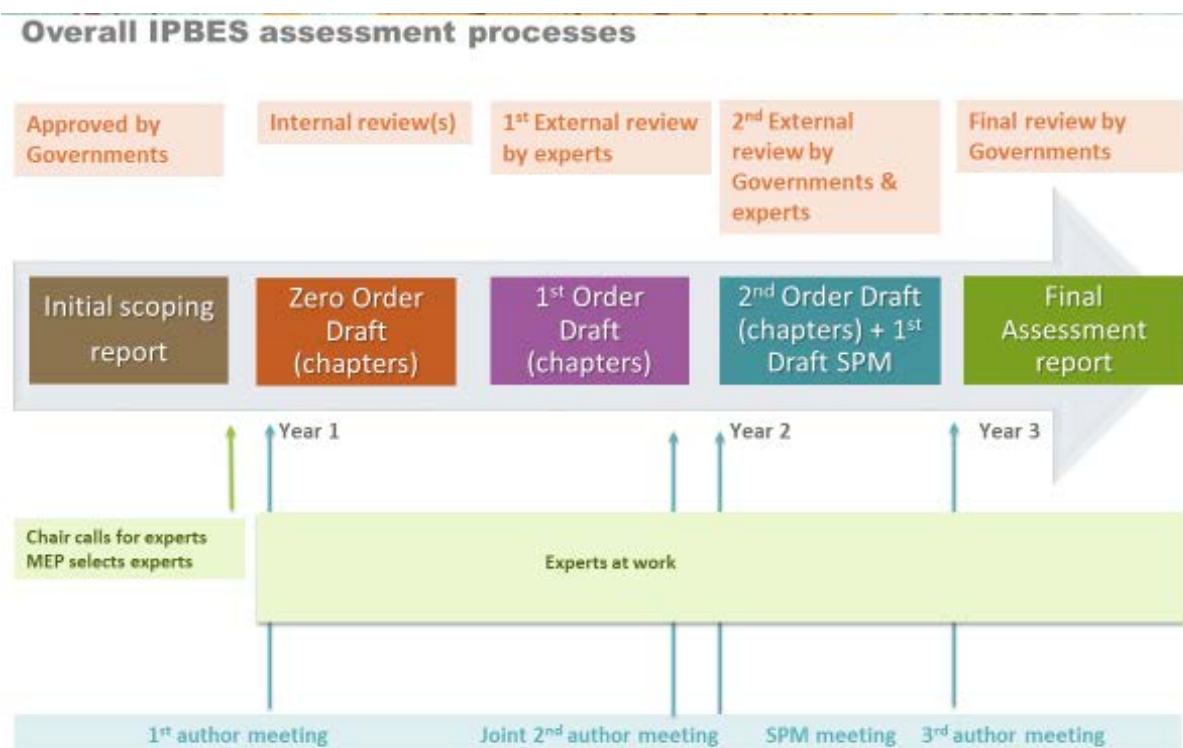


Guidance on IPBES assessments for newly nominated experts

IPBES assessments synthesize and critically evaluate peer-reviewed scientific literature, grey literature and other available knowledge such as indigenous and local knowledge. The assessments include a review and synthesis, as well as an analysis and an expert judgement of available knowledge. Experts are guided in this work by a conceptual framework outlining the interaction between people and nature and by guidance on the conceptualization of values of biodiversity and nature's contributions to people. An assessment does not involve the undertaking of new primary research but may include re-analysis of data and models to address specific questions. Figure 1 shows the different steps that an IPBES assessment process goes through.

Figure 1: overall IPBES assessment processes



IPBES assessments are made up of a selection of nominated experts namely:

- The assessment co-chairs
- The coordinating lead authors (CLAs) of the assessment chapters
- The lead authors (LAs) of the chapters
- The review editors (REs) of the chapters

They are complemented by:

- The IPBES fellows (normally one per chapter)
- Contributing authors (who are not formally nominated, but who are requested to contribute to a specific part of the chapter based on their expertise)

The different roles and responsibilities of the different types of nominated experts are listed in the table 1 below. It is to be noted that experts that are nominated and selected for a role within an IPBES assessment, accept the relevant conditions for the assessment. This includes that the time contributed to IPBES is committed on a pro-bono basis. Experts from developing countries as well as from economies in transition do however receive financial support to attend relevant IPBES meetings, such as the author meetings. This financial support covers the travel costs and the per diem for the days spent at the meeting. Selected experts of developed countries are to secure their own funding to participate in the meetings. Selected experts are expected to participate at least in all three author meetings, and will be asked to participate in other IPBES meetings as described in the final paragraph of each specific role in the table below.

