



Policies and Procedures of the International Resource Panel

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INTRODUCTION

1. The International Resource Panel (hereinafter referred to as the IRP) is a science-policy interface that promotes responsible use and management of natural resources in pursuit of sustainable development. Its establishment follows the criteria and guidelines for partnerships as decided at the eleventh session of the United Nations Commission for Sustainable Development (CSD 11, 2003).
2. The policies and procedures promulgated in this document shall govern the management and operation of the IRP and are applicable to all of its activities. The Steering Committee of the IRP reviews and approves the Policies and Procedures and any amendments thereof. The Secretariat will be responsible for the interpretation of Policies and Procedures in consultation with the Steering Committee as appropriate, and it will ensure their observance and implementation.

SECTION I. OBJECTIVE AND GUIDING PRINCIPLES

3. The objective of the IRP is to contribute to a better understanding of sustainable development from a natural resources perspective, providing science-based policy options on how to decouple economic growth from environmental degradation while enhancing human well-being. In order to achieve this, the IRP will use a systems approach to:
 - (a) Prepare independent, coherent and authoritative scientific studies and assessments of policy relevance on the sustainable use and management of natural resources and in particular their environmental impacts over the full life cycle;
 - (b) Inform international policy discourse and development on emerging challenges and opportunities for the sustainable use and management of and equitable access to natural resources.
4. The work of the IRP is guided by the following principles:



- (a) **Policy relevance.** The IRP provides scientific knowledge and science-based policy options in a non-prescriptive manner responding to requests from its Steering Committee as well as from intergovernmental bodies including the United Nations Environment Assembly, the UN High-Level Political Forum on Sustainable Development and other institutions as deemed relevant and appropriate by the Steering Committee.
- (b) **Independence.** Panel members carry out their research with impartiality; Steering Committee members provide input to IRP scientists so as to enhance policy relevance without compromising the independent nature of the research.
- (c) **Inclusiveness.** The IRP aims at striking and maintaining a balanced and diverse composition of the Panel, Steering Committee and Working Groups in terms of expertise, gender, and regional representation.
- (d) **Objectivity.** The IRP undertakes critical, unbiased studies and assessments of best available science, follows robust methodologies and peer review processes, and ensures open and transparent decision-making processes.
- (e) **Integrity.** Panel members maintain the integrity of the scientific process and avert any conflicts of interest as per Annex II of this document.

SECTION II. INSTITUTIONAL STRUCTURE AND OPERATIONAL ARRANGEMENTS

Institutional Structure

5. The IRP consists of three components: the Panel, the Steering Committee and the Secretariat; their respective responsibility and function are described in Section III.

Operational Arrangements

6. The IRP convenes biannual meetings to review progress of work, review and approve drafts of scientific studies and assessments, as well as discuss and agree on IRP strategic and operational issues. The IRP may also carry out online review and approval of scientific studies and assessments.
7. Any documents to be considered at IRP biannual meetings shall be made available to IRP members at least four weeks in advance of the meeting. Meeting documents will not be considered for decision if submitted after this deadline.
8. The operation of the IRP relies on voluntary contributions by Steering Committee members and other donors from both public and private sources. The amount of contributions received from private sources must not exceed the amount of contributions received from public sources per year.
9. Steering Committee members from the countries of the Organization for Economic Co-operation and Development (hereinafter referred to as “OECD”) shall provide annual financial contributions to the IRP. In addition to an annual cash contribution, OECD members may provide in-kind contributions to the IRP.
10. Steering Committee members from non-OECD countries shall strive to provide annual financial or in-kind contributions to the IRP in accordance with their capacities.
11. In-kind contributions comprise support to the development of scientific studies and assessments (expertise, data and case studies); hosting IRP biannual meetings and expert workshops, Working Group meetings, outreach and capacity development events; translating scientific studies and assessments; among others.
12. Annual contribution requirements set in paragraphs 9 and 10 of these procedures will be considered as a criteria for Steering Committee membership as indicated in paragraph 51 of these procedures.
13. The Secretariat shall report on budget implementation and prepare an annual financial report to be submitted to the Steering Committee for information at first annual meetings of the IRP.
14. The IRP will seek the support of the InterAcademy Council for the enforcement of the Conflict of Interest Policy included in Annex 2 of these procedures.

