

## **Regular Process for Global Reporting and Assessment of the State of the Marine Environment, including Socioeconomic Aspects**

### **Guidelines for the Nomination and Appointment of Experts to the Pool of Experts, Writing Teams and Peer Reviewers to Support the Works of the Third Cycle of the Regular Process**

#### **Introduction**

1. This document outlines guidelines for the Nomination and Appointment of Experts for the following processes, in support of the preparation of chapters or other outputs of the assessment(s) of the third cycle (hereafter, outputs) of the Regular Process for Global Reporting and Assessment of the State of the Marine Environment, including Socioeconomic Aspects (the “Regular Process”):
  - a. Additional guidance for the nomination of experts to the pool of experts (PoE)
  - b. Identification and selection of writing teams (WTs)
  - c. Identification and selection of peer reviewers (PRs)
  - d. Communicating decisions to the PoE
2. The guidance is intended for:
  - a. Members of the Group of Experts (GoE); and
  - b. Members of the PoE appointed to assist the GoE, to prepare the outputs of the third cycle of the Regular Process.
3. The Guidance shall be used in conjunction with other Guidance documents developed for the third cycle of the Regular Process, and in particular:
  - a. Mechanism for the establishment of the Pool of Experts for the third cycle of the Regular Process;
  - b. Guidelines for the writing processes and review processes (draft); and
  - c. Personal History Form for the nomination by United Nations Member States of national experts to serve in the Pool of Experts of the Regular Process.

#### **Additional guidance for the nomination of experts to the pool of experts (PoE)**

4. Further to the steps and procedures outlined in the document “Mechanism for the establishment of the Pool of Experts for the third cycle of the Regular Process”, the following additional guidance is provided to guide the recommendations of experts to the PoE for the third cycle, to reflect the principle of equitable representation of the required expertise in all activities of the Regular Process and afford due consideration to the following:
  - a. Regional balance;
  - b. Gender balance;
  - c. Early career professionals;
  - d. Traditional knowledge holders; and
  - e. Non-academic stakeholders.
5. To build on the already existing static database of the PoE and facilitate seamless and timely access to information on the PoE, the Secretariat, with guidance from the GoE will facilitate the development of an online database that can allow for the online submission of relevant information from nominated experts, can be updated in real time and can be easily queried at any time by the GoE to identify relevant expertise.

### **Identification and selection of writing team members for the preparation outputs for the third cycle of the regular process**

6. In the selection and allocation of members from the PoE to the WTs for drafting the outputs of the third cycle of the Regular Process, the Lead and Co-Lead Members together with the Coordinating Author shall take reference from the Personal History Form of nominated experts selected to serve in the PoE of the Regular Process, and ensure that selected members:

- a. are subject matter experts covering the topics/areas for the outputs identified during the scoping workshops for the third cycle of the Regular Process;
- b. have a demonstrated ability to write clearly and concisely on the subject; and
- c. can dedicate sufficient time to undertake their assigned tasks for each output.

7. WTs, once established as per the “Guidelines for writing processes and review processes” shall take guidance from this document in ensuring all outputs developed by WTs are delivered with the highest standards and in a timely manner. To this effect, new members might be added to the WT at any moment, once proposed candidates are submitted by the GoE to the Bureau, and then approved by the Bureau.

8. The nominated WT members shall complete and sign a nomination form to confirm that they can meet the requirements and fulfil their commitments.

### **Identification and selection of peer reviewers**

9. To optimise timelines between the finalisation of drafts and reviews of the outputs of the third cycle, the Lead and Co-leads shall identify and nominate members from the PoE to serve as peer reviewers as early as practicable and while WTs are drafting the outputs.

10. The Lead and Co-lead will assess and recommend the appropriate number of peer reviewers for each output, taking into consideration the scope and requirements of the outputs, for approval by the Secretariat and endorsement by the Bureau.

11. Peer reviewers shall take guidance from the (draft) “Guidelines for writing processes and review processes” in undertaking their tasks.

12. In the selection of members from the PoE to be peer reviewers, the following should be considered:

- a. Members should be subject matter experts covering the topics/areas identified during the scoping workshops for the third cycle of the Regular Process;
- b. Members should have demonstrated previous experience in undertaking peer reviews of scientific publications; and
- c. Members should be given sufficient time to undertake their assignments.

13. The nominated peer-reviewers shall complete and sign a nomination form to confirm that they can meet the requirements and fulfil their commitments.

### **Communicating decisions to the PoE**

14. Not all members appointed to be on the PoE for the third cycle of the Regular Process will be nominated and appointed to be a coordinating author, WT member or peer reviewer for one or more outputs of the third cycle.

15. The Secretariat should maintain regular communication with the PoE to update on decisions related to the nomination and appointment of both the selected and non-selected members, in a timely and consistent manner.

16. To ensure consistent communication of decisions, the Secretariat shall also update WTs on all decisions made by the GoE and provide them with the relevant materials concurrently.