

## Information Note for Reviewers

This document provides operative instructions and suggestions for submitting review comments on the preliminary gap analysis for the purpose of facilitating the discussions on how to strengthen the science-policy interface. The full gap analysis will be developed on the basis of the preliminary gap analysis, with incorporation of feedbacks received through this review process.

### ***Operative Instructions***

Please follow the operative instructions below for preparing and submitting your review comments to ensure that your comments are given appropriate consideration. Comments are due no later than **15 May 2009**.

Please submit comments in a MS Word document (or in a Rich Text Format - .rtf - document) strictly following the guidelines below and ideally using the template attached at the end of these instructions.

Please provide the full contact information of the individual/government formally submitting the review comments.

Please refrain from commenting on grammar, spelling, or punctuation, unless it affects the meaning or clarity of the sentence.

### ***Suggestions for Submitting Substantive Comments***

Reviewers are requested to make two types of comments: 1) general comments on the structure/contents of the preliminary gap analysis; and 2) comments that are specific to different sections of the analysis (please refer to a template on the next page).

When preparing and submitting your comments, please focus on the following issues:

- Accuracy of the information contained in the preliminary gap analysis;
- Feedback on the preliminary findings identified in the preliminary gap analysis, including the relative importance of different findings. Please refer to the section I, as well as sub-sections D.5, E.4, F.3 and H.3 of the preliminary gap analysis report.
- Feedback on the other issues identified under the section J of the report. These issues have not been addressed in the current preliminary gap analysis report, but may be relevant to be included in the full gap analysis report. Please provide feedback on the importance (or unimportance) of also addressing these issues, and comments on those issues that you identify as important.

It is also requested that reviewers provide the secretariat with any relevant supporting material for developing the full gap analysis report. Please send the material to:

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United Nations Environment Programme  
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Kenya  
Tel: +254-20-7622309  
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Email: [ipbes.unep@unep.org](mailto:ipbes.unep@unep.org)

If you have any questions about the review process, please also contact the above focal point for clarifications.

## Template for Comments

The following section can be used as a template for submitting review comments. Please submit review comments by email to UNEP: [ipbes.unep@unep.org](mailto:ipbes.unep@unep.org)

### **Contact Information**

Surname:	
Given Name:	
Organization:	
Address:	
City:	
Country:	
Postal Code:	
Phone Number (including country code):	
Fax Number:	
E-mail:	

*If you are submitting comments on behalf of a national government, please indicate the government here:*

Government:	
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### **Comments**

*Please provide comments using the table below. If you do not use this table, please be sure to clearly indicate the specific page number and line number to which your comments refer. Note that you may enter general comments using this table if you wish, by specifying Page 0/Line 0.*

Page	Line	Comment
0	0	Comment... (this is an example of an entry of a general comment)
1	5	Comment... (this is an example of an entry of a specific comment on Page 1, Line 5)
		To add additional rows, select "Table", "Insert", "Rows Below"