SECTION III. STRUCTURE



III.1. The Panel

15. The Panel is the scientific body composed of a group of 35 to 40 eminent scientists and experts on sustainable resource management and sustainable development. Its main responsibility is to undertake the development of scientific studies and assessments in accordance with the objective and principles described in Section I of this document.
16. Panel members are not remunerated for their work for the IRP but relevant expenses are covered in accordance with United Nations Environment Programme rules and regulations.
17. Panel members serve in their individual capacity and not as representatives of organizations or governments.

Requirements of Panel Members

18. Panel members shall meet the following requirements:
 - (a) Proven expertise in one or more scientific disciplines relevant to the work of the IRP including natural and social sciences as well as economics.
 - (b) Knowledge and familiarity with the best available science on technological and institutional innovations in the fields of sustainable resource management and sustainable development.
 - (c) Vision and appreciation of sustainable resource management within the context of sustainable development.
 - (d) Distinguished career, as evidenced by extensive publications in international peer-reviewed scientific or policy related journals, academic distinctions, participation in other science-policy platforms like the Intergovernmental Panel on Climate Change or the Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services, among other merits.
 - (e) Commitment and due diligence to scientific and academic rigorousness and strong teamwork spirit.
 - (f) Availability to actively contribute to the IRP as a Lead Author, Contributing Author, or Review Editor.
 - (g) Willingness to adhere to professional conduct and scientific integrity principles and submit conflict of interest disclosures as established by Annex 2 of these procedures.
 - (h) Willingness to actively engage with public and private stakeholders as well as to communicate and disseminate scientific studies and assessments; and advocate for the work of the IRP.

Roles of Panel Members

19. Specific roles of the Panel include:
 - (a) Carry out scientific scoping work for the strategic planning exercise and contribute to the development of the Work Programme.
 - (b) Prepare, review and approve the terms of reference of scientific studies and assessments.
 - (c) Undertake scientific studies and assessments as a Lead Author, Contributing Author or Review Editor.
 - (d) Prepare, review and approve First and Second Drafts of scientific studies and assessments.
 - (e) Report on progress of scientific studies and assessments to the IRP at its biannual meetings or electronically as appropriate.
 - (f) Participate in and actively contribute to Panel meetings.
 - (g) Recommend candidates for Panel members, Panel Co-Chairs, Working Group members, Review Editors and Expert Reviewers (as defined in paragraph 73(d) of these procedures).
 - (h) Participate in the Group of Scientific Reviewers for the appointment of new Panel members and renewal of existing ones.
 - (i) Actively contribute to the involvement of public and private stakeholders as well as to the communication and dissemination of scientific studies and assessments; and advocate for the work of the IRP.

The Term and Selection Process of Panel Members

20. Panel Members serve a four-year term, renewable for up to two additional consecutive terms of four years each if circumstances so justify. The member's overall contribution to the work of the IRP will be taken into account for all term renewals.
21. If by the end of the approved term, the Panel member is a Lead Author, Contributing Author, or Review Editor of an on-going IRP study and assessment, the expert remains as a Panel member until 6 months after the launch of the relevant study and assessment subject to approval by the Secretariat.



22. The renewal of Panel member terms is staggered such that no more than one-third of the total membership is replaced each year.
23. Panel Members are selected and/or renewed through the following process which shall be documented by the Secretariat:
 - (a) The Secretariat undertakes the mapping to identify expertise required and report to the IRP.
 - (b) Members of the Panel, Steering Committee and Secretariat may recommend candidates for the Panel. Additionally, a call for interest will be published on the official website of the IRP.
 - (c) The Secretariat, based on recommendations received, compiles the list of candidates with their biographies and confirmation of willingness and availability to contribute to IRP work. Current members of the Panel, who are eligible and willing to stand for a new term, are included in the list.
 - (d) The Panel Co-Chairs and 3 Panel members (excluding those members whose terms are to be renewed) form the Group of Scientific Reviewers. This Group reviews the candidatures and recommends potential members to the Secretariat.
 - (e) The Secretariat reviews the recommendations of the Group of Scientific Reviewers, consults the Steering Committee, and appoints new and renewed Panel members.
 - (f) The Secretariat notifies the new Panel members of the appointment.

End of Panel membership

24. Panel membership will end under any of the following circumstances:
 - (a) The approved Panel membership term expires.
 - (b) Panel member submits resignation in written form to the Secretariat.
 - (c) Panel member does not meet membership requirements set in paragraph 18 of these procedures.
 - (d) Panel member is not able to fulfill roles as per paragraph 19 of these procedures for one year and a half.
25. If any of the circumstances set in paragraph 24 occur, the Secretariat, after consultation with the Panel Co-Chairs, approves the departure of the Panel member.
26. The Secretariat, in consultation with Panel Co-Chairs, may invite former members as IRP advisors to provide ad-hoc strategic guidance, technical support in the preparation of scientific studies, assessments, and think pieces, or support in IRP dissemination and capacity building activities. For the purposes of these Policies and Procedures, former members will be considered as external experts.

