

**Date:** Saturday 9:30 -

**Participants:** 20 Scientists (Lead Authors & Ad-hoc Synthesis Team)

**streamed:** yes

**Document access:**  Santa Marta delegations

**Format:** Plenary with short breakout phases

**Location:** Playa Grande Fotos:

[https://drive.google.com/file/d/1Iyyudpo5CEGTpq\\_auR9D6CtPTIELE4bB/view](https://drive.google.com/file/d/1Iyyudpo5CEGTpq_auR9D6CtPTIELE4bB/view)


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## 9:30–10:30 | Red Flags – Identification & Resolution

**Who:** as much of the participants as possible

**Goal:** Collaboratively identify and resolve critical issues in the Summary Doc.

- **9:30–9:40** — Brief introduction: overview of feedback collected by Friday evening; facilitator explains the process
- **9:40–10:15** — Walk through the Summary Doc: red flags are presented in turn, briefly discussed, and either resolved or flagged directly in the document
- **9:15–10:35** — Finalize the supporting facts of the 12 insights
- **10:35–10:50** — Short round of next steps during Santa Marta and beyond.

 *We work directly in the shared document so all changes are visible to everyone in real time.*


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## 10:50–11:30 | Further Issues & Additions

**Goal:** Address remaining open questions and decide what goes into the Summary or Full Report.

**Who:** all invited but not mandatory.

- **10:50–11:00** — Collect all remaining issues and suggestions (e.g. on a shared list, whiteboard, or Miro board)
- **11:00–11:25** — Structured discussion: for each point, quickly decide — *into the Summary, into the Full Report, or out?*
- **11:25–11:30** — Check-in: is everyone aligned on the decisions made?

 *Timebox each point (max. 3–5 min.) to avoid getting stuck in side discussions.*

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## ✓ 11:30–12:30 | Finalizing the Summary & Full Report

**Goal:** Bring both documents to their final state.

**Who:** editorial team mainly but open for everyone.

- **11:30–11:45** — Implement last edits to the Summary Doc together (everyone follows along live)
  - **11:45–12:10** — Final edits to the Full Report; smaller corrections handled in parallel by breakout pairs
  - **12:10–12:20** — Final read-through: each participant takes one section for a last quick proofread
  - **12:20–12:30** — Formal sign-off, next steps for the conference and beyond, closing round
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**Facilitation:** Friedrich & Annette