

Tasks and responsibilities of the co-chairs and vice-chairs of the assessment

Co-chairs and vice-chairs of GEO assessments are responsible for ensuring that an assessment report is completed to the highest scientific standard. The names of all assessment report co-chairs and vice-chairs will be acknowledged prominently in the assessment reports that they are involved in preparing. Assessment report co-chairs and vice-chairs are nominated and selected as described in the GEO assessment procedures.

Terms of reference for Co-chair of GEO assessment

The role of the GEO co-chairs is primarily a coordination role for the whole publication, similar to the WG chairs for IPCC. With the assistance of the Secretariat the co-chair would:

- Chair all the main meetings of the CLAs, LAs and CAs;
- Provide advice to the Executive Director on the selection of experts and authors in the GEO process;
- Act as the bridge between the Secretariat and the author teams, for example, emails prepared by the Secretariat would be addressed to the authors from the co-chairs (after review of the content).
- Act as the bridge between the authors and the GEO advisory bodies (e.g. IMAG and MESAG).
- Be responsible for the review of content and quality of GEO, with the support of the Secretariat, CLAs, LAs, Review Editors.
- Contribute to or participate in occasional planned media events/products related to the GEO process eg. drafting the Co-chairs message, participate in media interviews etc.

Terms of reference for Vice-chair of GEO assessment

The role of the vice-chairs is primarily a coordination role for the whole publication, similar to the WG chairs for IPCC. In collaboration with the Co-chairs and with the assistance of the Secretariat the vice-chair would:

- Assist the co-chairs in managing information flow and responding to requests from the Secretariat, Coordinating Lead Authors (CLAs) and other GEO participants;
- Provide advice to the Executive Director on the selection of experts and authors in the GEO process.
- In the absence of the Co-chairs, chair the main meetings of the CLAs, LAs and CAs (face-to-face and virtual);
- Act as the bridge between the Secretariat and the author teams, for example, emails prepared by the Secretariat would be addressed to the authors from the vice-chairs, in absence of or at the request of the Co-chairs (after review of the content).

- Act as the bridge between the authors and the GEO advisory bodies (e.g. the IMAG and the MESAG).
- Be responsible for the review of content and quality of the GEO publication, with the support of the Secretariat, CLAs, LAs, Review Editors.
- Contribute to or participate in occasional planned media events/products related to the GEO process.