Panel Co-Chairs

27. The Panel has two Co-Chairs, one from a developed country and one from a developing country.
28. Panel Co-Chairs are not remunerated by the IRP for their work, but relevant expenses are covered in accordance with the United Nations Environment Programme rules and regulations.
29. Panel Co-Chairs serve in their individual capacity and not as representatives of organizations or governments.
30. Panel Co-Chairs serve a four-year term, renewable for up to two additional consecutive terms of four years each if circumstances so justify. The Co-Chair's overall contribution to the work of the IRP will be taken into account for all term renewals.
31. Panel Co-Chairs shall meet the following specific requirements:
 - (a) Proven expertise and high-professional standing in one or more disciplines relevant to the work of the IRP.
 - (b) Proven international stature in public or private science-policy platforms.
 - (c) Broad and strategic vision on sustainable development.
 - (d) Proven leadership, negotiation, management and communication skills at high-level international fora.
 - (e) Commitment to scientific and academic rigor.
 - (f) Availability to actively contribute to the IRP as Panel Co-Chair.
 - (g) Willingness to adhere to professional conduct and scientific integrity principles and submit conflict of interest disclosures as established by Annex 2 of these procedures.
32. Panel Co-Chairs have the following specific roles and responsibilities:



- (a) Provide strategic, substantive and political guidance to the IRP to ensure impact of IRP scientific studies and assessments.
 - (b) Ensure the observance of IRP Policies and Procedures, in particular the principles included in Section I of these procedures.
 - (c) Chair Panel and Joint sessions of IRP biannual meetings to ensure smooth and productive deliberation.
 - (d) As part of the Group of Scientific Reviewers, review applications to Panel membership, develop shortlist of candidates and provide recommendations on potential new Panel members and renewal of current Panel members.
 - (e) Select and replace Lead Authors, Review Editors and Expert Reviewers (as defined in paragraph 73(d) of these procedures).
 - (f) Review and approve IRP Think Pieces.
 - (g) Actively contribute to the dissemination of scientific studies and assessments and advocate for the work of the IRP.
 - (h) Actively contribute to strategic partnership building and resource mobilization efforts.
33. Panel Co-Chairs are selected through the following process which shall be documented by the Secretariat:
- (a) Members of the Panel, Steering Committee and Secretariat may recommend candidates for Panel Co-Chair.
 - (b) The Secretariat compiles the list of candidates with their biographies and confirmation of willingness and availability to carry out the roles. A current Panel Co-Chair, who is eligible and willing to stand for a new term, is included in the list.
 - (c) The Steering Committee reviews the candidatures and appoints the Co-Chair.
34. The Secretariat notifies the new Co-Chair of the appointment.
35. Membership of the Panel Co-Chair will end under any of the following circumstances:
- (e) The approved Panel membership term expires.
 - (f) Panel Co-Chair submits resignation in written form to the Steering Committee.
 - (g) Panel Co-Chair does not meet membership requirements set in paragraph 31 of these procedures.
 - (h) Panel member is not able to fulfill roles as per paragraph 32 of these procedures.
36. If any of the circumstances set in paragraph 35 occur, the Steering Committee approves the departure of the Panel Co-Chair.

IRP Working Groups

37. IRP Working Groups are created to develop scientific studies and assessments for consideration and approval by the Panel, as per the objective and principles described in Section I of these procedures.
38. A Working Group consists of Panel members and external experts with expertise in a field relevant to the scientific study and assessment it will develop. Each Working Group will include Lead Author(s) and Contributing Author(s). Due acknowledgement of all members will be included in the final publication of the scientific study and assessment.
39. Working Group members are not remunerated for the work they carry out for the IRP but relevant expenses are covered in accordance with UN Environment rules and regulations.
40. Working Group meetings will be organized in cooperation and consultation with the Secretariat, who may provide financial support as per availability of relevant resources.
41. Working Group members serve in their individual capacity and not as representatives of organizations or governments.
42. Working Group members shall meet the following requirements:
- (a) Proven specialist knowledge and experience in one or more areas relevant to the topic of IRP scientific studies and assessments.
 - (b) Extensive publications in international peer-reviewed scientific or policy related journals in their specialist field.



