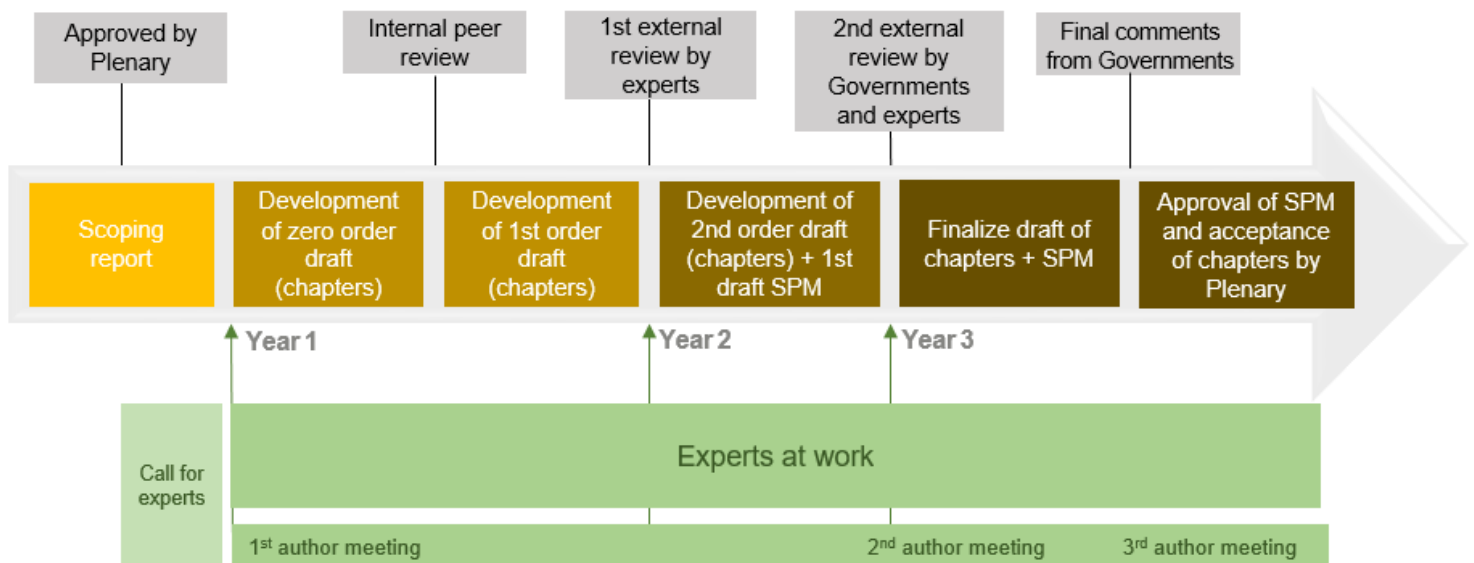


## Guidance on IPBES assessments for experts

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. 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 of the IPBES assessment process.

Figure 1: overall IPBES assessment processes



IPBES assessments are produced by selected experts who can play the following roles:

- Assessment co-chairs
- Coordinating lead authors (CLAs) of the assessment chapters
- Lead authors (LAs) of the chapters
- Review editors (REs) of the chapters

The selected experts are complemented by:

- IPBES fellows (nominated and selected through a different process)
- Contributing authors (who are not nominated by Governments and stakeholders, and are requested by the selected experts to contribute to a specific part of the chapter based on their expertise)

The different roles and responsibilities of experts are listed in the table 1 below.

Experts that are selected for a role within an IPBES assessment accept the relevant conditions for the assessment, including the fact that the time contributed to IPBES is committed on a pro-bono basis. Experts from developing countries receive financial support to attend author meetings and possibly other relevant meetings. This financial support covers the travel costs and 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 in all three author meetings and may 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
<b>Assessment co-chairs</b>	<p>Usually, two and sometimes more experts are selected to serve as co-chairs of an assessment.</p> <p>An assessment co-chair's role is to assume responsibility for overseeing the preparation of an assessment report, including its summary for policymakers (SPM) and ensuring that the report is completed to the highest scientific standard and addresses the key scoping questions.</p> <p>Besides overseeing the development of the assessment, a co-chair can also contribute text to one (or more) chapters.</p> <p>A co-chair is also responsible for coordinating with the coordinating lead authors to ensure that the chapters are delivered in a timely manner. Once the assessment has been approved, co-chairs engage in the outreach for the assessment deliverables.</p> <p><b>Assessment co-chairs are expected to contribute 30% of their time to the coordination of their assessment. They are expected to participate in approximately 4 IPBES related meetings per year, for example: the author meetings, IPBES task force meetings, the Multidisciplinary Expert Panel (MEP) meetings, sessions of the Plenary and outreach events.</b></p> <p><i>The names of all assessment co-chairs will be acknowledged prominently in the assessment report.</i></p>
<b>Coordinating lead authors (CLAs)</b>	<p>A coordinating lead author's role is to assume overall responsibility for coordinating major sections and/or chapters 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 major sections and/or chapters of a report are completed to a high standard and are completed and delivered to the report co-chairs in a timely manner and conform to any overall standards of style set for the document.</p> <p>They are thus to coordinate the work of the lead authors, fellows and contributing authors involved in their chapter to ensure the highest scientific 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 socioeconomic 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>Coordinating lead authors coordinate the drafting of the executive summary and, based on this executive summary, of the key messages of their chapter in the summary for policymakers.</p> <p><b>Coordinating lead authors are expected to contribute 20% of their time to the coordination of their major section and/or chapter. They are expected to participate in approximately 3 IPBES meetings per year, including the author meetings, relevant chapter meetings, task force meetings and outreach meetings.</b></p> <p><i>All coordinating lead authors will be acknowledged in the assessment report</i></p>

**Lead authors (LAs)**

The role of a lead author is to assume responsibility for the production of designated sections or parts of chapters in line with the scoping report for the assessment, on the basis of the best scientific, technical and socioeconomic information available.

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.

The essence of the lead authors' role is to synthesize material drawn from the available literature and fully-justified unpublished sources.

During the final stages of report preparation, when the workload is often particularly heavy and when lead authors are heavily dependent upon each other to read and edit material, and to agree to changes promptly, it is essential that their work should be accorded the highest priority.

Lead authors can identify contributing authors who can provide additional technical information or graphics on specific subjects covered in a chapter.

**LAs are expected to contribute 15% of their time to producing relevant texts for their dedicated chapters. They are also expected to participate actively in author meetings and could be invited to approximately one other IPBES meeting each year (e.g., a task force meeting).**

*All lead authors will be acknowledged in the assessment report.*

**Review editors (REs)**

Review editors' main tasks are to ensure that all substantive expert and government review comments are afforded appropriate consideration, to advise lead authors on how to handle contentious or controversial issues, to ensure that genuine controversies are adequately reflected in the text of the report concerned, and to assist the MEP in identifying reviewers for the expert review process.

Review editors are not actively engaged in drafting reports and may contribute text only to the extent that it helps address a comment. Responsibility for the final text of a report remains with the relevant coordinating lead authors and lead authors.

Review editors must submit written reports to the MEP and, where appropriate, will be requested to attend meetings convened by the MEP to communicate their findings from the review process and to assist in finalizing summaries for policymakers and, as necessary, synthesis reports.

**Review editors are expected to spend 10% of their time on the IPBES assessment. Review editors are expected to participate in three meetings in total, that is the first, second and third author meetings. The workload for review editors will be particularly heavy during the final stages of report preparation, including attending meetings at which writing teams consider the results of the review rounds.**

*All review editors will be acknowledged in the assessment reports.*