

MedECC Scientific Network Members  
and other experts on climate  
and environmental change  
in the Mediterranean

Marseille, 31 May 2018

Dear Sir/Madam,

We have the honour of inviting you to submit your candidature to become Coordinating Lead Authors and Lead Authors of the 1st MedECC Assessment Report (MAR1) on the current state and risks of climate and environmental changes in the Mediterranean. This report is intended to be the outcome of a shared and voluntary action by scientists from multiple disciplines, aiming for discussion and approval by policy makers after completion. It will be based on the critical assessment of all available scientific literature and not be a product of new research.

The process of the production of the report started with six Scoping Workshops between October 2016 and March 2018. The intended structure of the report is given at the end of this message. Overall, the report is expected to count 400-500 pages and be accompanied by the Summary for Policy-Makers (SPM) of about 20 pages. The report will be in English, and we expect to have the SPM translated into the major Mediterranean languages after completion.

We know we have embarked towards a very ambitious objective and we sincerely hope that many among the numerous Mediterranean environmental science experts will join us at this stage!

We have committed ourselves to produce a first draft of the report by the end of 2018 and to finalize the report before the end of 2019. Report drafts will undergo review by independent experts and also governments' representatives from the Mediterranean riparian countries. The SPM will undergo the approval procedure by Barcelona Convention and Union for the Mediterranean (UfM) Member States representatives (climate and environmental focal point experts, under the guidance of the UfM Co-Presidencies). Plan Bleu (United Nations Environment Programme/ Mediterranean Action Plan Regional Activity Center) Focal Points will also be involved.

The Coordinating Lead Authors and Lead Authors are responsible for drafting the chapters and revising them taking into account comments submitted by reviewers. The Coordinating Lead Authors will also contribute to drafting, revising and finalizing the SPM. A description of the MedECC report writing and review process is presented in the Annex here below.

The task of Coordinating Lead Authors and Lead Authors is a demanding one. The workload, during the period from the second half of 2018 to the end of 2019, will be in the order of several months and can be particularly heavy during certain periods. In order to reduce the amount of travel, the drafting of the report is expected to progress through online exchanges, supported by the MedECC Secretariat and Scientific Steering Committee.

Web conferences for each chapter will be held when needed. The presence of some Coordinating Lead Authors and Lead Authors may be requested at a meeting aimed at validating the

SPM, which will take place at the end of 2019. Please, refer to the Annex below for the description of role of Coordinating Lead Authors, Lead Authors and Contributing Authors (according to Intergovernmental Panel on Climate Change, IPCC, definitions). The composition of the group of Coordinating Lead Authors and Lead Authors for each chapter of the MedECC Report will represent a range of views, expertise, gender, and geographical representation, ensuring good representation of experts from all Mediterranean sub-regions and countries.

The role of the MedECC report is to provide a comprehensive, objective, open and transparent scientific assessment. Therefore, the MedECC requires that the authors have appropriate expertise. All self-nominations should indicate the (sub-)chapter(s) to which the author wish to contribute, author's role(s), key area of expertise and be accompanied by a summary (maximum 4 pages) curriculum vitae in English.

You are invited to submit self-nominations by email to the MedECC Secretariat : [marini@medecc.org](mailto:marini@medecc.org) (Katarzyna Marini). Please, prepare your submission using the enclosed form. Please note that the work on the preparation of the reports will be conducted in English. The deadline for self-nominations submissions is **June 20, 2018 (midnight GMT + 1)**.

The MedECC Scientific Steering Committee will select Coordinating Lead Authors and Lead Authors. The selection of contributing authors will be a matter for the Coordinating Lead Authors and Lead Authors of each chapter.

It is also our intention to use these self-nominations to identify a pool of experts for consideration for future MedECC reports.

I thank you in advance for your consideration of this matter.