- (c) Commitment and due diligence to scientific and academic rigorousness and strong teamwork spirit.
 - (d) Availability to actively contribute to the development of sections of scientific studies and assessments.
 - (e) Commitment to adhere to professional conduct and scientific integrity principles and submit conflict of interest disclosures.
43. **The Lead Authors** are Panel members responsible for the initiation and preparation of scientific studies and assessments based on the latest and best available scientific and socio-economic literature and in accordance to the approved terms of reference, if applicable. The Lead Author has the following roles:
- (a) Prepare a Working Group work plan and convene working group meetings when necessary.
 - (b) Recommend, review and select contributing authors of scientific studies and assessments.
 - (c) Ensure that scientific studies and assessments are completed to a high standard and in a timely manner.
 - (d) Report on progress of IRP scientific studies and assessments at IRP biannual meetings or electronically as appropriate.
 - (e) Prepare the terms of reference of scientific studies and assessments.
 - (f) Integrate written sections submitted by Contributing Authors into the First and, if applicable, Second drafts of scientific studies and assessments.
 - (g) Ensure that relevant findings from other IRP scientific studies and assessments are considered and properly referenced in the scientific study and assessment they are leading.
44. **The Contributing Author(s)** is a Panel member or an external expert who provides inputs in the form of text, graphics or data to the lead authors for the development of scientific studies and assessments.
45. Working Groups and their membership are for the duration of the development of the scientific study and assessment, from initiation to publication.
46. Lead Authors are selected through the following process:
- (a) Members of the Panel, Working Group, Steering Committee, and Secretariat may recommend Panel members as candidates.
 - (b) The Secretariat, compiles the list of candidates, together with a confirmation of their willingness and availability to accept this role.
 - (c) The Panel Co-Chairs review the candidatures and select Lead Author (s).
 - (d) The Secretariat notifies the Lead Author (s) of the appointment.
47. Contributing Authors are selected by the Lead Author (s) considering the requirements set in paragraph 42 of these procedures.

III.2. Steering Committee

48. The Steering Committee is the governing body of the IRP. It provides strategic policy guidance to enhance policy relevance and impact of the IRP's work and promotes the IRP among their constituencies and networks at country, regional and international levels.

Steering Committee Composition and Requirements

49. The Steering Committee consists of representatives from governments of Member States of the United Nations, Regional Economic Integration Organizations, and the United Nations Environment Programme.
50. Steering Committee members are not remunerated for their work on the Steering Committee. Funding for the participation of Steering Committee members from developing countries in IRP meetings and events may be provided by the Secretariat.
51. Steering Committee members shall meet the following requirements:
- (a) Provide a letter of support from the appropriate authority confirming interest and availability to be part of the IRP Steering Committee.
 - (b) Comply with the contribution requirements set in paragraphs 9 and 10 of these procedures.
 - (c) Attend and actively contribute to IRP biannual meetings.
 - (d) Provide feedback to their constituencies to facilitate enhanced understanding of and support to the objective and activities of the IRP.



Roles of the Steering Committee and its Members

52. Specific roles of the Steering Committee and its members include:

- (a) Provide input and recommendations for the strategic planning exercise and review and approve the Work Programme including the strategic direction and priorities for the corresponding work cycle.
- (b) Request the preparation of scientific studies and assessments that are not included in the Work Programme.
- (c) Consider and approve the requests for IRP scientific studies and assessments from intergovernmental bodies and other institutions, based on the strategic direction, technical capability and available resources.
- (d) Endorse the IRP budget and provide recommendations for the mobilization of resources.
- (e) Review and approve the IRP Policies and Procedures and their amendments.
- (f) Review the policy relevance and approve the terms of reference of IRP scientific studies and assessments.
- (g) Provide input and recommendations to the Panel on the policy relevance of scientific studies and assessments.
- (h) Provide input and recommendations for the development of the summary for policymakers of scientific studies and assessments.
- (i) Recommend potential Working Group members, Panel members, Panel Co-Chairs, Review Editors and Expert Reviewers (as defined in paragraph 73(d) of these procedures) in line with the principle described in paragraph 4(b).
- (j) Recommend, review and appoint Steering Committee members, Panel and Steering Committee Co-Chairs.
- (k) Provide input and recommendations for the dissemination of scientific studies and assessments to enhance impact on policy-making processes.
- (l) Advocate for the work of the IRP and actively support the IRP to reach out and inform their constituencies and networks through, alias, the translation of scientific studies and assessments, organization of dedicated national or regional launches and special events, and the communication of IRP messages to national or regional policy-makers and initiatives.
- (m) Extend the findings and methodologies of scientific studies and assessments to the local level by initiating or facilitating national or regional scientific studies and assessments.
- (n) Propose capacity development activities at the national or regional level based on IRP scientific studies and assessments.

