

## Additional guidance for nominated and selected fellows

All candidates (nominees) should ensure that they:

- are able to make a commitment of 15 percent of their time in the assessment period;
- have discussed the nomination and nomination procedure with their organisation/institution before applying; and
- are available to attend the respective assessment's first author meeting.

### IPBES Fellowship Programme selection criteria

Candidates should:

1. Be in the early stages of their careers, indicatively not older than 35 years of age and preferably not more than 5-7 years after having completed their academic degree. They should have expertise in one or more disciplines within natural science, social science or humanities, represent or have expertise in indigenous and local knowledge systems, and/or be policy experts and practitioners;
2. Be able to make a time commitment of 15 percent of their time over the assessment period, including attending author meetings and training;
3. Be willing to actively share their experience gained from the assessment process, e.g. within their home institutions;
4. Have excellent speaking, reading and writing skills in English;
5. Have good research and analytical skills in dealing with complex issues, demonstrated ability to deal with material from multiple disciplines and write concisely, accurately reflecting the information in the literature, as well as the ability to meet deadlines;
6. Have demonstrated ability to interact with people from other disciplines and work effectively and efficiently in a multicultural team;
7. Have access to a reliable internet connection in their home institution to allow free access to email and worldwide web resources; and
8. Be an active ambassador of IPBES, in particular the IPBES fellowship programme.

Candidates will be selected based on their merit and academic qualifications and in their individual capacity as experts, with the view to achieve disciplinary, gender and geographic balance. All nominated candidates will be informed of the outcome of the selection process in July-August 2018.

## Support

This is an unpaid fellowship scheme. Selected fellows are expected to work *pro bono*, as the rest of the experts, with all work provided in fulfilment of the assigned tasks considered as in-kind contribution and not remunerated. Expenses from attending the author meetings and training workshop (travel costs and daily subsistence) will be covered for selected fellows from developing countries and countries with economies in transition in accordance with UN rules. Selected fellows from developed countries are expected to cover their own expenses; these fellows from countries not eligible for support are encouraged to seek support from their home institution/organisation or government.

### Guidance on IPBES assessments for newly nominated experts and fellows

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. Experts are guided in this work by a conceptual framework outlining the interaction between people and nature and by guidance on the conceptualization of values of biodiversity and nature's contributions to people. An assessment does not involve the undertaking of new primary research but may include re-analysis of data and models to address specific questions.

IPBES assessments are made up of a selection of nominated experts, namely:

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

They are complemented by:

- IPBES fellows
- Contributing authors (who are not formally nominated, but who are requested to contribute to a specific part of a chapter based on their expertise)

The role and responsibility of IPBES fellows within an assessment is described in table 1 below. You can read about the roles of and responsibilities of other experts within the IPBES assessment in annex 1 below.

*Table 1: Roles and responsibilities of fellows within IPBES assessments*

Role	Responsibilities in the assessment	Advice for playing this role
<b>IPBES fellows</b>	<p>The IPBES fellowship programme allows early career researchers and other professionals to engage with the Platform's activities, working alongside more experienced colleagues. Fellows are experts that are in the early stages of their careers, indicatively not older than 35 years of age and 5-7 years of experience after obtaining their academic degree. They should be working in one or more disciplines of natural science, social science or the humanities, be indigenous and local knowledge systems, or be policy experts and practitioners.</p> <p>Fellows are an integral part of the IPBES assessment chapters and they collaborate with the CLAs and LAs in developing sections or parts of the chapters. They receive training to gain an in-depth understanding of the IPBES assessment processes. Fellows will also be paired up with a mentor for the assessment period.</p> <p><b>Fellows are expected to contribute 15% of their time to producing relevant sections and parts to their dedicated chapters. They are also expected to participate actively in the annual author meetings and capacity-building activities as part of the IPBES fellowship programme (typically not more than once a year). Fellows might also be invited to 1 other IPBES meeting each year (normally being a chapter meeting)</b></p>	<p>Coordinate your role in the chapter with the CLAs and LAs in your chapter</p> <p>Get familiarized with previous IPBES assessments to learn about the style and overall standards expected</p> <p>Use your mentor. Start with ensuring that you and your mentor have a mutual understanding of the mentor-mentee relationship.</p> <p>Do not be afraid to bring in new ideas or ask questions.</p>

For further information about the production of an IPBES assessment, please see the [summary of the IPBES guide for assessments](#).

### More information

For more information on the IPBES fellowship programme, please contact the IPBES technical support unit on capacity building: [tsu.capacitybuilding@ipbes.net](mailto:tsu.capacitybuilding@ipbes.net)

