

## HOW TO REGISTER AS AN EXPERT REVIEWER FOR AN IPCC REPORT– STEP BY STEP

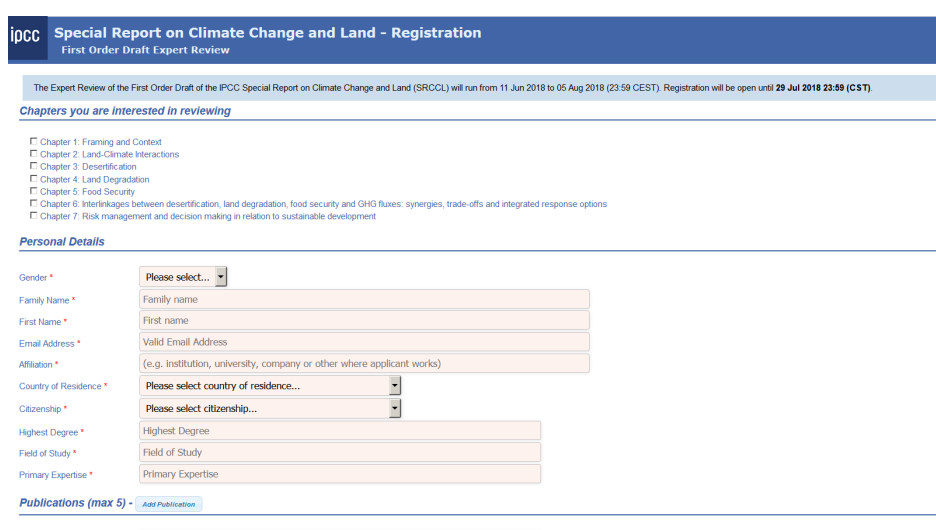
Supporting material to the E-learning course on reviewing IPCC reports

4 June 2018 – by Leo Meyer, CC-C

I prepared this step-by-step guidance by registering myself as an Expert Reviewer for the First Order Draft of the IPCC Special Report on Climate Change and Land (SRCCL). This review starts Monday 11 June and ends 5 August 2018. The link (see step 1) was kindly provided to me by the IPCC Technical Support Unit of Working Group III. Although this review has not yet started, you can already register yourself as an Expert Reviewer on this IPCC report if you wish. The FOD chapters will become available 11 June.

In case you would encounter any technical difficulties with registering for this report, please contact TSU Working Group III (IPCC), [tsu@ipcc-wg3.ac.uk](mailto:tsu@ipcc-wg3.ac.uk)

1. Go to: <https://www.ipcc.ch/apps/comments/srccl/fod/register.php>



**ipcc Special Report on Climate Change and Land - Registration**  
First Order Draft Expert Review

The Expert Review of the First Order Draft of the IPCC Special Report on Climate Change and Land (SRCCL) will run from 11 Jun 2018 to 05 Aug 2018 (23:59 CEST). Registration will be open until **29 Jul 2018 23:59 (CST)**.

**Chapters you are interested in reviewing**

- ☐ Chapter 1: Framing and Context
- ☐ Chapter 2: Land-Climate Interactions
- ☐ Chapter 3: Desertification
- ☐ Chapter 4: Land Degradation
- ☐ Chapter 5: Food Security
- ☐ Chapter 6: Interlinkages between desertification, land degradation, food security and GHG fluxes: synergies, trade-offs and integrated response options
- ☐ Chapter 7: Risk management and decision making in relation to sustainable development

**Personal Details**

Gender \*

Family Name \*

First Name \*

Email Address \*

Affiliation \*

Country of Residence \*

Citizenship \*

Highest Degree \*

Field of Study \*

Primary Expertise \*

**Publications (max 5)** -

2. Fill out forms

- Indicate the chapter(s) you are interested in
- Provide your personal details
- Publications: if you cannot mention any publications, no worries, just enter 'none'!

**Publications (max 5)** -

Publication 1

**Submission Captcha (Enter only blue letter)**



**Self Declaration of Expertise**

☒ I declare that I have scientific, technical or socioeconomic expertise in one or more areas relevant to the report and am therefore qualified to serve as an Expert Reviewer on the chapter(s) indicated.

[More Information](#)

[Request Access](#)

- You have to **self-declare** that you are qualified to serve as an Expert Reviewer.
- The Pop-up on **More information** contains important information: It contains a link to the approved outline of the SRCCL, and it mentions the email you should receive after successful completion of the registration process, with an individual username and password.



3. Click on '**Request Access**'. This brings you to the registration page.

4. You have to agree with the **confidentiality policy**.

**Registration**

**Confidentiality Policy**

All First Order Draft Chapters and Figures are confidential and are provided solely for the purpose of this review. The drafts may not be cited, quoted or distributed.

In accordance with the Principles Governing IPCC work all drafts are confidential and should not be cited, quoted or distributed (refer to Section 4.2 of [Appendix A](#) to the Principles Governing IPCC Work).

This principle, which must be adhered to, is clearly stated for all reviews of report drafts, including expert and government review and also applies to the review comments and author team responses. Upon completion of the Report, the drafts provided for Formal Review, the review comments submitted on those drafts, and the chapter team responses are made publicly available and are retained in an open archive.

If you have any questions, please contact the TSU at [tsu@ipcc-wg3.ac.uk](mailto:tsu@ipcc-wg3.ac.uk)

To proceed please accept the confidentiality policy of this review.

