

Ethics in authoring and evaluating material for the Regular Process

10. It is expected that contributors will follow established protocols for ethics in scientific reporting. In particular, contributors are responsible for:

- (a) Correctly citing the published work of others;
- (b) Accurately representing the conclusions of cited work; and
- (c) Disclosing any conflict of interest.

11. By its very nature, the Regular Process requires contributors to review and synthesize numerous large bodies of work, and to distil out the salient points of numerous studies into consolidated statements. Throughout this process, it is important that the synthesis produced does not lose or misrepresent the essential conclusions, meaning and intent of the original works. Contributors are responsible for ensuring that such misrepresentation does not occur.

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outputs must be as accurate as possible since an error in any part can undermine the credibility of the output. To this end, contributors must exercise caution and discipline in describing the uncertainty associated with any statements made in their outputs.

18. Contributors should avoid reporting conclusions for which there is little evidence, and should always seek clarity when making definitive statements. All conclusions should be able to withstand scrutiny and be supported sufficiently by the available information cited in any outputs. In reviewing draft outputs, the Group of Experts will consider such conclusions and related supporting information, and ensure that the same standards are applied throughout any outputs.

24. The draft output of the writing teams will be reviewed by the Lead and co-Lead members, and appropriate adjustments made by the writing team in the light of these comments, before finalization of the draft of that output for review by the peer-reviewers and then review by Member States and Relevant Global Processes and Organizations.

25. The independent peer-reviewers are at least two members, selected from the Pool of Experts and should have, the expertise to review the different aspects or subjects of the output being reviewed. Their comments are to be addressed by the writing teams, working with the Group of Experts and the Secretariat;

26. After the review of the draft output by States and Relevant Global Processes and Organizations, the writing team with the assistance of the Lead and co-Lead members will address each comment made by Membe

writing and review processes to ensure that consistent language and associated definitions are used throughout the outputs of the third cycle and that the language used is that generally recognized in the scientific literature.

Lead Members, Co-Lead Members and their tasks

29. In order to ensure that there is a person clearly identifiable as responsible for ensuring that the preparation of each output follows this Guidance and achieves the necessary high standards, the Group of Experts will designate one of its members as the Lead Member for each output produced by the third cycle of the Regular Process (except those summarizing Parts of the assessment(s), where paragraph 39 makes parallel arrangements). To ensure adequate sharing of tasks at least one Co-Lead Member will be assigned from the Group of Experts. The designation of Lead and Co-Lead Members will be subject to the approval of the Bureau.

30. The Lead member takes primary responsibility for the progress of the output and has to ensure that the Co-lead member participates and is informed of the work being conducted.

31. The Lead Member and Co-Lead Member for each output in particular will:

(a) Coordinate, guide and review the drafting of the output produced by the writing team, in order to ensure that the data and information used is recognized, relevant and represents the latest available scientific findings and that interpretations and conclusions are sound and well-supported;

(b) Present the draft output developed by the writing team to the Group of Experts for review and approval to proceed through the various steps of development. Coordinate the review process (peer-review, Member state and Relevant Global Processes and Organization review) and assist the Coordinating author and the writing team with this process, particularly in guiding the writing team with the way in which the responses to review comments are proposed to be reflected;

(c) Present, with the help of the Coordinating Author of the writing team, to the Group of Experts, for its agreement and submission to the Bureau, a list of experts from the Pool of Experts to serve as members of the writing team and peer-reviewers for approval by the Bureau;

(d) Ensure that the writing team is provided with sufficient guidance on the output being produced and delivers a draft of any outputs as per the timetable for outputs and any content and formatting requirements set by the Group of Experts;

(e) Ensure that the writing team has addressed comments from peer-reviewers on the output, made appropriate adjustments to the text and that explanations are recorded of how each comment has been reflected in the final version of the output;

(f) Liaise with the writing team on how comments from States and from Relevant Global Processes and Organizations are to be dealt with, ensure that these have been addressed, appropriate adjustments to the output have been made and that explanations are recorded of how each comment has been reflected in the final version; and

(g) Present the revised draft of the output to the Group of Experts and assist in finalizing the complete draft and copy-editing the text of each of the output;

32. The purpose of the collaboration of the Lead Member, Co-Lead Members(s) and the Coordinating Author of the writing team is to ensure the integration, consistency and quality of the various outputs of the assessment(s), and to make sure that this Guidance is followed. It is not to “second-guess” the writing team.

Tasks for writing teams and their Coordinating Authors

33. Initially, the proposed writing teams and their Coordinating Authors will be identified from the Pool of Experts by the Group of Experts, applying the principles for the Regular Process approved by the General Assembly. When suitable members for the team have been identified, the Group of Experts will submit the names for approval by the Bureau. The expert assigned the Coordinating Author role should be particularly well qualified to act as Coordinating Author of the writing team and should be able to demonstrate expert experience and a record of publication on the output topic. The Coordinating Author and the Lead Member of a writing team shall be assumed by different experts.

34. The Coordinating Author of the writing team will have general responsibility for the writing of the output. In particular, the Coordinating Author of the writing

have a footnote inserted briefly identifying their disagreement and the associated reasons.

38. For any summaries produced from outputs, the Joint Coordinators of the Group of Experts will arrange, in collaboration with the Lead and Co-lead Members and the Coordinating Authors of the relevant writing teams for the production of the initial drafts, on the basis of the draft outputs as reviewed by the Group of