



Global Environment Outlook Review Editing Analytical
Database
(GEO-READ)

Frequently Asked Questions

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A. General

What is the GEO-READ portal?

The Review Editing Analytical Database of the Global Environment Outlook (GEO-READ) is the United Nations Environment Programme's (UNEP) digital portal for managing the review of GEO reports. The system provides different services and privileges to different users; whether they are report authors, reviewers, review editors, members of GEO advisory boards, or members of the GEO secretariat.

GEO-READ supports and enhances the rigor, credibility, and transparency of the assessment's review process. It also provides review editors and other stakeholders with various analytical tools to guide and supplement their work as they analyse the large numbers of comments provided by peer and government-nominated reviewers. This digitizing of the review process responds to the UN Secretary General's '[Our Common Agenda](#)' by fostering increased digital cooperation through a new governance and administrative model for GEO, and is an example of UNEP's ongoing [digital transformation](#).

How do I access the portal?

For instructions on how to become a report reviewer on the portal, please check this section [below](#). For all other inquiries regarding access to the system, please contact: unep-ewad-geohead@un.org.

If I have any problems using the portal, who do I contact?

For technical support or questions about using the system, please contact: georead@cedare.int.

What is a review cycle?

A 'review cycle' is the timeframe during which reviewers and other stakeholders with reviewer privileges are allowed to submit comments on a particular draft of a report. Review cycle timeframes are set by the GEO advisory bodies at the beginning of the production process and are designed to facilitate the production of the report in a timely manner.

What is a response cycle?

A 'response cycle' is the timeframe during which authors and co-chairs are allowed to submit responses to reviewer comments on a particular draft of a report. Response cycle timeframes are set by the GEO advisory bodies at the beginning of the production process and are designed to facilitate the production of the report in a timely manner.

What is a review editor?

Within the framework of the GEO report production process, review editors are key resource persons in ensuring the integrity of the review process, by checking that all substantive expert and government review comments are afforded appropriate consideration by the authors, and advise authors on how to handle contentious or controversial issues.

What are review editor notes?

As review editors go over how comments have been dealt with by authors, they may leave notes with suggestions and feedback on how an author has responded to a particular comment. After the timeframe for review editor notes has ended, these notes are then transferred to the author screens so they can respond to them if needed.

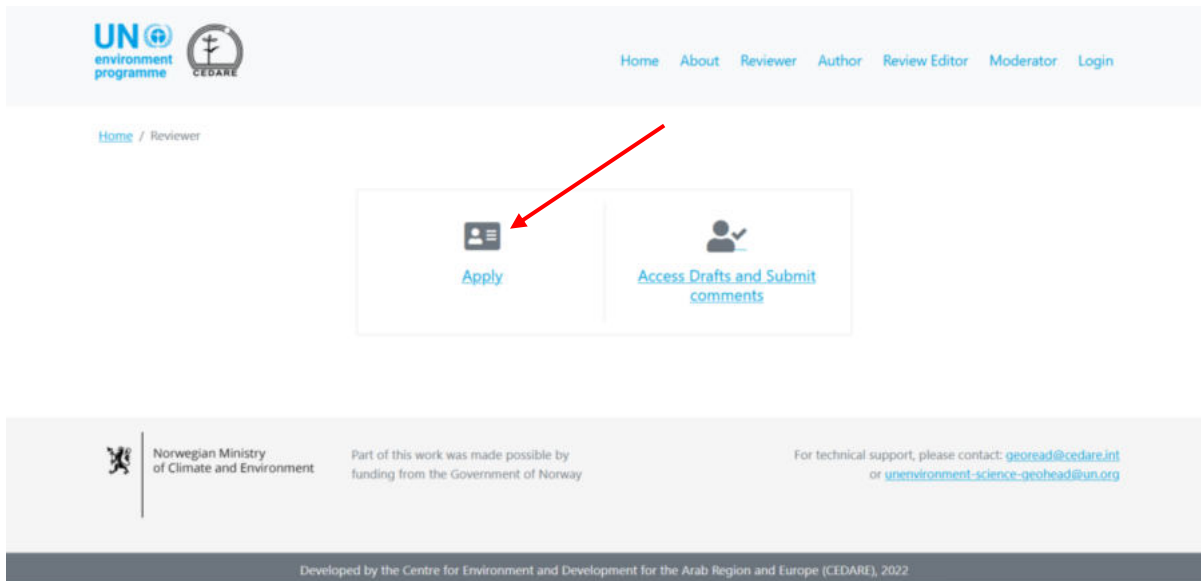
What are author follow-up notes?

After the review editors have checked the comments received and how authors have responded to them, authors have the change to submit their own follow-up notes in response to any review editors notes. These follow-up notes become visible to the review editors as well as the reviewers after the timeframe for follow-up notes has ended.

B. Reviewer

How do I apply to become a reviewer?

Click the **Reviewer** tab at the top of any portal screen, or the **Reviewer** icon on the home page. On the reviewer landing page, click **Apply**:



Fill in the reviewer form, paying particular attention to required fields marked with *. If you are a peer reviewer, you are also required to **upload** a detailed CV. Click **Submit** to add your application to the database.

The screenshot shows a web form for reviewer registration. The form is titled "Please fill in all mandatory fields (*) then click submit". It includes the following fields and sections:

- Personal Information: Surname (*), Given Name(s) (*), Title (*), Gender (*), Nationality (*), Country of Residence (*), Second Nationality, Age (*), Occupation (*).
- Professional Information: Institution (enter freelance if not affiliated with any institution) (*), Institution Type (*), Qualifications (highest academic degree) (*), Please enter degree title, Regional Expertise (choose all that apply) (*), Fields of Expertise (*).
- Publications: Please list up to 4 of your most relevant or most recent publications (if applicable). You may include further details in your CV (*).
- Contact Information: Email (*), Phone Number (include all dialing codes (e.g., +000 XXX XXX XXX)) (*), Cell Phone (include all dialing codes (e.g., +000 XXX XXX XXX)).
- CV Upload: Have you participated in previous GEO reports? (*). If yes, please choose one. If no, please enter report title. Upload CV (*). Choose File. No file chosen.
- Buttons: Cancel, Submit.

Two red arrows are present: one pointing to the "Upload CV" button and another pointing to the "Submit" button.

Please make sure you fill in your application accurately, especially the nomination box, as you cannot edit it once you have submitted it. If you wish to submit a new application, you will need to use another email address as your application is tied to the email address used on it. You may contact the secretariat (unep-ewad-geohead@un.org) for assistance in deleting an application from the system so you can submit a new one using the same email address.

Once you are verified by the secretariat as a reviewer, whether self-nominated or government-nominated, you will receive a username and password at the email you provided in your form from the GEO-READ mailbox (georead@cedare.int). Please note that if you have never received emails from the system before, your email provider may send this email to your spam/junk folder, so please check that regularly.

Who can see all the information I submit in my reviewer profile?

Until you are approved as a reviewer by the GEO secretariat and receive a username and password, only the system moderators can see your reviewer profile and all the information on it.

Once you are approved as a reviewer (peer or government-nominated) and receive your username and password, the information you submitted in your reviewer profile will be automatically linked to any comments you submit, and that information will be visible to any portal users who can access those comments, such as the authors and review editors.

Are my comments anonymised in any way or can authors and/or other users see who has submitted any comments?

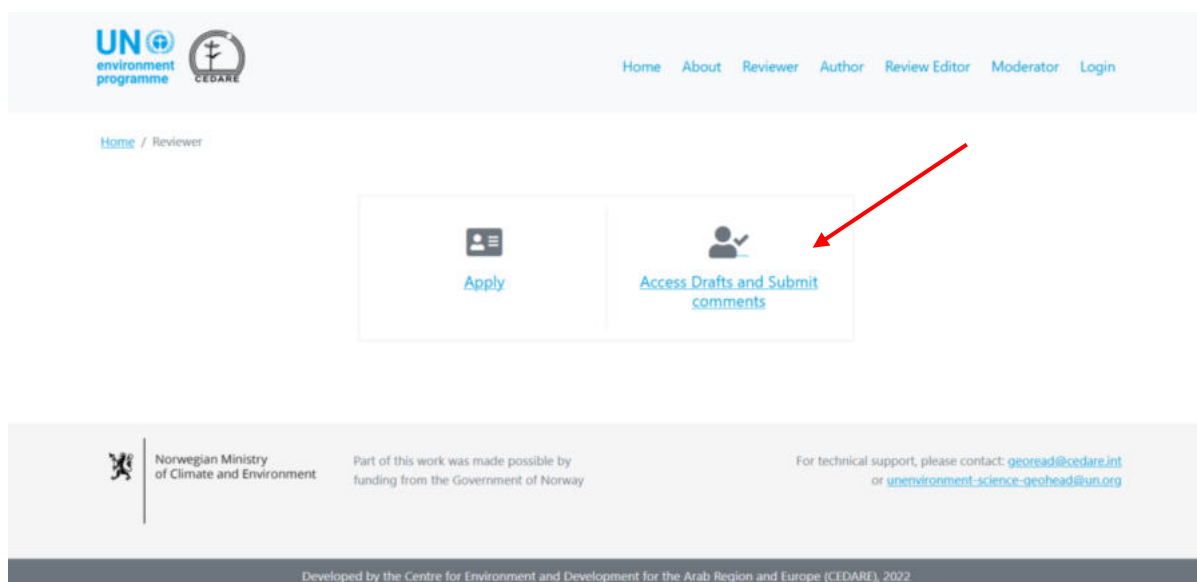
Comments submitted for any draft GEO document or report are not anonymised. Report authors, co-chairs, review editors, the GEO secretariat, and members of some GEO advisory bodies can see who submitted a comment and access their full reviewer profile.

