

## CONTRIBUTOR ROLES FOR THE GRENADA NEA

We are looking to fill a number of roles to develop each of the of the seven chapters of the Grenada NEA. These roles include Coordinating Lead Authors (CLA), Lead Authors (LA), Contributing Authors (CA), Review Editors (RE), External Reviewers and Fellows. Brief descriptions of these roles are provided in the table below. Potential contributors are invited to download the application [form](#) , indicating which chapters you would like to contribute to and the role you are interested in for each [chapter](#). Please email this form to [anastacia@canari.org](mailto:anastacia@canari.org) by June 26<sup>th</sup> 2020 along with your CV. More details on NEA roles are provided in the [IPBES Assessment Guide Report](#).

Role	Responsibilities	Qualifications and desirable experience
<b>Coordinating Lead Authors (CLA)</b>	<ul style="list-style-type: none"> <li>Overall responsibility for coordinating a chapter of the assessment report, under the guidance of the Technical Co-Chair, while also having responsibilities as a lead author.</li> <li>Ensures that the chapters of the report are completed to a high standard, collated and delivered to co-chairs in a timely manner.</li> <li>Ensures chapters conform to any overall standards of style set for the document.</li> <li>Coordinates the work of the lead authors, fellows and contributing authors involved in their chapter.</li> <li>Ensures that any cross-cutting scientific, technical or socio-economic issues, of significance to more than one section of a report, are addressed in a complete and coherent manner and reflect the latest information available.</li> <li>Coordinates the distilling of key messages from their chapter and writing of the executive summary of the chapter.</li> <li>Contributes to the writing of the NEA Summary for Policy Makers (SPM).</li> <li>Participates in the author meetings and coordinates the work of their chapter at the meeting.</li> </ul>	<p>Preferably a PhD or graduate degree with research experience in one or more relevant chapter topics.</p> <p>Previous experience as a Coordinating Lead Author and/or Lead Author on similar assessments or reports will be useful.</p> <p>Past Grenadian or Caribbean research experience on one or more-chapter topics is desirable.</p>
<b>Lead Authors (LA)</b>	<ul style="list-style-type: none"> <li>Produces designated sections or parts of chapters, on the basis of the best scientific, technical and socio-economic information available.</li> <li>Works in small groups that together are responsible for ensuring the various components of their sections are put together on time, are of a uniformly high quality and conform to any overall standards of style set for the document.</li> </ul>	<p>Preferably a graduate degree in one or more relevant chapter topics and/or relevant research experience and/or local knowledge of Grenadian/Caribbean biodiversity.</p> <p>Previous experience as a Lead Author on similar assessments or reports is desirable.</p>

	<ul style="list-style-type: none"> <li>• Synthesizes material drawn from the available literature and fully-justify unpublished sources, contributing authors, stakeholders and experts where appropriate.</li> <li>• Participate actively in the author meetings.</li> </ul>	
<b>Contributing Authors (CA)</b>	<ul style="list-style-type: none"> <li>• Prepares technical information in the form of text, graphs or data for inclusion by lead authors in the relevant sections or part of a chapter.</li> <li>• Contributions should be supported, as far as possible, with references from peer-reviewed and internationally available literature.</li> <li>• Contributes to a specific part of the chapter and do not work on the chapter as a whole.</li> </ul>	Preferably a graduate degree in one or more relevant chapter topics and/or relevant research experience and/or local knowledge of Grenadian/Caribbean biodiversity
<b>Review Editors (RE)</b>	<ul style="list-style-type: none"> <li>• Seniors in their field and may represent a range of scientific, technical and socioeconomic views.</li> <li>• Experts in one or more natural and/or social scientific discipline and may represent or have expertise in indigenous and local knowledge.</li> <li>• Involved in the review phase of the first order draft and help the author teams to address review comments during the second and third author meeting.</li> <li>• Ensures that confidence terms are used consistently throughout the executive summary of the related chapter.</li> <li>• There will be two review editors per chapter, including its executive summary.</li> <li>• The assessment may have or more overall review editor(s) who reviews the entire report, or an additional review editor that reviews the SPM.</li> <li>• Not actively engaged in drafting reports and may not serve as reviewers for text that they have been involved in writing.</li> <li>• Ensures that all substantive expert and government review comments are afforded appropriate consideration.</li> <li>• Advises lead authors on how to handle contentious or controversial issues.</li> </ul>	Preferably a graduate degree in one or more relevant chapter topics and/or relevant research experience and/or local knowledge of Grenadian/Caribbean biodiversity

	<ul style="list-style-type: none"> <li>• Ensure that genuine controversies are adequately reflected in the text of the report concerned. Responsibility for the final text of the report remains with the relevant CLAs and LAs.</li> </ul>	
<b>External Reviewers (ER)</b>	<ul style="list-style-type: none"> <li>• Conducts external review of the first and second order drafts of the assessment report and the Summary for Policy Makers.</li> <li>• Evaluates the quality, validity and relevance of the assessment.</li> <li>• Provides authors with constructive feedback that will help in preparing an assessment of the highest quality.</li> <li>• External reviewers are independent experts (i.e. experts not involved in the preparation of that particular chapter).</li> </ul>	<p>Preferably a graduate degree in one or more relevant chapter topics and/or relevant research experience and/or local knowledge of Grenadian/Caribbean biodiversity.</p> <p><b>Grenadian Government officials are especially encouraged to apply for this role.</b></p>
<b>Fellows (FL)</b>	<ul style="list-style-type: none"> <li>• Experts in the early stages of their careers, not older than 35 years of age.</li> <li>• They should be working in the area of social, economic and biological sciences, policy development, and/or indigenous and local knowledge systems.</li> <li>• Collaborate with the CLAs and LAs in developing sections or parts of chapters.</li> <li>• They receive training to gain an in-depth understanding of the IPBES assessment processes.</li> </ul>	<p>Preferably registered for a graduate degree in Biology, Environmental Sciences, Social Sciences or related field with local knowledge of Grenadian/Caribbean biodiversity.</p>
<b>Contributors of Local Knowledge</b>	<ul style="list-style-type: none"> <li>• Community members, members of the private sector or members of civil society organisations which use or manage natural resources in Grenada.</li> <li>• These persons can provide information on the status, trends and use of natural resources, as well as best practices for management.</li> <li>• Contributors will be engaged through a variety of participatory mechanisms e.g. community meetings to share their inputs to feed into the drafting of the reports. They will also be engaged to provide feedback on the draft chapters</li> </ul>	<p>Community members, members of the private sector or members of civil society organisations who use or manage natural resources in Grenada.</p>