



Peer Review Guidelines

1. After the Panel has declared the *first draft* Report as ready for peer review, a *Peer Review Coordinator* is chosen by the Panel. The Peer Review Coordinator is chosen from those Panel members who are not part of the working group that has prepared the draft.
2. The Peer Review Coordinator is responsible for preparing a proposal with suggested names and preferred timelines for an external peer review of the draft report, for inviting the peer reviewers, for collecting their comments, for sending them to the Lead Author, for ensuring that comments are being taken into account, and for reporting about the process. He is responsible for the scientific integrity of the process.

Panel and Steering Committee members may provide suggestions on expertise to be considered for selection, and substantive issues of specific interest to be included in the review. The Secretariat assists the Peer Review Coordinator by supplying annotated lists of names of potential peer reviewers.

3. The Peer Review Coordinator presents the peer review proposal, which includes (1) suggested experts, with an appropriate variety of scientific expertise, (2) issues to be taken into account if relevant, and (3) timelines for finalisation of the comments. After agreement by the Panel, he sends letters to peer reviewers (to be prepared by the Secretariat). The letters will ask for a review within a specific timeline (preferably two months) and explain procedures including on anonymity.
4. The Peer Review Coordinator collects the comments and sends them to the Lead Author, securing anonymity of the individual peer reviewers. The Peer Review Coordinator ensures that comments are being taken into account and reports about the process to the Panel.
5. The Lead Author, in consultation with the Working Group, prepares a *second draft*, as well as a document explaining how peer reviewers' comments have been taken into account. These documents are submitted to the Peer Review Coordinator, with a copy to the Secretariat. The Peer Review Coordinator, in consultation with the Panel Co-Chairs, decides whether to contact selected peer reviewers again, with a view of clarifying comments and the ways they have been taken into account. If all comments have been handled adequately, the Peer Review Coordinator declares so in a statement. He provides the go-ahead to the Secretariat to send to the Panel the second draft, the statement and the document explaining how peer reviewers' comments have been taken into account.
6. This procedure will be appraised and reviewed by the Steering Committee after a first round of peer reviewing has taken place.