I have already been nominated by my government or organisation to be a reviewer, how can I access the portal and submit comments?

After the GEO secretariat receives your nomination, you must submit a reviewer profile using the 'apply to be a reviewer' function on the portal (please see this [section](#)). You will then be automatically approved by the secretariat as a government-nominated reviewer and receive a username and password. Subsequently, the comments you submit will be marked as official comments submitted by your country/territory.

How can I access the draft under review?

Click the **Reviewer** tab at the top of any portal screen, or the **Reviewer** icon on the home page. On the reviewer landing page, click **Access Drafts and Submit Comment**:



You will then be prompted to log in using the username and password provided by the GEO secretariat:

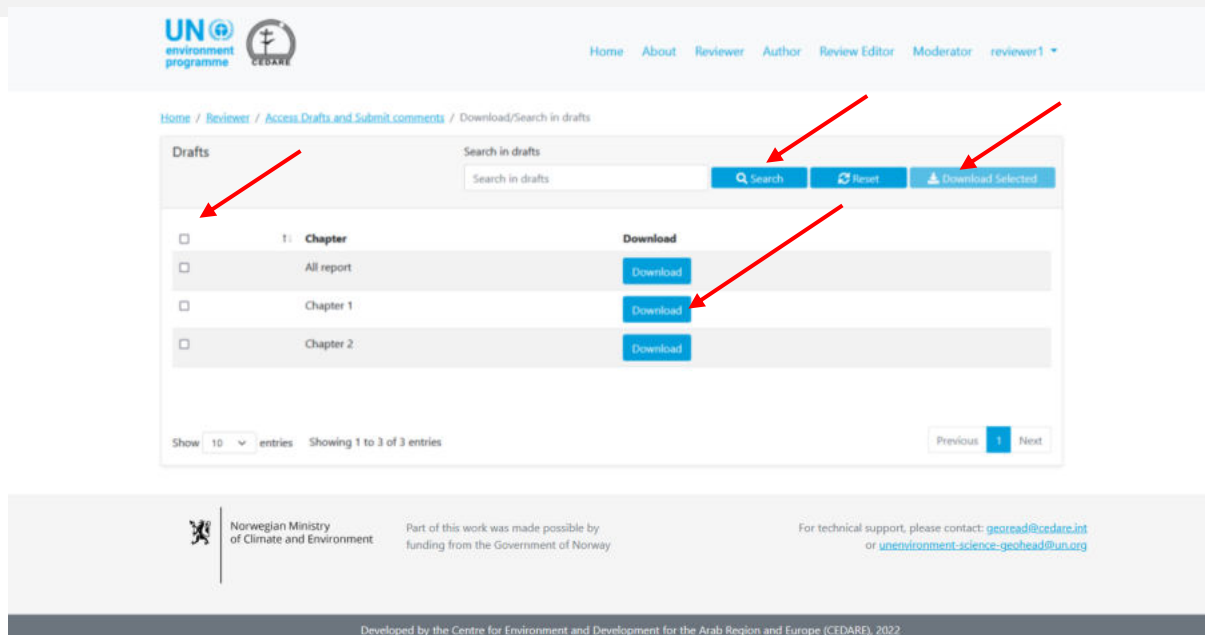
The screenshot shows the login interface for the UN Environment Programme CEDARE system. At the top left, there are logos for the UN Environment Programme and CEDARE. To the right, a navigation menu includes links for Home, About, Reviewer, Author, Review Editor, Moderator, and Login. The central focus is a 'Login' form with two input fields: 'Username or email address' and 'Password'. Below these fields, there is a checkbox for 'Remember me' and a link for 'Forgot password?'. A blue 'Login' button is positioned at the bottom of the form. The footer contains logos for the Norwegian Ministry of Climate and Environment and CEDARE, along with contact information for technical support: geoad@cedare.it or unenvironment-science-geohead@un.org. A small note mentions funding from the Government of Norway. At the very bottom, it states 'Developed by the Centre for Environment and Development for the Arab Region and Europe (CEDARE), 2022'.

Once you have logged in, click **Download/Search in Drafts**:

This screenshot shows the user interface after a successful login. The top navigation bar now includes an additional 'Administration' link with a dropdown arrow, and the 'Language' link also has a dropdown arrow. Below the navigation bar, a breadcrumb trail reads 'Home / Reviewer / Access Drafts and Submit Comments'. The main content area features four large, light-colored buttons with icons and text: 'Download/Search in drafts' (with a download icon and a red arrow pointing to it), 'Interactive Commenting' (with a mouse cursor icon), 'Manage Current Draft Comments' (with a speech bubble icon), and 'View Comments on Earlier Drafts' (with a speech bubble icon).

You will arrive at a screen displaying the list of all current chapter drafts available. Click **Download** next to the draft chapter you wish to download, or select several chapters from the selection boxes on the left and download those in one zipped folder using the **Download Selected** button. You will then be prompted to choose the folder on your desktop device where the file or folder will be saved.

You can also **search** the files for any keyword you choose, to locate the specific chapters where it is mentioned.

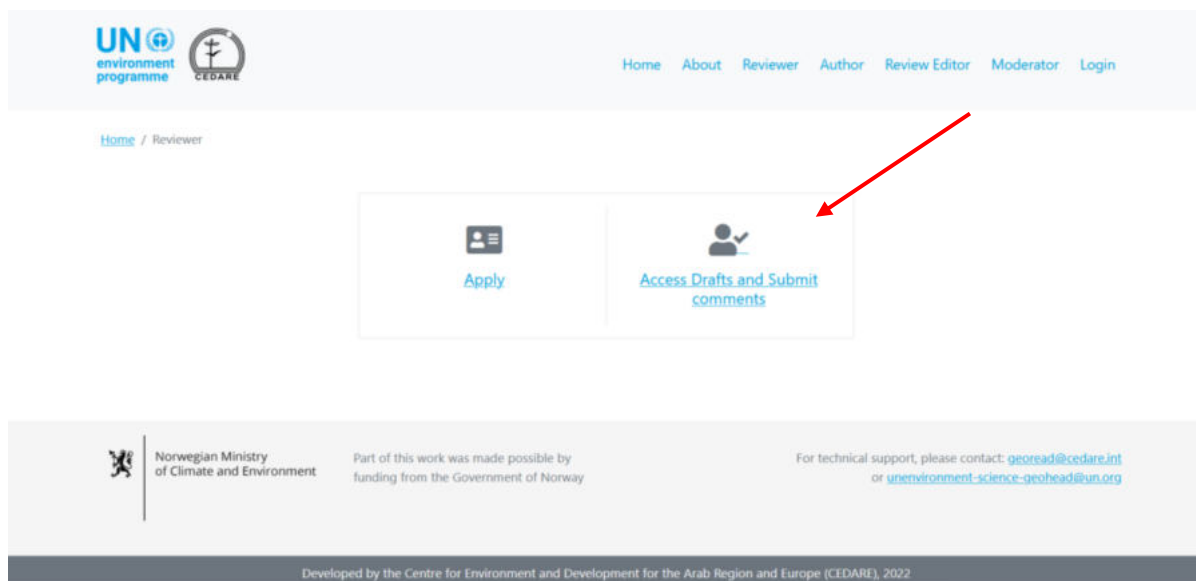


Who can submit review comments?