## Annex 1: Roles and responsibilities of experts within IPBES assessments

*Table 2: Roles and responsibilities of experts within IPBES assessments*

Role	Responsibilities in the assessment	Advice for playing this role
<b>Assessment co-chairs</b>	<p>The role of co-chair is normally shared between two and sometimes three experts. An assessments co-chair's role is to assume responsibility for overseeing the preparation of an assessment report, as well as its summary for policymakers (SPM) and ensuring that the report is completed to a high standard and addresses the key scoping questions. A co-chair is senior in their field and has experience in coordinating work of experts. Besides overseeing the development of the assessment, the co-chair can also contribute text to one (or more) chapters.</p> <p>The co-chair is also responsible for collaborating and coordinating with the coordinating lead authors (CLAs) to ensure that the chapters are delivered in a timely manner and with a high standard and addresses the key scoping questions. The co-chair will ensure that the chapters feed into each other and that their messages are not contradicting.</p> <p>The co-chair participates in the setting of the agenda and the chairing of the author meetings. He/ she will work together with the management committee of the assessment to ensure that issues within the assessment are being solved and that the assessment is prepared according to the decisions and guidelines of the IPBES. Once the assessment and summary for policy makers are finalized, co-chairs also engage in the outreach for those deliverables.</p> <p><b>Assessment co-chairs are expected to contribute 30% of their time to the coordination of their dedicated assessment. They are expected to participate approximately 4 IPBES related meetings per year, for example: the author meetings, IPBES taskforce meetings, MEP meetings or Plenary and outreach events.</b></p>	<p>Get up to speed with the IPBES rules and procedures, as well as other assessments and deliverables Read other relevant assessments on biodiversity and ecosystem services (available in the catalogue of assessments)</p> <p>Organize regular skype meetings with chapter CLAs to stay in touch with the development of the chapters</p> <p>Invest in building trust amongst the authors as well as a sense of pride and ownership of the assessment process</p> <p>Review and check the key messages of the chapters in order to prepare the SPM</p>
<b>Coordinating Lead Authors (CLAs)</b>	<p>A coordinating lead author's role within an IPBES assessment is to assume overall responsibility for coordinating a chapter 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 the chapters of a report are completed to a high standard and are collated and delivered to the report co-chairs in a timely manner and conform to any overall standards of style set for the document. They are thus to coordinate the work of the lead authors, fellows and contributing authors involved in their chapter to ensure the 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 socio-economic 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>Organize regular communication between the different LAs and fellows in your chapter</p> <p>Review the text received and structure information to create a flowing chapter</p> <p>Put deadlines for the author team to deliver text timely for the delivery of the different order drafts</p> <p>Identify gaps in the chapter author team and search for potential CAs to fill those gaps</p>

	<p>CLAs coordinate the pulling out of key messages of their chapter and the writing of the executive summary of the chapter. They contribute to the writing of the SPM.</p> <p><b>CLAs are expected to contribute 20% of their time to the coordination of their chapter. They are expected to participate in approximately 3 IPBES meetings per year, being the author meetings, relevant chapter meetings, taskforce meetings and outreach meetings and to coordinate the work of their chapter at the author meeting.</b></p>	
<b>Lead Authors (LAs)</b>	<p>The role of a lead author is to assume the responsibility of producing designated sections or parts of chapters that respond to the work programme of the Platform on the basis of the best scientific, technical and socio-economic information available.</p> <p>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.</p> <p>The essence of the lead authors' role is to synthesize material drawn from the available literature, fully-justified unpublished sources, contributing author's stakeholders and experts where appropriate.</p> <p>Lead authors can identify contributing authors who can provide additional technical information or graphics on specific subjects covered in the chapter.</p> <p><b>LAs are expected to contribute 15% of their time to producing relevant sections and parts to their dedicated chapters. They are also expected to participate actively in the annual author meetings and could be invited to approximately 1 other IPBES meeting each year (normally being a taskforce meeting).</b></p>	<p>Actively participate in discussions within the chapter team about the content of the chapter</p> <p>Divide tasks amongst lead authors and identify the areas that each will write about</p> <p>Get familiarized with previous IPBES assessments to learn about the style and overall standards expected</p> <p>Collect peer reviewed literature for the author team to use</p> <p>When gaps are experienced in the chapter, consider where you could use a contributing author for to fill those gaps</p>
<b>Review editors (REs)</b>	<p>Review Editors are seniors in their field, and may represent a range of scientific, technical and socioeconomic views, and therefore have expertise in one or more natural and social scientific disciplines, and represent or have expertise in indigenous and local knowledge. The review editors get involved as of the review phase of the first order draft and help the author teams to address review comments during the second and third author meeting, and help to ensure that confidence terms are used consistently throughout the executive summary of the related chapter.</p> <p>In general, there will be two review editors per chapter, including its executive summary. It is also possible that an assessment has one or more overall review editors that review the entire report. Review editors are not actively engaged in drafting reports and may not serve as reviewers for text that they have been involved in writing.</p> <p>The review editors' main tasks are: (i) to assist the Multidisciplinary Expert Panel in identifying reviewers for the expert review process, (ii) ensure that all substantive expert and government review comments are afforded appropriate consideration, (iii) advise lead authors on how to handle contentious or controversial issues and (iv) ensure that genuine controversies are adequately reflected in the text of the report concerned.</p>	<p>Get accustomed to the content of the chapter of which you are the review editor well before the Second Author's Meeting</p> <p>Consider who would be suitable candidates for performing the expert review</p> <p>Refrain from imposing changes in the text to the author team</p> <p>Review the responses by authors to comments received</p> <p>Be a good sparring partner to the author team and make good judgement calls</p> <p>Be open to different perspectives and world views</p>

Responsibility for the final text of the report remains with the relevant CLAs and LAs.

Review editors must submit a written report to the Multidisciplinary Expert Panel and, where appropriate, will be requested to attend a meeting convened by the Multidisciplinary Expert Panel to communicate their findings from the review process and to assist in finalizing summaries for policymakers and, as necessary, synthesis reports. The names of all review editors will be acknowledged in the reports.

**Review editors are expected to participate in 2 meetings in total, being the second and third author meetings. They are expected to spend 10% of their time on the IPBES assessment, after the first order draft review stage onwards.**