Steering Committee Selection Process

53. Steering Committee Members are selected through the following process:

- (a) Members of the Panel, Steering Committee and Secretariat may recommend candidates for Steering Committee membership. Eligible parties as per paragraph 49 of these procedures may also submit their application.
- (b) The Secretariat compiles the list of candidates, together with the letters of support received.
- (c) The Steering Committee reviews candidates. If the candidate is eligible as per paragraph 49 of these procedures and it fulfills the requirement included in paragraph 51(a), the Steering Committee shall approve the Steering Committee membership.
- (d) The Secretariat notifies the new Steering Committee member of the approval, asking them to appoint the focal point of their choice, submit the annual contribution, and attend the next IRP biannual meeting.

End of Steering Committee Membership

54. Steering Committee membership will end under any of the following circumstances:

- (a) Steering Committee member submits a resignation in written form to the Secretariat
- (b) Steering Committee member is not able to meet requirements and fulfill its roles set in paragraphs 51 and 52 of these procedures for two consecutive years.

55. If the circumstances included in paragraph 54(b) occur, the Secretariat, will inform the Steering Committee member six months prior to the expiration of its membership.

Steering Committee Co-Chairs

56. The Steering Committee has two Co-Chairs from among its members who serve a four-year term, renewable if circumstances so justify.

57. Steering Committee Co-Chairs have the following roles:



- (a) Coordinate Steering Committee members to ensure impact of IRP scientific studies and assessments.
 - (b) Ensure the observance of IRP Policies and Procedures.
 - (c) Chair Steering Committee and Joint sessions of IRP biannual meetings, exercising control over the proceedings and maintaining order.
58. Steering Committee Co-Chairs are selected through the following process:
- (a) Members of the Panel, Steering Committee and Secretariat may recommend Steering Committee Co-Chair candidates.
 - (b) The Secretariat compiles the list of candidates, together the confirmation of their willingness to comply with IRP Policies and Procedures, and confirmation of their availability to carry out roles.
 - (c) The Steering Committee reviews the candidatures and appoints the Co-Chair(s).
 - (d) The Secretariat notifies the new Co-Chair(s) of the appointment.
59. Steering Committee Co-Chairs may step down under the following circumstances:
- (a) Steering Committee Co-Chair submits resignation in written form to the Secretariat.
 - (b) Steering Committee Co-Chair is not able to attend IRP meetings and/or to fulfill chairing roles for one year and a half.
60. If any of the circumstances described in paragraph 59 occur, the Secretariat shall inform the Steering Committee of the departure of the Steering Committee Co-Chair.
61. Replacement of Steering Committee Co-Chairs should follow the procedure outlined in paragraph 58 of these procedures.
62. Former Steering Committee Co-Chairs may be invited as IRP advisors to provide strategic political guidance to the IRP or support in IRP dissemination and capacity building activities.

IRP Strategic Partners

63. IRP strategic partners are those entities that are active and qualified in the topics covered by the IRP. They may include UN agencies (other than the United Nations Environment Programme), international, regional and national organizations, intergovernmental bodies, non-governmental organizations, private and public institutions, business and industry associations, research centers, universities, foundations, science-policy platforms, among others.
64. IRP Strategic Partners are selected through the following process:
- (a) Members of the Panel, Steering Committee and Secretariat may recommend candidates. Eligible parties as per paragraph 63 of these procedures may also submit their application.
 - (b) The Secretariat, in consultation with Panel and Steering Committee Co-Chairs, reviews and approves the strategic partnership requests.
65. IRP Strategic Partners contribute to the work of the IRP in accordance with the principles included in paragraph 4 of these procedures. They provide support in the development and dissemination of IRP publications, enhancing its policy and academic impact, and creating synergies with other relevant stakeholders, among others.
66. IRP Strategic Partners may be invited by the Panel and Steering Committee Co-Chairs to participate in biannual meetings but will not participate in decision-making processes of the IRP.
67. The Secretariat will inform Steering Committee and Panel members about IRP Strategic Partners and their contribution.

