

A QUICK GUIDE FOR FIRST TIME EXPERT REVIEWERS OF AN IPCC REPORT

For first time reviewers, it may be challenging to find out where and how to start, and what to do with a bulky IPCC report and the many chapters. Here is a little help.

When you register, you have to provide a self-declaration of your area of expertise. The IPCC registration site asks for publications but if you don't have one that is not a problem. Normally all registrants to the IPCC expert review site are accepted.

First of all, no need to read and comment on the whole report or on a whole chapter. You may select any section, chapter, paragraph, line, or figure that raises your interest and expertise. Even submitting just one review comment to the IPCC may already be useful. If you have uploaded your Expert Review comments before the strict deadline (that is for the First Order Draft of the IPCC Working Group II 6th Assessment report before 13 December 2019 23:59 h CET), you will be recognized as an Expert Reviewer with your name, affiliation and country in an annex of the final report, publication due in 2021.

Please note that each and every comment must be addressed by the authors. Their responses to each comment will become available on the IPCC website after publication of the report. Handling of the review comments by the authors is checked by Review Editors – they have to see to it that each review comment is treated appropriately

For a first start, you may take the following steps:

- Select one (or more) draft chapter(s) which are of most interest to you, and which would be closest to your area of expertise.
- Read - critically - the Executive Summary first (and in some chapters an introductory section). From there, select the section or sections in the chapter(s) that trigger your specific interest and expertise.
- In addition, or alternatively, use the search function in the pdfs for finding specific catchwords (or a combination of words) related to your interest and area of expertise.
- Review the lines and section(s) you selected and ask yourself:
 - Are texts and graphs clear and understandable?
 - Are the conclusions and statements plausible and logical?
 - Do you see gaps in the content that should be addressed?
 - Do you see overlaps or contradictions in the texts?
 - If you doubt the validity of a statement, please check the underlying literature and find out if the statement is sufficiently founded in that literature.
 - Could you provide scientific literature (also non-English) that could provide additional information?
 - About the regional balance: are your local and regional perspectives, as far as available in the literature, adequately reflected?
- ❖ Please note that all review comments need to be written in English in the Excel sheet provided to you by the IPCC, in accordance with the instructions given in that Excel sheet.
- ❖ Please focus on the content only: no need to address typos, spelling mistakes, layout issues and other editorial issues – these will be taken care of by the IPCC anyway when the report is in its final stage.



- ❖ It is important that you phrase your comments in such a way that it enables the authors to improve their texts or graphs. The more precise you are the better!
- ❖ If possible, add literature references with hyperlinks. That will help the authors, who have to deal with ten thousands of comments, to find the references easily.
- ❖ **And above all: be critical and precise in your comments. The IPCC authors cannot possibly know everything, errors can be made, and language may be unclear. Your help in improving the report is invaluable!**
- ❖ You can register as an Expert Reviewer of the First Order Draft of the IPCC WG II report on Impacts, Adaptation and Vulnerability until **6 December 2019** midnight CET through <https://apps.ipcc.ch/comments/ar6wg2/fod/register.php>, and follow the instructions. The deadline for uploading your review comments is **13 December 2019** midnight CET.
- ❖ From **22 October to 8 November 2019**, you will have an opportunity to register for receiving personal guidance and feedback from the trainers on your draft review comments.
- ❖ If you have any questions, feel free to contact info@futureclimateafrica.org