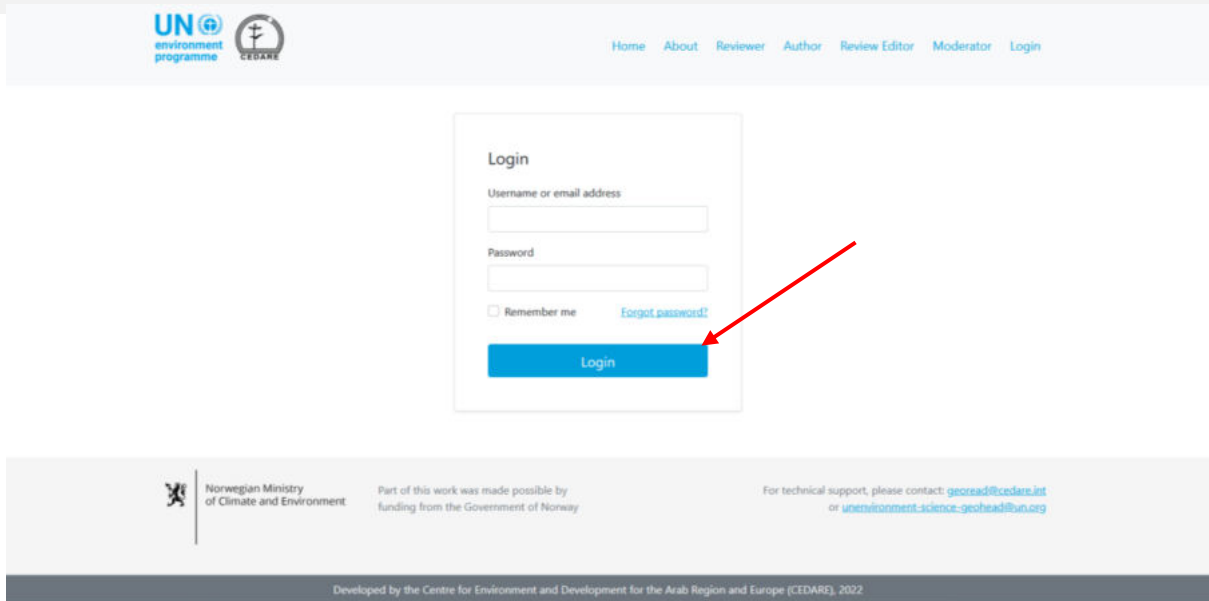
Whether you would like to participate in reviewing a GEO report as a self-nominated reviewer, or you have been nominated by your government to do so; in order to submit comments on any draft, you must submit a reviewer profile and receive a username and password from the GEO secretariat (see this section [above](#)). If you are a GEO author, co-chair, editor, GEO secretariat member, or GEO advisory board member, log in to the system using the credentials provided by the GEO secretariat, then follow the [steps](#) for submitting comments and the system will automatically prompt you to fill out a [reviewer profile](#).

How do I submit comments while reading the drafts?

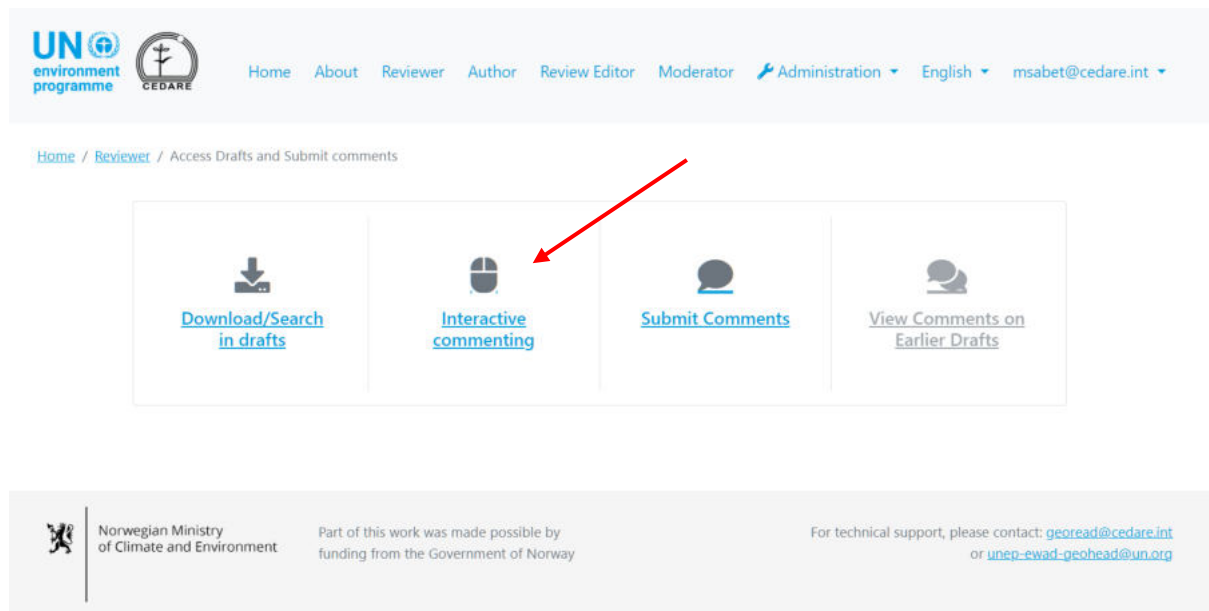
Click the **Reviewer** tab at the top of any portal screen, or the **Reviewer** icon on the home page. On the reviewer landing page, click **Access Drafts and Submit Comments**:



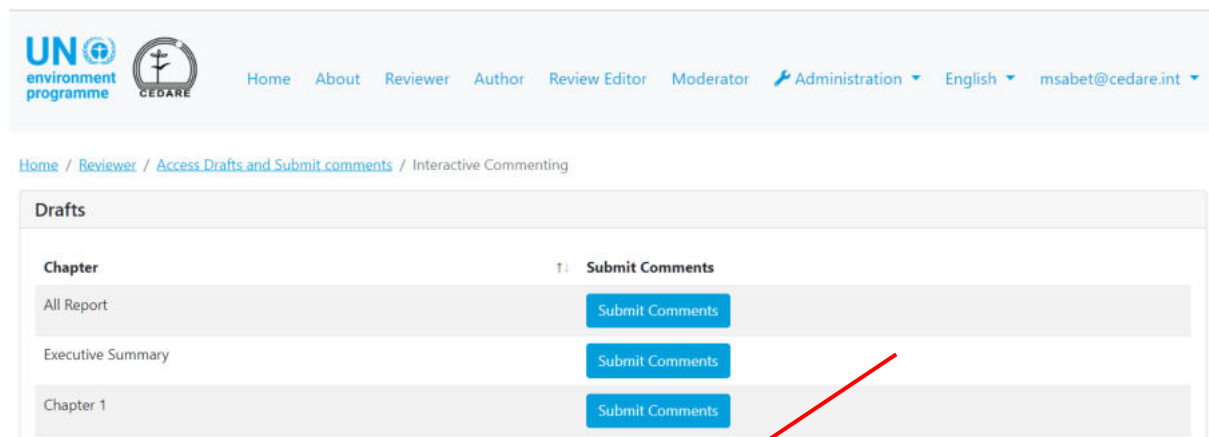
You will then be prompted to log in using the username and password provided by the GEO secretariat:



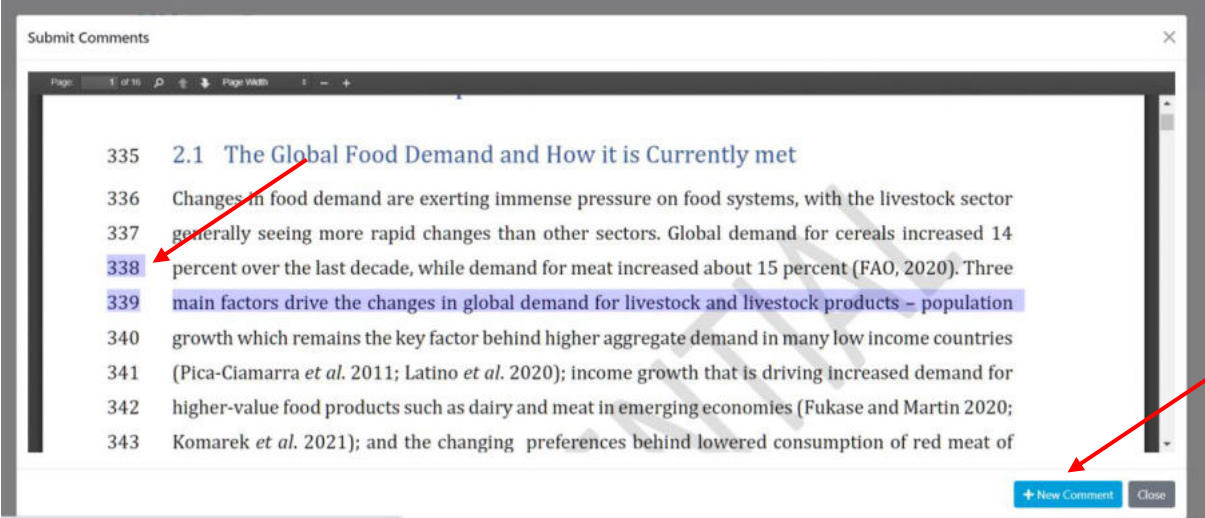
Once you have logged in, click **Interactive Commenting**:



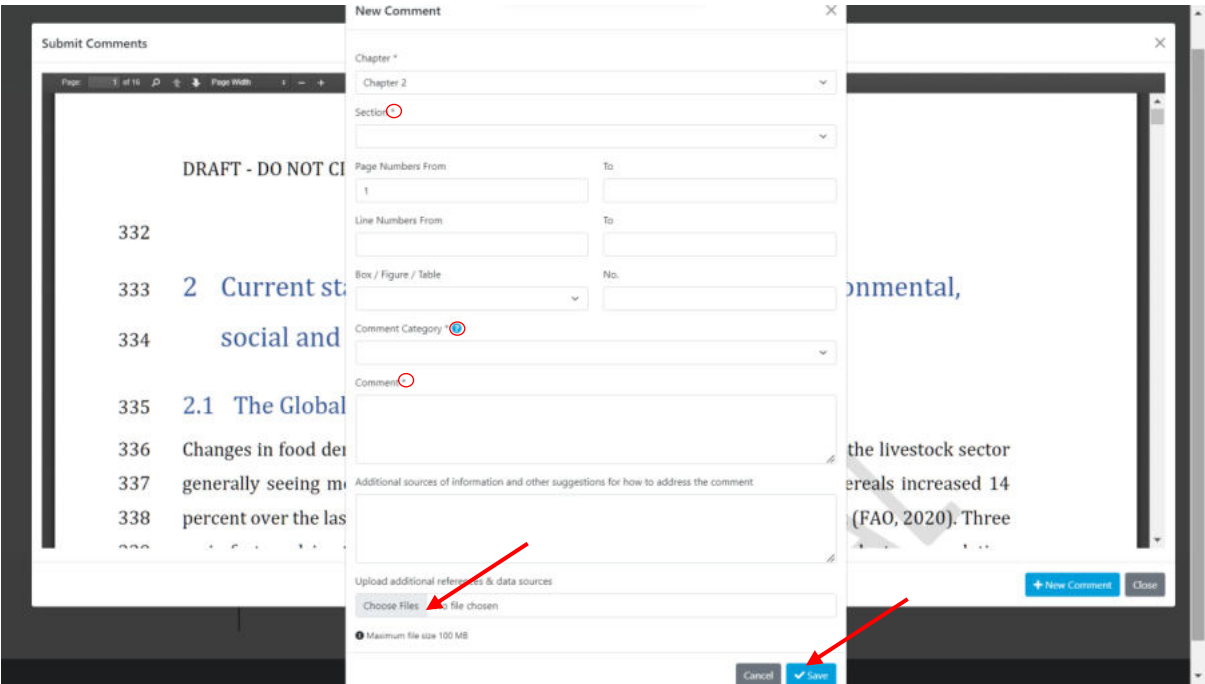
Click **Submit Comments** next to the chapter you wish to review:



The draft chapter will open in a reading screen. Select the text on which you wish to submit a comment, making sure your selection begins and ends with a line number, then click “+ New Comment”:



The comment submission form will pop up, prefilled with some of the location data for your comment. Please complete all missing data and provide as many details as possible on this form to assist the authors in locating your comment in the draft, and in understanding it fully, paying particular attention to the required fields marked with an asterisk (*). You can download the categorisation guide for comments from the '?' icon next to the 'Comment Category' dropdown menu. Additionally, you can suggest additional data sources to the authors using the 'additional references, data sources, and/or links' text box, or upload a file for that additional data source. Please note that if you choose the comment category 'additional references and data sources', the text box 'additional references, data sources and/or links' becomes required, so you will have to add some additional information to guide the authors on how to locate that additional data, such as providing the name of a report or a link to an online source. You can also upload one or more files for those additional data sources, in which case you may simply write 'please check attached file' in the text box so that the system allows you to save your comment:

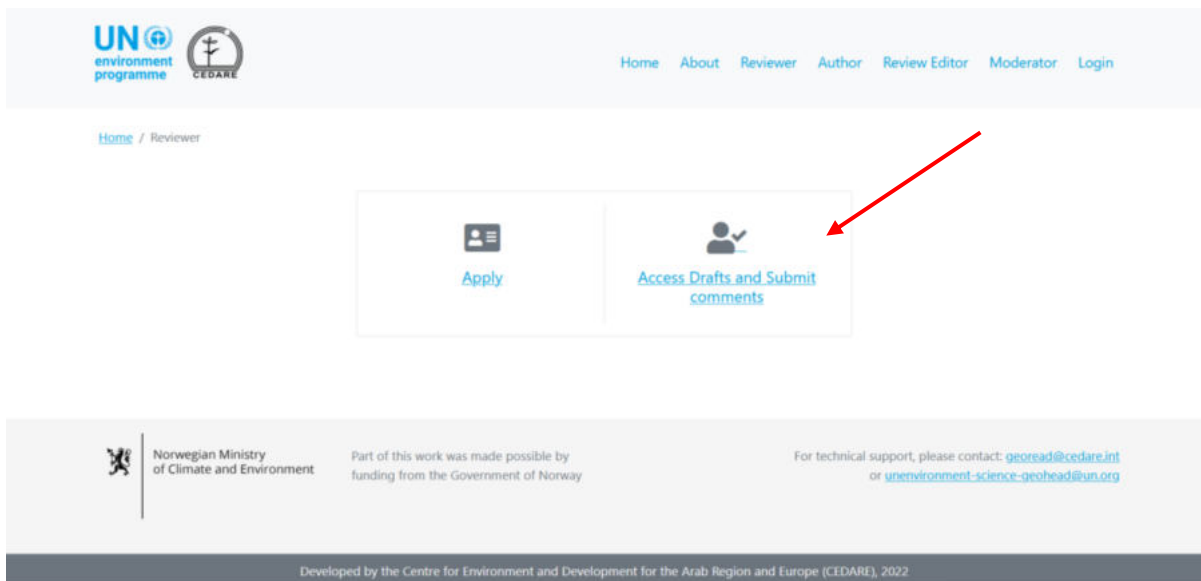


Once you have filled in all details, click **Save** to save your comment on the system. Please note that if you are submitting comments close to the review cycle deadline when the system is experiencing high traffic volumes, or if you are uploading additional materials to support your comment, saving the comment may take longer than usual.

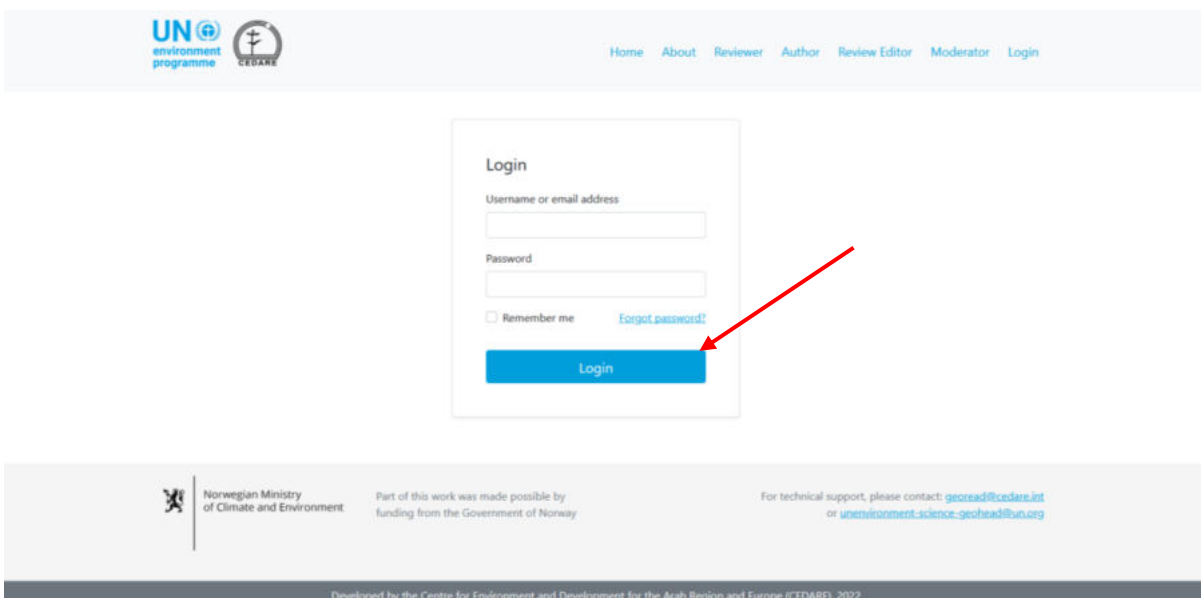
If you wish to upload more than file, follow the steps above to save your comment with the first file, then follow the steps [here](#) to edit the comment and upload another, and so on, repeating these steps for each additional file you wish to upload.