IRP Observers

68. The Secretariat may invite an individual or body, whether national or international, governmental or non-governmental, qualified in the topics covered by the IRP, to participate in IRP biannual meetings as observers.
69. Observers to IRP biannual meetings may contribute to the discussions but will not participate in decision-making processes of the IRP.



III.3 Secretariat

70. The Secretariat is hosted by the United Nations Environment Programme. Its main responsibility is to provide substantive, technical and logistic support to the Panel and Steering Committee to ensure the effective implementation of the Work Programme, the use and impact of scientific studies and assessments and the compliance with the Policies and Procedures.
71. The Secretariat of the IRP has the following specific roles:
- (a) Support the development and implementation of the Work Programme in accordance with IRP Policies and Procedures.
 - (b) Provide technical and administrative support as needed to Panel and Steering Committee Co-Chairs for the effective fulfillment of their roles.
 - (c) Interpret IRP Policies and Procedures and ensure observance of these rules by IRP members.
 - (d) Draft the Work Programme with the inputs of Panel and Steering Committee, and support Panel members in the preparation of terms of reference and scoping studies.
 - (e) Prepare, in close cooperation with Lead Authors, the summary for policymakers of the Global Assessment on Natural Resources Use and Management, Thematic Studies and Assessments, and Rapid Studies and Assessments in consultation with Panel and Steering Committee Co-Chairs.
 - (f) Monitor and report progress to the IRP on implementation of the approved Work Programme and budget.
 - (g) Manage annual cash and in-kind contributions received for the IRP, including the preparation of budget proposals, management of expenditure, monitoring, auditing and reporting, as per UN rules and regulations.
 - (h) Manage contractual and legal matters related to the IRP as per UN rules and regulations.
 - (i) Organize and facilitate IRP meetings, including the preparation of background documents, identification and invitation of participants, coordination of meeting logistics, and the organization of travel arrangements for Panel members, Panel Co-Chairs, external experts contributing to the IRP's work, and Steering Committee members in accordance with paragraph 50 of these procedures and with UN rules and regulations.
 - (j) As principal point of contact of the IRP, promote and maintain cooperation with the UN system.
 - (k) Provide recommendations to the Steering Committee on any requests for IRP scientific studies and assessments received from other science-policy platforms or intergovernmental bodies, based on the IRP strategic direction and its financial and human capacities.
 - (l) Coordinate the publication process of IRP scientific studies and assessments and ensure wide access to these publications by target audiences.
 - (m) Recommend potential Working Group members, Panel members, Panel Co-Chairs, Review Editors and Expert Reviewers (as defined in paragraph 73(d) of these procedures), Steering Committee members and Steering Committee Co-Chairs.
 - (n) Review the recommendations from the Group of Scientific Reviewers and appoint new and renewed Panel members after consultation with the Steering Committee.
 - (o) Prepare, implement, monitor and report progress to IRP on the communications strategy, outreach and capacity development activities.
 - (p) Monitor the uptake of IRP scientific studies and assessments by media, policy-makers and other target audiences, and report to the Steering Committee on their impact.

SECTION IV. SCIENTIFIC PUBLICATIONS

72. The following are the main categories of IRP scientific publications:

- (a) **Global Assessment on Natural Resources Use and Management:** A scientific assessment that synthesizes the latest and best available scientific and socio-economic literature on the state, trends and outlook of natural resource use and management in the context of sustainable development. The global assessment may contribute to the development of baselines and indicators to monitor progress on sustainable development from a natural resource perspective. It is published every 4 years and has three main elements: full report, summary for policymakers and supporting materials (dataset, case studies, etc.). A technical summary may also be considered when deemed appropriate by the Panel.
- (b) **Thematic Study and Assessment:** A scientific study and assessment based on the latest and best available scientific and socio-economic literature, which provides in-depth analysis of a particular theme related to the IRP objective, included or not in the Work Programme as set in paragraph 73(b) of these procedures. The Thematic Study and Assessment may provide input for the development of the Global Assessment on Natural Resources Use and Management. It is prepared within 2 years and has three main elements: full



report, summary for policymakers and supporting materials (dataset, case studies, etc.). A technical summary may also be considered when deemed appropriate by the Panel.

