

Key steps in the preparation of an IPCC Report:



What nominations is the IPCC seeking at this stage?
IPCC is seeking nominations for the following roles:

- 1. LEAD AUTHORS**
Function: To be responsible for the production of designated sections addressing items of the work programme on the basis of the best scientific, technical and socio-economic information available.
- 2. COORDINATING LEAD AUTHORS**
Function: To take overall responsibility for coordinating major sections of a Report.
- 3. CONTRIBUTING AUTHORS**
Function: To prepare technical information in the form of text, graphs or data for assimilation by the Lead Authors into the draft section.
- 4. REVIEW EDITORS**
Function: Review Editors will assist the Working Group/Task Force Bureaux in identifying reviewers for the expert review process, ensure that all substantive expert and government review comments are afforded appropriate consideration, advise lead authors on how to handle contentious/controversial issues and ensure genuine controversies are reflected adequately in the text of the Report.



Further comments on each of these roles can be found in Annex 1 of the following IPCC document (from page 14 onwards):
<https://www.ipcc.ch/site/assets/uploads/2018/09/ipcc-principles-appendix-a-final.pdf>



How can I submit my nomination?

- You can submit your nomination via **two channels**:
- ➔ Either via the Focal Point of your member country
 - ➔ Or via Observer Organizations

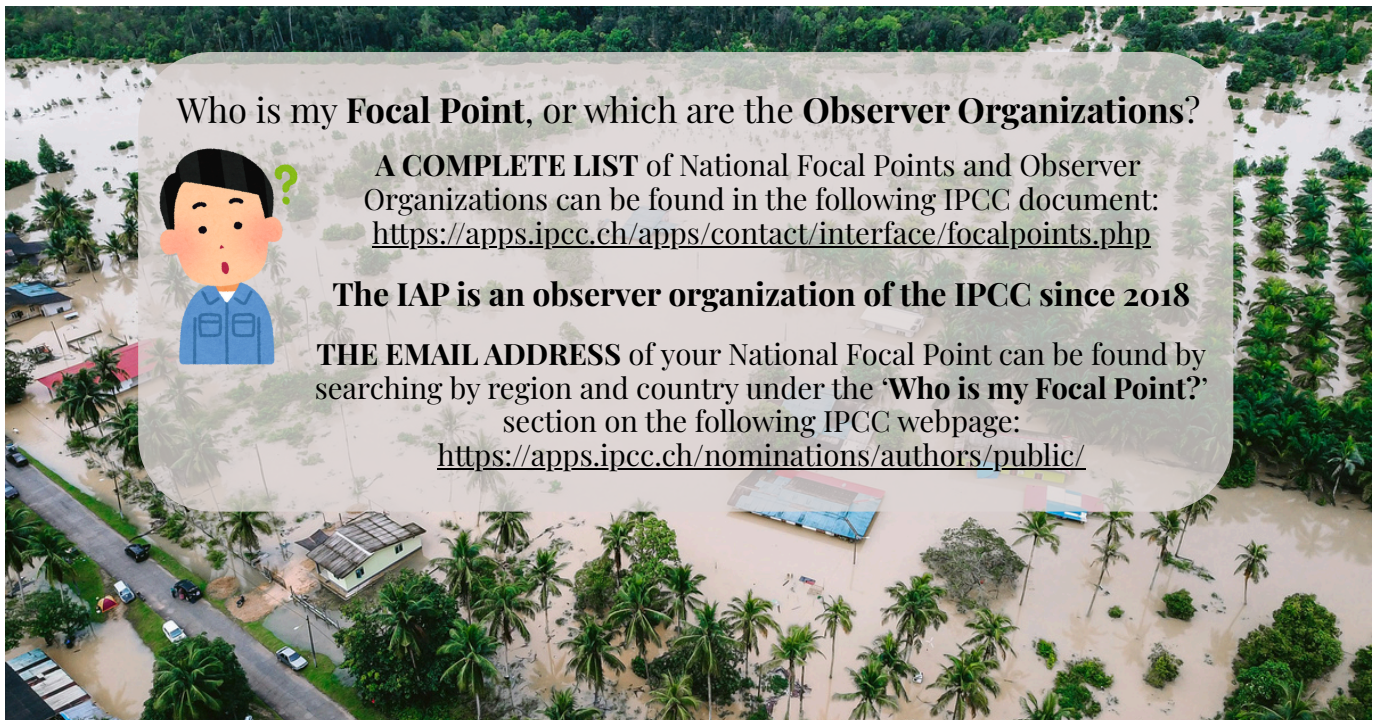
The submission of your nomination **through the Focal Point of your member country** is recommended; however, if you need it, you should seek support from the Observer Organisations.

The procedure to submit your nomination is the following:

1. **Download** the nomination form under the ‘How do I apply?’ section on the following IPCC webpage: <https://apps.ipcc.ch/nominations/authors/public/>
2. **Fill out** the nomination form
3. Prepare **your CV** in English (max 4 pages in PDF format)
4. Identify and contact your **Focal Point**
5. **Send** your nomination to the Focal Point
6. The Focal Point can then **submit** your nomination to the IPCC via the dedicated portal



PLEASE NOTE: Nominations that do not follow these instructions **will not be considered** in the selection process.



Who is my Focal Point, or which are the Observer Organizations?



A **COMPLETE LIST** of National Focal Points and Observer Organizations can be found in the following IPCC document:
<https://apps.ipcc.ch/apps/contact/interface/focalpoints.php>

The IAP is an observer organization of the IPCC since 2018

THE EMAIL ADDRESS of your National Focal Point can be found by searching by region and country under the ‘**Who is my Focal Point?**’ section on the following IPCC webpage:
<https://apps.ipcc.ch/nominations/authors/public/>



How is the selection done?

The selection of participants is undertaken by the IPCC Bureau, giving due consideration to the **FOLLOWING CRITERIA**:

- ➔ scientific, technical & socio-economic expertise, including the range of views;
 - ➔ geographical representation;
- ➔ a mixture of experts with and without previous experience in IPCC;
 - ➔ gender balance;
- ➔ experts with a background from relevant stakeholder and user groups, including urban practitioners and planners, representatives of civil society organizations, and local/regional governments.