Table 1: Roles and responsibilities of experts within IPBES assessments

Role	Responsibilities in the assessment	Advice for playing this role
Assessment co-chairs	<p>The role of co-chair is normally shared between two and sometimes three experts. An assessments co-chair's role is to assume responsibility for overseeing the preparation of an assessment report, as well as its summary for policymakers (SPM) and ensuring that the report is completed to a high standard and addresses the key scoping questions. A co-chair is senior in their field and has experience in coordinating work of experts. Besides overseeing the development of the assessment, the co-chair can also contribute text to one (or more) chapters.</p> <p>The co-chair is also responsible for collaborating and coordinating with the coordinating lead authors (CLAs) to ensure that the chapters are delivered in a timely manner and with a high standard and addresses the key scoping questions. The co-chair will ensure that the chapters feed into each other and that their messages are not contradicting.</p> <p>The co-chair participates in the setting of the agenda and the chairing of the author meetings. He/ she will work together with the management committee of the assessment to ensure that issues within the assessment are being solved and that the assessment is prepared according to the decisions and guidelines of the IPBES. Once the assessment and summary for policy makers are finalized, co-chairs also engage in the outreach for those deliverables.</p> <p>Assessment co-chairs are expected to contribute 30% of their time to the coordination of their dedicated assessment. They are expected to participate approximately 4 IPBES related meetings per year, for example: the author meetings, IPBES taskforce meetings, MEP meetings or Plenary and outreach events.</p>	<p>Get up to speed with the IPBES rules and procedures, as well as other assessments and deliverables Read other relevant assessments on biodiversity and ecosystem services (available in the catalogue of assessments)</p> <p>Organize regular skype meetings with chapter CLAs to stay in touch with the development of the chapters</p> <p>Invest in building trust amongst the authors as well as a sense of pride and ownership of the assessment process</p> <p>Review and check the key messages of the chapters in order to prepare the SPM</p>
Coordinating Lead Authors (CLAs)	<p>A coordinating lead author's role within an IPBES assessment is to assume overall responsibility for coordinating a chapter of the assessment report.</p> <p>Coordinating lead authors are lead authors who, in addition to their responsibilities as a lead author, have the responsibility of ensuring that the chapters of a report are completed to a high standard and are collated and delivered to the report co-chairs in a timely manner and conform to any overall standards of style set for the document. They are thus to coordinate the work of the lead authors, fellows and</p>	<p>Organize regular communication between the different LAs and fellows in your chapter</p> <p>Review the text received and structure information to create a flowing chapter</p> <p>Put deadlines for the author team to deliver text timely for</p>

	<p>contributing authors involved in their chapter to ensure the quality of the chapter as a whole.</p> <p>Coordinating lead authors also play a leading role in ensuring that any cross-cutting scientific, technical or socio-economic issues of significance to more than one section of a report are addressed in a complete and coherent manner and reflect the latest information available.</p> <p>CLAs coordinate the pulling out of key messages of their chapter and the writing of the executive summary of the chapter. They contribute to the writing of the SPM.</p> <p>CLAs are expected to contribute 20% of their time to the coordination of their chapter. They are expected to participate in approximately 3 IPBES meetings per year, being the author meetings, relevant chapter meetings, taskforce meetings and outreach meetings and to coordinate the work of their chapter at the author meeting.</p>	<p>the delivery of the different order drafts</p> <p>Identify gaps in the chapter author team and search for potential CAs to fill those gaps</p>
<p>Lead Authors (LAs)</p>	<p>The role of a lead author is to assume the responsibility of producing designated sections or parts of chapters that respond to the work programme of the Platform on the basis of the best scientific, technical and socio-economic information available.</p> <p>Lead authors typically work in small groups that together are responsible for ensuring that the various components of their sections are put together on time, are of a uniformly high quality and conform to any overall standards of style set for the document.</p> <p>The essence of the lead authors' role is to synthesize material drawn from the available literature, fully-justified unpublished sources, contributing author's stakeholders and experts where appropriate.</p> <p>Lead authors can identify contributing authors who can provide additional technical information or graphics on specific subjects covered in the chapter.</p> <p>LAs are expected to contribute 15% of their time to producing relevant sections and parts to their dedicated chapters. They are also expected to participate actively in the annual author meetings and could be invited to approximately 1 other IPBES meeting each year (normally being a taskforce meeting).</p>	<p>Actively participate in discussions within the chapter team about the content of the chapter</p> <p>Divide tasks amongst lead authors and identify the areas that each will write about</p> <p>Get familiarized with previous IPBES assessments to learn about the style and overall standards expected</p> <p>Collect peer reviewed literature for the author team to use</p> <p>When gaps are experienced in the chapter, consider where you could use a contributing author for to fill those gaps</p>
<p>Review editors (REs)</p>	<p>Review Editors are seniors in their field, and may represent a range of scientific, technical and socioeconomic views, and therefore have expertise in one or more natural and social scientific disciplines, and represent or have expertise in indigenous and local knowledge. The review editors get involved as of the review phase of the first order draft and help the author teams to address review comments during the second and third author meeting, and help to ensure that confidence terms are used consistently throughout the executive summary of the related chapter.</p> <p>In general, there will be two review editors per chapter, including its executive summary. It is also possible that an assessment has one or more overall review editors that review the entire report. Review editors are not actively</p>	<p>Get accustomed to the content of the chapter of which you are the review editor well before the Second Author's Meeting</p> <p>Consider who would be suitable candidates for performing the expert review</p> <p>Refrain from imposing changes in the text to the author team</p> <p>Review the responses by authors to comments received</p>

engaged in drafting reports and may not serve as reviewers for text that they have been involved in writing.

The review editors' main tasks are: (i) to assist the Multidisciplinary Expert Panel in identifying reviewers for the expert review process, (ii) ensure that all substantive expert and government review comments are afforded appropriate consideration, (iii) advise lead authors on how to handle contentious or controversial issues and (iv) ensure that genuine controversies are adequately reflected in the text of the report concerned.

Responsibility for the final text of the report remains with the relevant CLAs and LAs.

Review editors must submit a written report to the Multidisciplinary Expert Panel and, where appropriate, will be requested to attend a meeting convened by the Multidisciplinary Expert Panel to communicate their findings from the review process and to assist in finalizing summaries for policymakers and, as necessary, synthesis reports. The names of all review editors will be acknowledged in the reports.

Review editors are expected to participate in 2 meetings in total, being the second and third author meetings. They are expected to spend 10% of their time on the IPBES assessment, after the first order draft review stage onwards.

Be a good sparring partner to the author team and make good judgement calls

Be open to different perspectives and world views