5. You should receive an email with a link, user name and password. Now you can login and enter the review pages. Then see the steps described in the 'Welcome' popup:

IPCC Expert Review - SRCCL (First Order Draft)  
Chapters

Instructions Chapters Comments Literature Report Change Password Logout

Title	Type	Size	Uploaded On
<div><b>Welcome</b></div> <p>Welcome to the Special Report on Climate Change and Land First Order Draft Expert Review Page</p> <p>To get started follow the steps below:</p> <ul style="list-style-type: none"><li>• Select the chapter(s) you wish to review</li><li>• Download the review <a href="#">Excel spreadsheet</a></li><li>• Enter your comments in the Excel spreadsheet</li><li>• Click on the "Upload New" menu item to upload the comments</li><li>• Check the "Instruction" page for more details</li></ul> <p>All Draft Chapters and Figures are confidential and are provided solely for the purpose of this review. The drafts may not be cited, quoted or distributed.</p> <p>When Draft Chapters and Figures are downloaded the files are personalised with a bar code that is associated with the reviewer that is accessing the documents.</p> <p>Please be advised that the Special Report on Climate Change and Land Draft Review ends on 05 Aug 2018 (23:59 CET).</p> <p>We thank you for your participation in the Special Report on Climate Change and Land First Order Draft Expert Review Process.</p> <p>WGIII TSU</p> <div><input type="button" value="I Agree"/> <input type="button" value="I Don't Agree"/></div>			

6. You have to download the Excel sheet, and agree again to keep the draft chapters and figures confidential.

Please note that the documents for review are not available yet – they will be by 11 June – then please login again. You will then see a screen similar to the one below:

ipcc

Expert Review - SROCC (First Order Draft)

Chapters

Instructions

Chapters

Comments

Literature

Report

Change Password

Logout

Title	Type	Size	Uploaded On
Chapter 01	PDF	3.2 MB	03 May 2018 16:05
Chapter 02	PDF	6.2 MB	03 May 2018 16:05
Chapter 03	PDF	43.0 MB	03 May 2018 17:05
Chapter 04	PDF	8.0 MB	03 May 2018 17:05
Chapter 05	PDF	31.4 MB	03 May 2018 17:05
Chapter 06	PDF	7.4 MB	03 May 2018 17:05
Cross-Chapter Box 5	PDF	1.1 MB	03 May 2018 17:05

**7. Instruction and guidance on the Excel sheet.** After downloading the Excel sheet, please carefully read those. Once you have started, it is simple!

### Instructions

- Please enter your review comments on the "Comments" sheet following the guide given below and ensure that "From Page" values are given for each comment. Do not put multiple comments in the same "Comment" cell.
- Comments are classified as either '**substantive**' or '**editorial**'. Please select the appropriate classification in the '**Category**' column for each comment.
 

**Substantive comments** -- content and structure of the report and chapters, concepts, conclusions, gaps, overlaps, and the use and content within figures and tables.

**Editorial comments** -- language, sentence structure, format and presentation of information within figures and tables.

**Please note:** The final report will undergo a professional copyedit before publication, all typographical, spelling and grammatical errors will be corrected. Therefore we would request reviewers to focus on substantive comments relative to the content rather than any minor editorial corrections.
- The comments line will remain red while editing and until all fields are correctly filled. For a comment to be included in the review you must at least enter values in the Chapter, Category and Comments column.
 

**Hints:** You may enter up to 32,767 characters in a cell. However, Excel will display only the first 1,024 characters on the spreadsheet itself. Although longer comments will appear in full in the formula bar at the top of the Excel window, we suggest that you **split long comments into several separate rows** of the spreadsheet, with "From Page" values completed for each row.

If you are copying comments from another application into the review form, please either click the formula bar or double-click the appropriate comment cell before pasting your comment.
- Comments must be submitted in **English**.
- The draft Glossary is provided for information, but is not open for review at this stage. Please do not provide review comments relating to the Glossary.
- Comments are classified as either 'substantive', 'editorial', 'references' or 'uncertainty language'. Please select the appropriate classification in the 'Category' column for each comments.
 

**Substantive comments** -- content and structure of the report and chapters, concepts, conclusions, gaps, overlaps, and the use and content within figures and tables.

**Editorial comments** -- language, sentence structure, format and presentation of information within figures and tables.

**References** -- misuse of literature, suggestion of additional references, unjustified claims not based on the given references, literature gaps, out-of-date sources.

**Uncertainty language** -- inconsistent use of IPCC guidelines about uncertainty language, need of confidence and/or evidence scale indicator

- Hint: note the difference between 'substantive' and 'editorial' comments. I suggest to focus on the 'substantive' comments

**8. Drop down menu with the chapters.** The Excel sheet contains a drop-down menu enabling you to either comment on the entire report or specific chapters or both. See example below:

IPCC Special Report on the Ocean and Cryosphere in a Changing Climate							
Expert Review of the First Order Draft							
No	Chapter	From Page	From Line	To Page	To Line	Category	Comments
1							
2							
3							
4							
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7							
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16							

**Expert Review - SRCL (First Order Draft)**  
 Chapters

[Instructions](#)
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**9.** The top bar on the main review page gives you access to uploading your comments once your work is done. You can ask the TSU for literature references used in the chapters that are not publicly available. However this is limited to literature not yet published and non-accessible grey literature.

**10.** Developing country reviewers can obtain peer-reviewed literature that is not publicly available and behind a paywall by sending a request to [uneplib.helpdesk@unep.org](mailto:uneplib.helpdesk@unep.org) with your full name and role in the report, and the relevant chapter(s).