Yours sincerely,

MedECC Coordinators,

Wolfgang Cramer and Joel Guiot

MedECC Science Officer,

Katarzyna Marini

## **Approved outline of the 1st MedECC Assessment Report (MAR1)**

Summary for Policymakers  
Report

1. Introduction and concepts (20 p)
2. Drivers of the environmental impacts (physical and human drivers) (40 p)
  - a. Climate
  - b. Pollution
  - c. Land/sea use and management
  - d. Invasive species
3. Challenges
  - a. Water, energy, and food (80 p)
  - b. Ecosystems and ecosystem services (80 p)
  - c. Development, health and human security (80 p)
4. Managing future risks and building resilience (50 p)
  - a. Best practices and policy responses for adaptation and mitigation towards sustainable development
  - c. Mediterranean cooperation and networking for building resilience
  - d. Education and capacity building

**ANNEX**

**PROCEDURES FOR THE PREPARATION, REVIEW, ACCEPTANCE, APPROVAL AND PUBLICATION OF  
THE 1st MedECC ASSESSMENT REPORT (MAR1)**

(validated by MedECC Steering Committee on 24 May 2018)

**1. DEFINITIONS**

(based on Intergovernmental Panel on Climate Change, IPCC, definitions)

**“Acceptance”** of the MedECC Report signifies that the material has not been subject to line-by-line discussion and agreement, but nevertheless presents a comprehensive, objective and balanced view of the subject matter.

**“Approval”** of the Summary for Policy-Makers of the MedECC Report signifies that the material has been subject to detailed, line-by-line discussion and agreement.

**“Summary for Policy-Makers” (“SPM”)** is a component of a MedECC Report, which provides a policy-relevant but policy-neutral summary of that Report.

**“MedECC Secretariat”** is composed of the MedECC Science Officer closely collaborating with MedECC Coordinators and based in Plan Bleu premises (Marseille, France).

**2. TASKS AND RESPONSIBILITIES**

(according to Intergovernmental Panel on Climate Change, IPCC, definitions).

**Lead Authors**

Function: To be responsible for the production of designated sections on the basis of the best scientific, technical and socio-economic information available.

Comment: Lead Authors will typically work as small groups which have responsibility for ensuring that the various components of their sections are brought together on time, are of uniformly high quality and conform to any overall standards of style set for the document as a whole. During the final stages of Report preparation, when the workload is often particularly heavy and when Lead Authors are heavily dependent upon each other to read and edit material, and to agree to changes promptly, it is essential that the work should be accorded the highest priority. The essence of the Lead Authors’ task is synthesis of material drawn from available literature. Lead Authors are also required to take account of expert and government review comments when revising text. Lead Authors must have the ability to develop text that is scientifically, technically and socio-economically sound and that faithfully represents, to the extent that this is possible, contributions by a wide variety of experts. The ability to work to deadlines is also a necessary practical requirement. Lead Authors are required to record in the Report views which cannot be reconciled with a consensus view but which are nonetheless scientifically or technically valid. The names of all Lead Authors will be acknowledged in the Reports.

### **Coordinating Lead Authors**

Function: To take overall responsibility for coordinating major sections of a Report.

Comment: Coordinating Lead Authors will be Lead Authors with the added responsibility of ensuring that major sections of the Report are completed to a high standard, are collated and delivered to the MedECC Secretariat in a timely manner and conform to any overall standards of style set for the document. Coordinating Lead Authors will play a leading role in ensuring that any crosscutting scientific or technical issues, which may involve several sections of a Report, are addressed in a complete and coherent manner and reflect the latest information available. The skills and resources required of Coordinating Lead Authors are those required of Lead Authors with the additional organizational skills needed to coordinate a section of a Report. The names of all Coordinating Lead Authors will be acknowledged in the Reports.

### **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.

Comment: Input from a wide range of contributors is a key element in the success of the MedECC assessment, and the names of all contributors will be acknowledged in the Reports. Contributions are sometimes solicited by Lead Authors but unprompted contributions are encouraged. Contributions should be supported as far as possible with references from the peer reviewed and internationally available literature, and with copies of any unpublished material cited. Clear indications of how to access the latter should be included in the contributions. Contributed material may be edited, merged and if necessary, amended, in the course of developing the overall draft text.

## **3. REPORT PRODUCTION PROCESS**

The publication of the MedECC assessment report and its Summary for Policy-Makers (SPM) will be the result of a collaboration between scientific experts from all across the Mediterranean region and the effective implication of government representatives in the endorsement process of the, thereby acknowledging their awareness of the importance of climate and environmental issues as a governance priority for the region.