How do I submit comments?

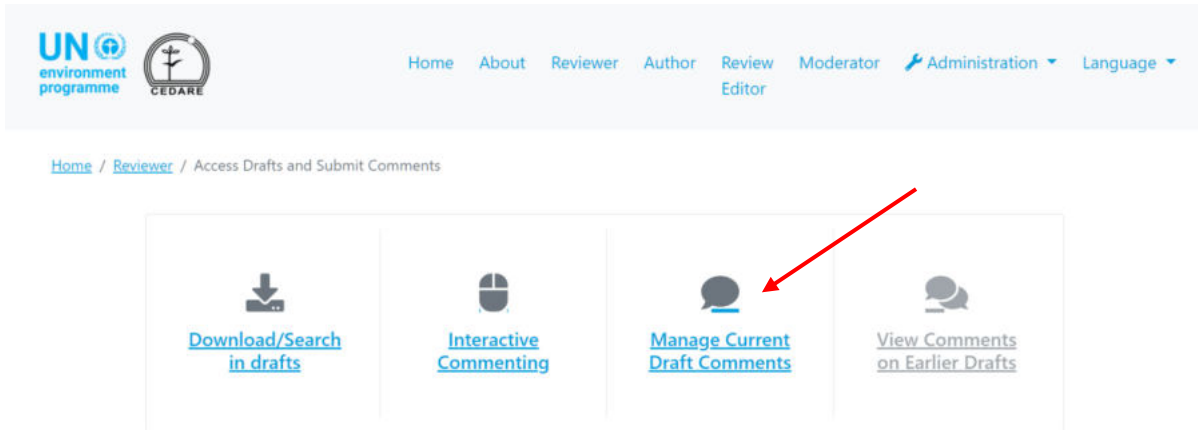
Click the **Reviewer** tab at the top of any portal screen, or the **Reviewer** icon on the home page. On the reviewer landing page, click **Access Drafts and Submit Comments**:



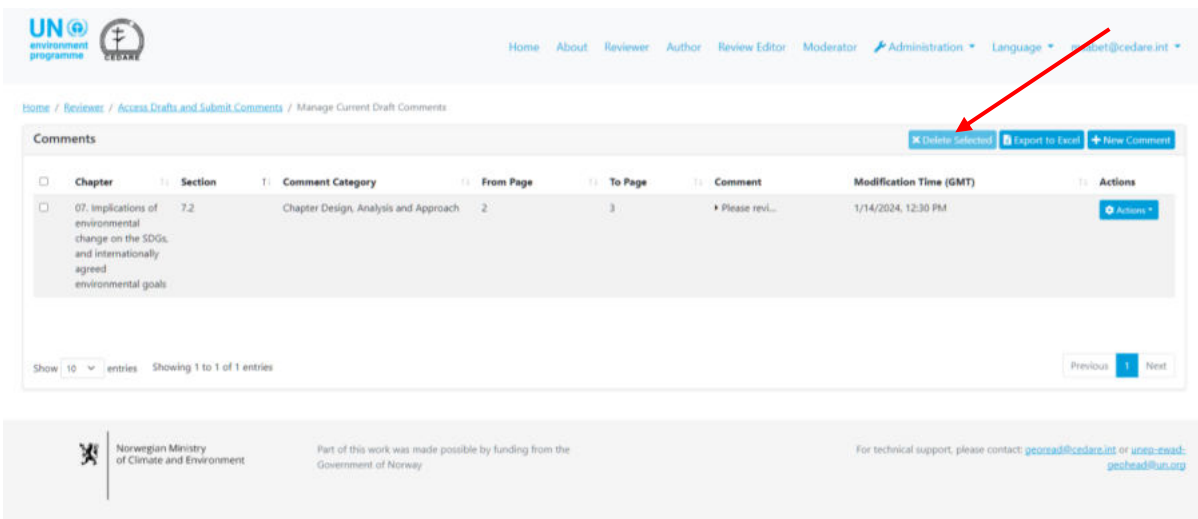
You will then be prompted to log in using the username and password provided by the GEO secretariat:



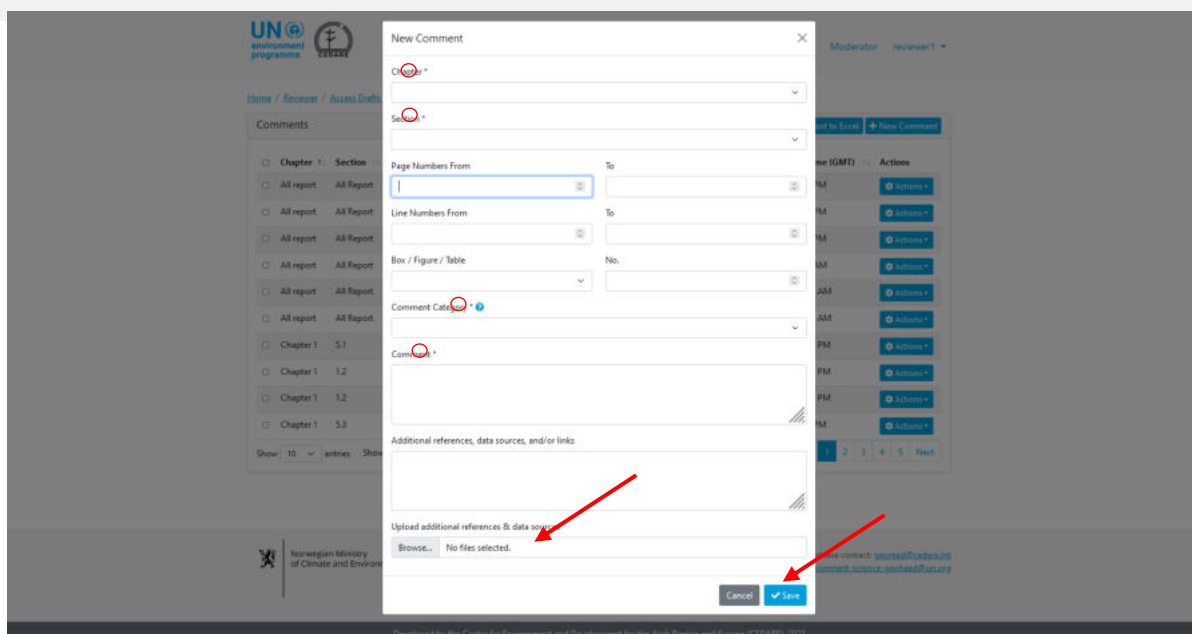
Once you have logged in, click **Manage Current Draft Comments**:



You will arrive at a screen displaying any comments you may have already submitted in the ongoing **review cycle**. To submit a comment, click **New Comment**:



The comment submission form will pop up. Please fill in as many details as possible on this form to assist the authors in locating your comment in the draft, and in understanding it fully, paying particular attention to the required fields marked with an asterisk (*). You can download the categorisation guide for comments from the '?' icon next to the 'Comment Category' dropdown menu. Additionally, you can suggest additional data sources to the authors using the 'additional references, data sources, and/or links' text box, or upload a file for that additional data source. Please note that if you choose the comment category 'additional references and data sources', the text box 'additional references, data sources and/or links' becomes required, so you will have to add some additional information to guide the authors on how to locate that additional data, such as providing the name of a report or a link to an online source. You can also upload one or more files for those additional data sources, in which case you may simply write 'please check attached file' in the text box so that the system allows you to save your comment:



Once you have filled in all details, click **Save** to save your comment on the system. Please note that if you are submitting comments close to the review cycle deadline when the system is experiencing high traffic volumes, or if you are uploading additional materials to support your comment, saving the comment may take longer than usual.