- (c) **Rapid Study and Assessment:** A scientific study and assessment based on the best available and emerging science of policy relevance, which supports the policy making community in addressing emerging challenges and setting priorities. A Rapid Study and Assessment may provide input for the development of the Global Assessment on Natural Resources Use and Management. It is prepared within 1 year and has two elements: full report and summary for policymakers
- (d) **Think Piece:** A technical or policy paper based on IRP scientific studies and assessments and other relevant literature, on topics related to the IRP's objective for which a scientific perspective is deemed essential. A Think Piece is not a full study and assessment but science-based reflections, which may catalyze the generation of new scientific knowledge or highlight critical topics to be considered in policy discourse. A Think Piece may be published in academic journals and online platforms. It is prepared in less than 1 year.
- (e) **Supporting Material:** Documentation, data and other information outputs of the IRP that contribute to the development, use and dissemination of its work. They include reports from IRP meetings or events, software or databases linked to IRP scientific studies and assessments, and guidance material (such as glossaries and guidance notes) to assist in the preparation of IRP scientific studies and assessments.

73. Unless otherwise established in these procedures, studies and assessments are in general subject to the following preparation, review and approval process:

- (a) **Scoping Exercise and Work Programme.** A strategic planning exercise is conducted by the IRP every 4 years to define the strategy and priority areas of the IRP. As part of this exercise, public consultations may be organized to capture views from external public or private stakeholders. As a result of this exercise, the Secretariat, based on inputs from the Panel and Steering Committee and public consultations will develop a Work Programme with the strategic direction, priority areas and description of potential scientific studies and assessments of the IRP in the corresponding cycle. The Work Programme is submitted to the Panel for input and recommendations and to the Steering Committee for approval.
- (b) **Terms of reference.** Panel Members prepare, with the support of the Secretariat, terms of reference (hereinafter ToRs) for scientific studies and assessments according to the Work Programme. The ToRs will include the following elements: purpose, relation with the IRP objective and strategy of the corresponding cycle, scope, structure, urgency, complexity, existing knowledge base, policy relevant questions, added value, available expertise, scale of potential impact and beneficiaries, proposed Lead Authors, financial and team requirements, work plan including timeline, outreach and dissemination. The Panel and/or Steering Committee may request, as appropriate, a more detailed scoping study to further assess the existing knowledge base and added value of the study. The ToRs are submitted to the Panel and Steering Committee for review and approval.
- (c) **Preparation and review of the First Draft.** Once the ToRs are approved and the Lead Author (s) and Contributing Authors are appointed as per paragraphs 46 and 47 of these procedures, the Working Group prepares the First draft of the scientific study and assessment. The First draft is submitted to the Steering Committee for input and recommendations and to the Panel for approval to proceed to external peer review.
- (d) **External Expert Review Process.** After approval of the First draft, the Review Editor and Expert Reviewers are appointed and the external expert review process is carried out as per Annex 3 of these procedures. Review Editors are Panel members or external experts who are responsible for coordinating and ensuring the scientific integrity of the external review process of IRP scientific studies and assessments. Expert Reviewers are external experts tasked to review and comment on the accuracy and completeness of the scientific assessment. With support from the Secretariat, the Review Editors prepare an external review work plan; ensure that Expert Reviewers receive the draft scientific study and assessment and review guideline documents; ensure that Expert Reviewers adhere to timelines; consolidate all review comments; ensure that comments are taken into account by the relevant Working Group, and report about the process to the Panel and Steering Committee.
- (e) **Preparation and review of the Second Draft.** Once the external expert review process is completed, the Working Group prepares the Second Draft of the scientific study and assessment based on input received from the Review Editor and Expert Reviewers. The Second draft is submitted to the Steering Committee for input and recommendations and to the Panel for approval as "ready for publication".
- (f) **Approval of report.** The approval of the second draft requires the agreement of two-thirds of the total number of Panel members (excluding members involved in the preparation of the report). Panel members may ask to reflect dissenting opinions on an editorial note in the scientific study and assessment, along with



a brief summary of the external expert review process and remaining dissents, if any. If approval is not obtained, and the Panel asks to revise or rewrite parts or the full report, the steps described in paragraphs 73(d) and 73(e) of these procedures shall be followed.