The following steps will be undertake:

1. Compilation of lists of potential Coordinating Lead Authors, Lead Authors, Contributing Authors, and Review Editors.
2. Selection of Coordinating Lead Authors, Lead Authors and Review Editors.
3. Preparation of draft Report.
4. Review
  - a. First Review (by experts).
  - b. Second Review (by governments' representatives).
5. Preparation of final draft Report.
6. Acceptance of Report and approval of the Summary for Policy-Makers (SPM) by Barcelona Con-

vention and Union for the Mediterranean (UfM) Member State representatives, following consultations of the Mediterranean Commission on Sustainable Development (MCSD), which is the Advisory Body of the Contracting Parties to the Barcelona Convention.

### **First draft**

Preparation of the first draft of a Report should be undertaken by Coordinating Lead Authors and Lead Authors in collaboration with MedECC Secretariat and MedECC Coordinators. Experts who wish to contribute material for consideration in the first draft should submit it directly to the Lead Authors.

The entire assessment shall be supported by scientific references – no additional research will be undertaken as MedECC activity. The report will be primarily based on peer-reviewed literature (English and non-English written papers), but selected non-peer review literature will also be considered (such as the institutional reports, national statistics...) in which case the Coordinating Lead Authors and Lead Authors will have carefully checked the quality of the included references and can justify their inclusion. The literature database will be maintained by the MedECC Secretariat and available to Coordinating Lead Authors, Lead Authors and Contributing Authors.

In preparing the first draft, and at subsequent stages of revision after review, Lead Authors should clearly identify disparate views for which there is significant scientific or technical support, together with the relevant arguments.

### **Review**

The report will undergo an objective, open and transparent review process by independent experts (i.e. experts not involved in the preparation of that particular chapter). The review process will take place in three stages:

1. Scientific expert review,
2. UfM Member States representatives and MCSD Members review,
3. UfM and Barcelona Convention Member States representatives and other stakeholders review of the Summaries for Policy-Makers.

The first draft should be sent to Barcelona Convention and UfM Member States representatives, plus MCSD Members, for information. It will be then sent to a group of scientific expert reviewers (public call for volunteer participation as a reviewer). The role of the reviewers will be to comment on the accuracy and completeness of the scientific, technical or socio-economic contents and the overall scientific, technical or social economic balance of the draft report. Expert reviewers should provide the comments to the appropriate Review Editors through the MedECC Secretariat. Two to four Review Editors will be selected per chapter. Review Editors should not be involved as authors or reviewers for material for which they are a Review Editor. Review Editors will collect the feedbacks on the report from the reviewers and check for the completeness of the review (i.e., that the review is comprehensive and that all chapters have been given appropriate consideration).

The MedECC Secretariat and MedECC Coordinators will distribute revised draft to Barcelona Convention and UfM Member States representatives, MCSD Members and Plan Bleu Focal

Points for their review and acceptance and to all the Coordinating Lead Authors, Lead Authors and Contributing Authors and Expert Reviewers. The comments from Barcelona Convention and UfM Member States representatives will be collected by the MedECC Secretariat and forwarded to the Coordinating Lead Authors of the different chapters to proceed to the revision.

The SPM (of about 20 pages) will be produced by Coordinating Lead Authors and some Lead Authors. It shall be an intelligible and non-prescriptive document that is consistent with the factual material and findings contained in the full scientific assessment. The SPM will be submitted for review and line-by-line approval to Barcelona Convention and UfM Member States representatives. As for the expert review, the review editor will check the comments from the government representatives and the summary will be appropriately corrected. This corrected version will then be presented at a meeting with government representatives to be endorsed.

### **Report finalization and publication**

Preparation of a final version of the report taking into account stakeholders and expert comments should be undertaken by Coordinating Lead Authors and Lead Authors in consultation with the Review Editors. After the acceptance of the report and approval of its SPM the report and its SPM will be published. Electronic version will also be available on the MedECC. The report will be in English and the SPM will be in three languages (English, French and Arabic).