If you wish to upload more than file, follow the steps above to save your comment with the first file, then follow the steps [here](#) to edit the comment and upload another, and so on, repeating these steps for each additional file you wish to upload.

I have some feedback on the GEO process rather than the report itself that I would like to submit, how can I do so?

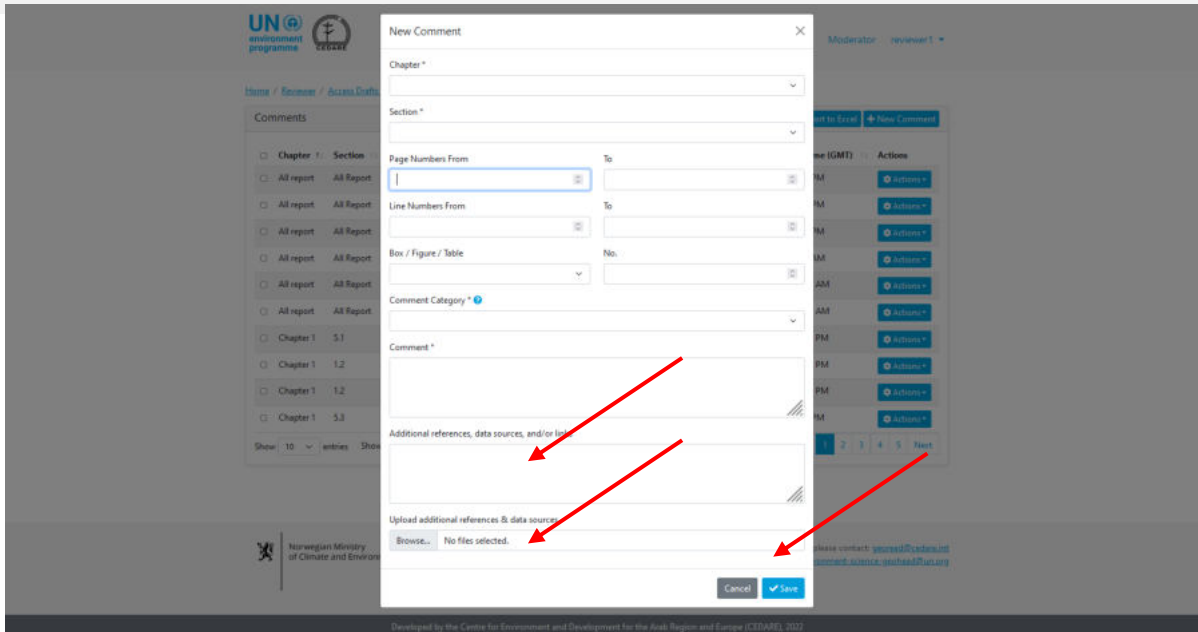
Follow the steps illustrated in this section on [interactive commenting](#) or on [managing comments](#) to submit a new comment to get to the comment submission form, then from the 'Chapter' drop down menu, rather than choosing a chapter number and title, choose 'GEO Process'. Fill in the rest of the comment submission form, and click **Save** to save your comments to the system.

I am trying to submit a comment but when I click 'Save' on the comment submission form, it is not accepted or I get an error message; what should I do?

If you are logged in to the system and there are no problems with your internet connection, but the system refuses to save your comment, check that you have filled out all fields marked with an asterisk (*), as those are all required. Required fields are necessary for authors to be able to locate and understand your comment accurately.

How can I suggest additional reports, websites, or other data sources for authors to consult?

Follow the steps illustrated in this section on [interactive commenting](#) or on [managing comments](#) to submit a new comment to arrive at the comment submission form. Fill in the necessary details and insert the names and/or links of additional sources for authors to consult into the 'Additional Data Sources' text box. You can also choose to upload a file using the upload function. To upload a file, click **choose files**, find and select the file you wish to upload on your desktop. Once you have uploaded one file, you will get a new blank box to upload another:



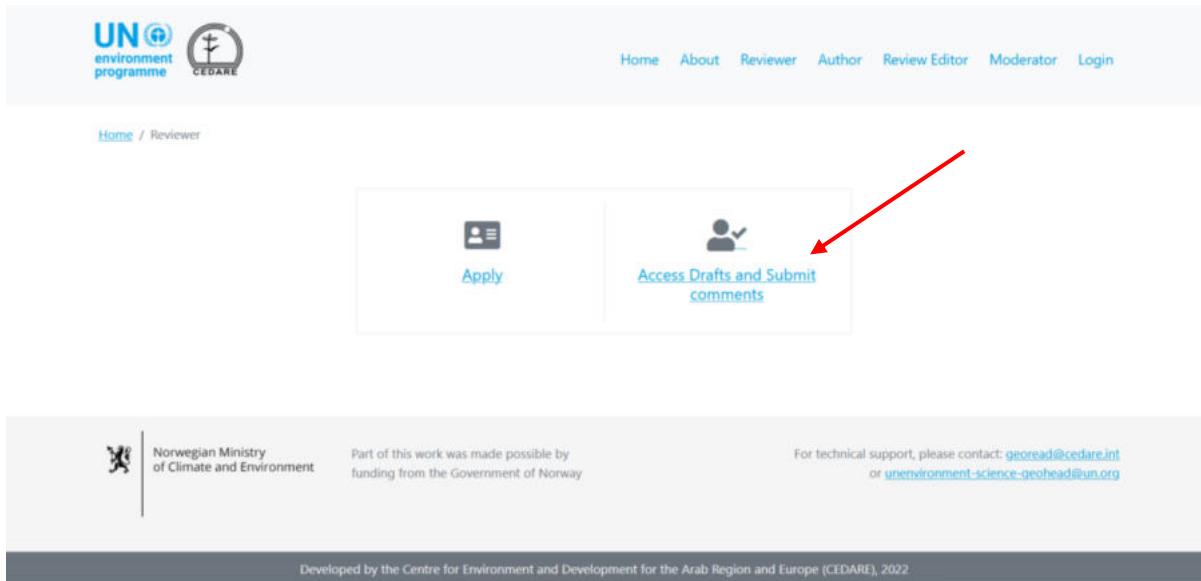
Click **Save** to save the comment with the uploaded file to the portal. Please note that if you are uploading multiple or large files, this step may take a few minutes. If you wish to upload more than file, follow the steps above to save your comment with the first file, then follow the steps [here](#) to edit the comment and upload another, and so on, repeating these steps for each additional file you wish to upload.

When are my comments sent to the authors?

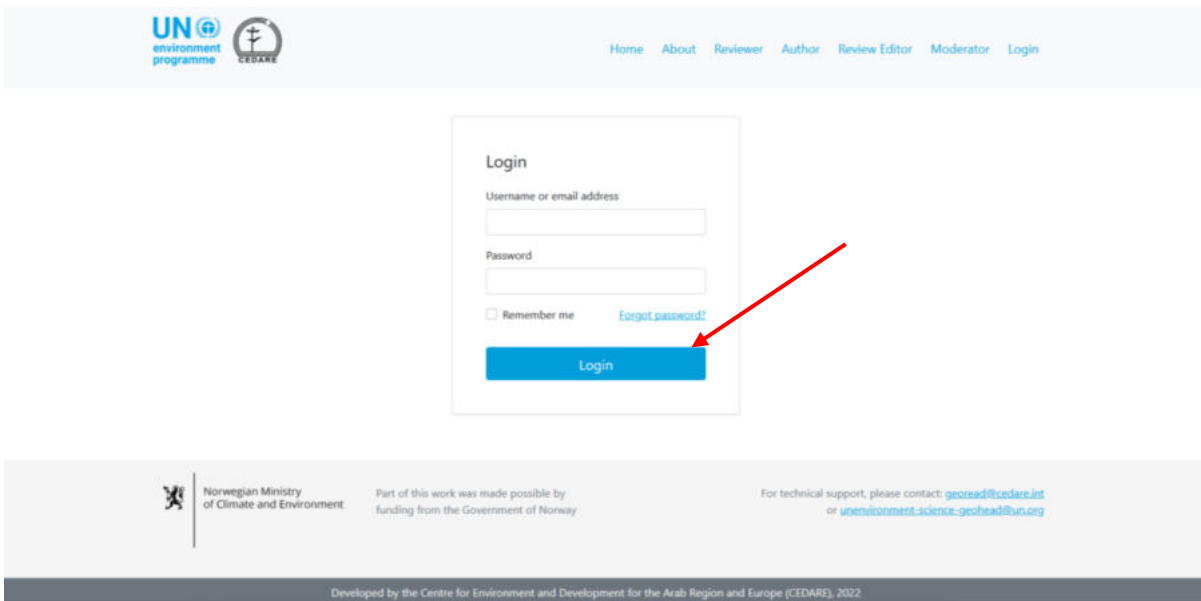
Your comments are automatically sent on your behalf to the respective chapter authors after the review cycle ends. While a **review cycle** is ongoing, your comments are kept in your account, and you can edit or delete them until the cycle ends. Once a review cycle ends, the system will no longer accept new comments nor allow you to edit the ones you already submitted. The comments on your account at the time the cycle ends are automatically sent to the authors then.

