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

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

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’!

   - 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.

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:

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

- **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:

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 with your full name and role in the report, and the relevant chapter(s).