IV.1 Global Assessment on Natural Resources Use and Management

74. **Scoping exercise and Work Programme.** Panel Co-Chairs convene a scoping meeting with Panel and Steering Committee members as well as external experts as needed, to discuss potential focus, content, structure and work plan, and to appoint the Lead Author(s) and Working Group members of the Global Assessment on Natural Resources Use and Management. The results of this scoping meeting will be included in the Work Programme and discussed by IRP members during the strategic planning exercise. The Panel may provide input and recommendations while the Steering Committee approves the Work Programme as per paragraph 73(a) of these procedures.
75. **Terms of reference.** The Lead Authors, with the support of the Secretariat, prepare and submit to the Panel and Steering Committee the ToRs of the Global Assessment on Natural Resources Use and Management in accordance with paragraph 73(b) of these procedures. Working Group meetings may be organized as needed for the preparation of the ToRs and drafts.
76. **Preparation and review of First and Second Drafts and External Expert Review Process.** First and Second Drafts of the Global Assessment on Natural Resources Use and Management will be reviewed as per paragraphs 73(c), 73(d) and 73(e) of these procedures. Expert Reviewers will have up to one month to review and provide comments to the First Draft of the Global Assessment on Natural Resources Use and Management.
77. **Interim progress report.** An interim progress report of the Global Assessment on Natural Resources Use and Management approved by the Panel may be presented to selected target audiences if requested by the Steering Committee. The document shall clarify that it is not the final scientific assessment but a compilation of preliminary results that may change after external expert review and subsequent review by the Panel.

IV.2 Thematic Study and Assessment

78. **Scoping exercise and Work Programme.** A Thematic Study and Assessment may be proposed at any moment by an IRP member. The Secretariat may organize a scoping meeting if deemed necessary for the development of the ToRs.
79. If proposed during the strategic planning exercise, the elements described in paragraph 73(a) of these procedures must be included in the Work Programme prior to the development of the ToRs. The Panel provides input and recommendations while the Steering Committee approves the Work Programme as per paragraph 73(a) of these procedures.
80. **Terms of reference.** Panel members, with the support of the Secretariat, prepare and submit to the Panel and Steering Committee the ToRs of the Thematic Study and Assessment in accordance with paragraph 73(b) of these procedures. Working Group meetings may be organized as needed for the preparation of the ToRs and drafts.
81. **Preparation and review of First and Second Drafts and External Expert Review Process.** First and Second Drafts of the Thematic Study and Assessment are reviewed as per paragraphs 73(c), 73(d) and 73(e) of these procedures. Expert Reviewers will have up to one month to review and provide comments to the First Draft of the Thematic Study and Assessment.

IV.3 Rapid Study and Assessment

82. **Scoping exercise and Work Programme.** A Rapid Study and Assessment may be proposed at any moment by an IRP member. The Secretariat may organize a scoping meeting if deemed necessary for the development of the ToRs.
83. If proposed during the strategic planning exercise, the elements described in paragraph 73(a) must be included in the Work Programme prior to the development of the ToRs. The Panel provides input and recommendations while the Steering Committee approves the Work Programme as per paragraph 73(a).



84. **Terms of reference.** Panel members, with the support of the Secretariat, prepare and submit to the Panel and Steering Committee the ToRs of the Rapid Study and Assessment in accordance with paragraph 73(b) of these procedures. Working Group meetings may be organized as needed for the preparation of the ToRs and draft.
85. **Preparation and review of draft.** A Draft of the Rapid Study and Assessment is reviewed by the Panel and Steering Committee as per the procedure established in paragraph 73(c) of these procedures.
86. **External Expert Review Process.** The approved Draft of the Rapid Study and Assessment is reviewed by Expert Reviewers as per paragraph 73(d) of these procedures. Expert Reviewers will have up to one month to review and provide comments to the Draft of the Rapid Study and Assessment.
87. **Preparation and review of final draft.** After External Expert Review, the Steering Committee provides input and recommendations to the final draft and the Panel reviews and approves for publication through an expedite process.

IV.4 Think Piece

88. A Think Piece is not subject to the preparation and clearance process outlined in paragraphs 73(a), 73(b), 73(c), 73(d), and 73(e) of these procedures.
89. A Think Piece may be proposed at any moment by an IRP member.
90. The Think Piece proposal is approved by Panel Co-Chairs.
91. Panel members, with the support of the Secretariat, prepare and submit the Think Piece to the Panel and Steering Committee for input and recommendations.
92. Panel and Steering Committee Co-Chairs approve for publication.

IV.5 Supporting Material

93. Supporting Material are not subject to the preparation and clearance process outlined in paragraphs 73(a), 73(b), 73(c), 73(d), and 73(e) of these procedures.
94. Supporting Material may be proposed at any moment by an IRP member.
95. Panel members, with the support of the Secretariat, prepare and submit Supporting Material to the Panel and Steering Committee for input and recommendations.