How do I check the comments I submitted during an ongoing review cycle?

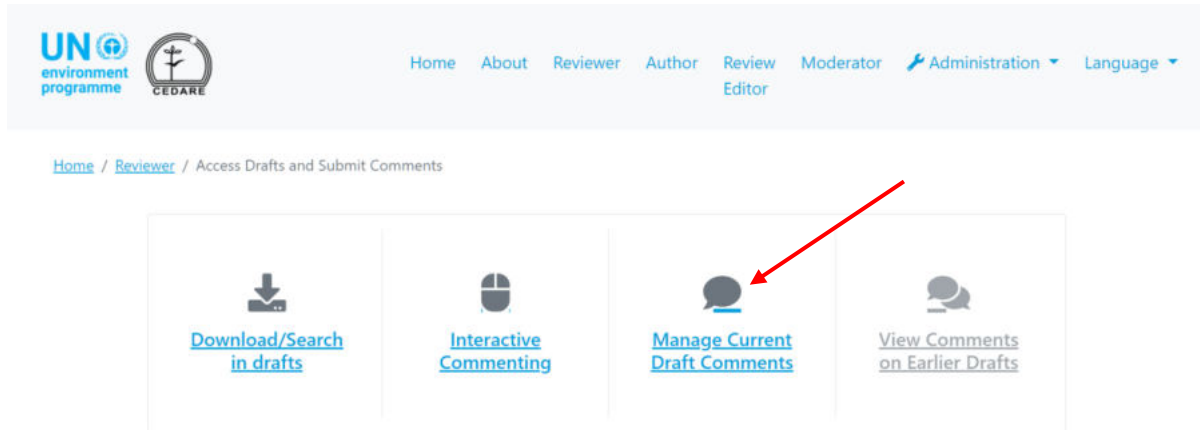
Click the **Reviewer** tab at the top of any portal screen, or the **Reviewer** icon on the home page. On the reviewer landing page, click **Access Drafts and Submit Comments**:



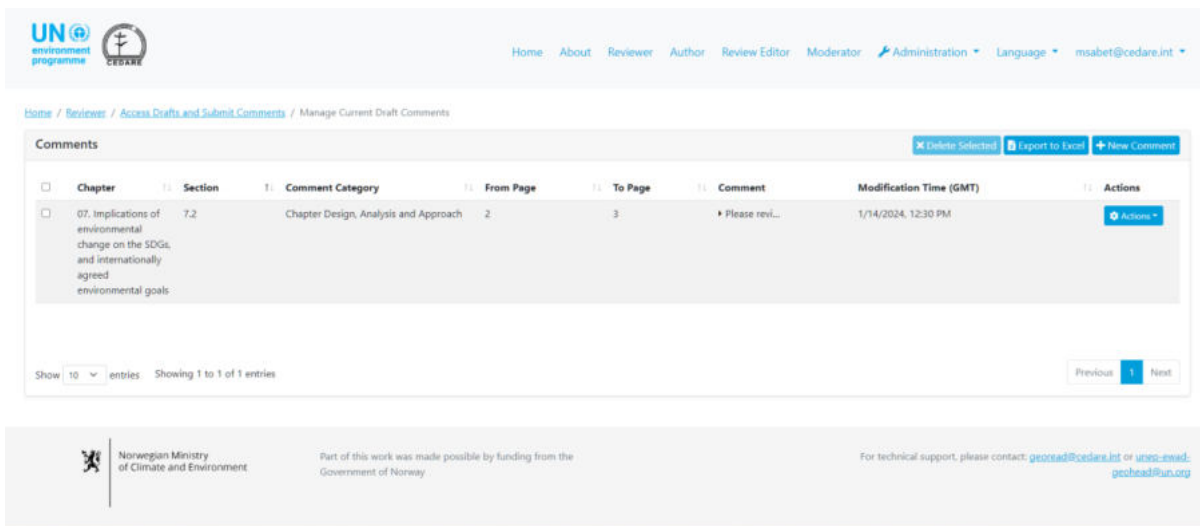
You will then be prompted to log in using the username and password provided by the GEO secretariat:



Once you have logged in, click **Manage Current Draft Comments**:



You will arrive at a screen with a table displaying all the comments you have submitted so far in the ongoing **review cycle**:



In the comments table on this screen, you can sort your comments according to any of the column labels with arrows beside them, or click on the comment text field in any row to see the full comment details:

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Home About Reviewer Author Review Editor Moderator Administration Language msabet@cedare.int

Home / Reviewer / Access Drafts and Submit Comments / Manage Current Draft Comments

<input type="checkbox"/>	Chapter	Section	Comment Category	From Page	To Page	Comment	Modification Time (GMT)	Actions
<input type="checkbox"/>	07. Implications of environmental change on the SDGs, and internationally agreed environmental goals	7.2	Chapter Design, Analysis and Approach	2	3	Please revisi...	1/14/2024, 12:30 PM	Actions

Show 10 entries Showing 1 to 1 of 1 entries

Previous 1 Next

Norwegian Ministry of Climate and Environment Part of this work was made possible by funding from the Government of Norway For technical support, please contact: georead@cedare.int or unep-read-geohead@un.org

Can authors see all the data I submitted for a comment?

Yes, authors can see all the metadata you submit in any comment form.

How do I edit the comments I already saved during an ongoing review cycle?

Click the **Reviewer** tab at the top of any portal screen, or the **Reviewer** icon on the home page. On the reviewer landing page, click **Access Drafts and Submit Comments**:

UN environment programme CEDARE

Home About Reviewer Author Review Editor Moderator Login

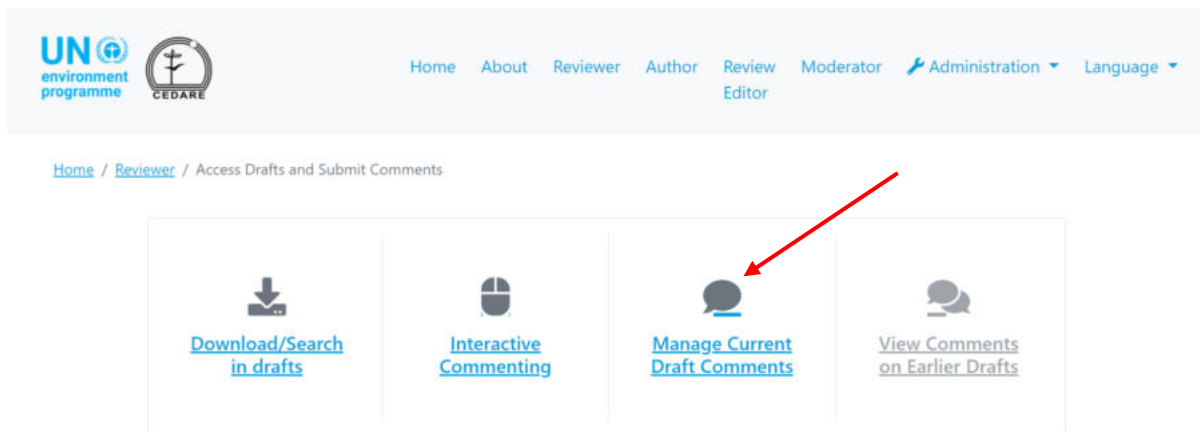
Home / Reviewer

Apply Access Drafts and Submit comments

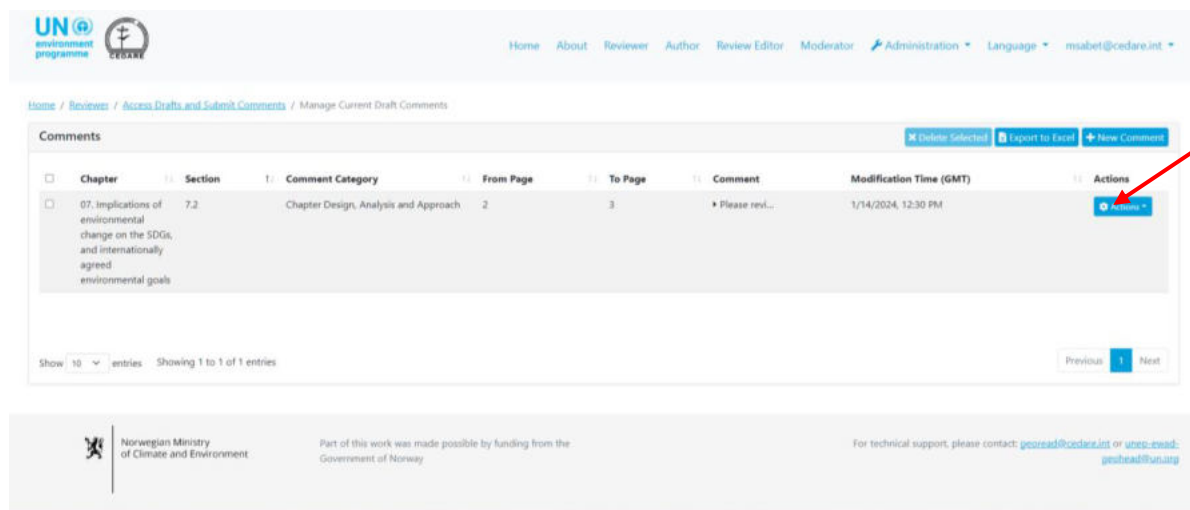
Norwegian Ministry of Climate and Environment Part of this work was made possible by funding from the Government of Norway For technical support, please contact: georead@cedare.int or unep-read-geohead@un.org

Developed by the Centre for Environment and Development for the Arab Region and Europe (CEDARE), 2022

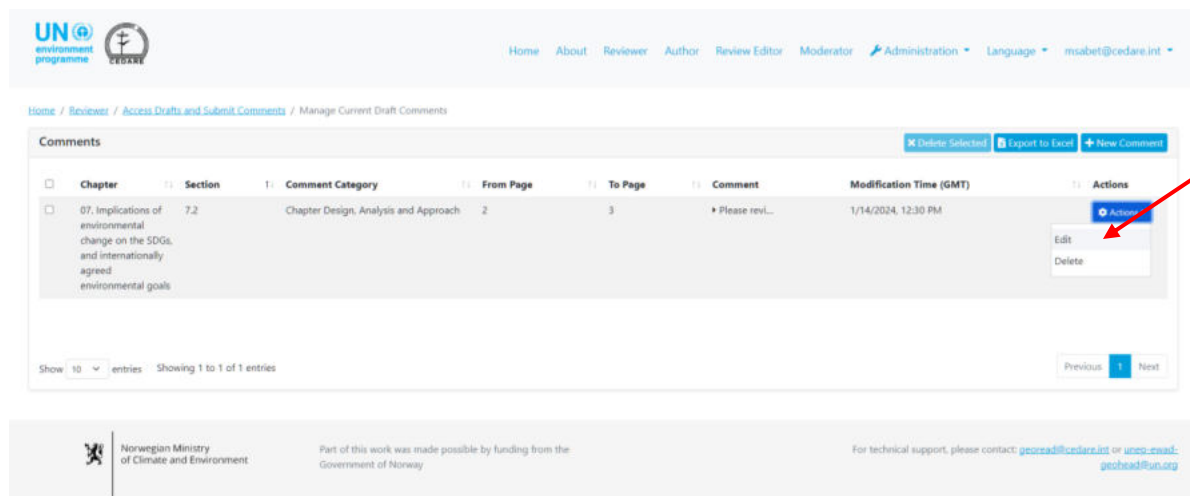
You will then be prompted to log in using the username and password provided by the GEO secretariat. Once you have logged in, click **Manage Current Draft Comments**:



You will arrive at a screen with a table displaying all the comments you have submitted so far in the ongoing **review cycle**. Click **Actions** next to the comment you wish to edit:



A menu of actions will appear, click **Edit**:

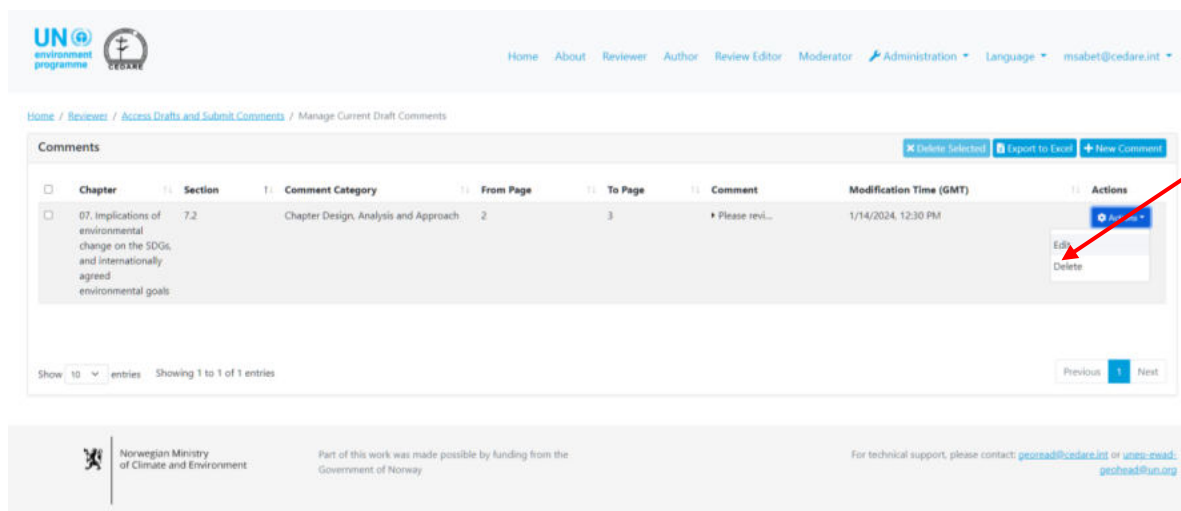


You may now make any changes or edits you like to the comment details in the comment form. Please note that any edits done to any previously saved comment will overwrite what was already

saved. Any change will automatically overwrite what was previously saved, and the older version(s) of your comment will no longer be available on the system.

Can I delete comments after I have saved them to the system?

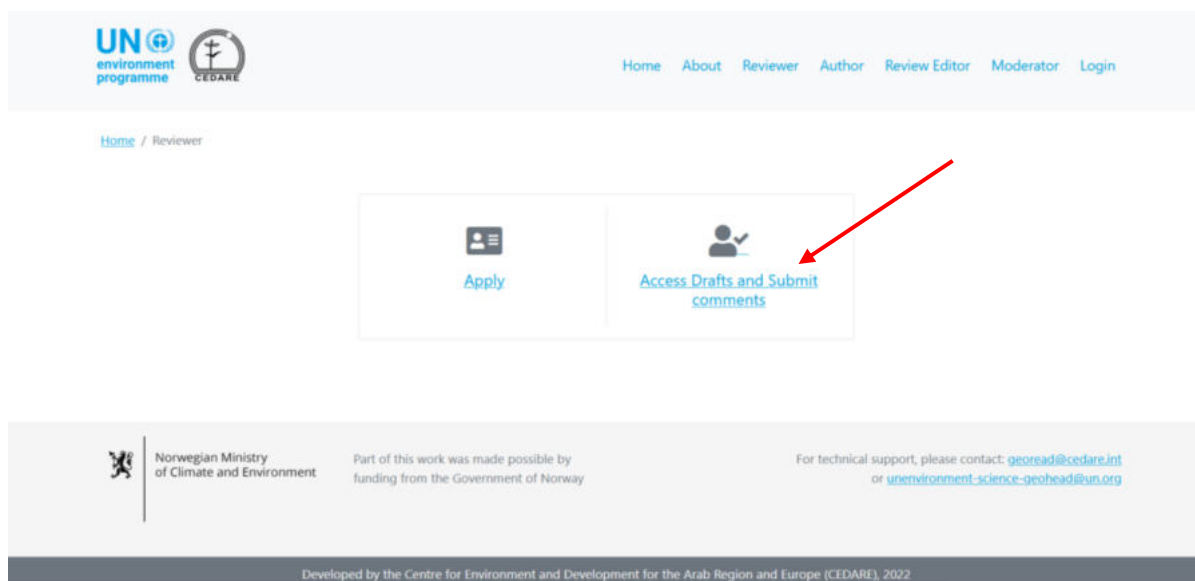
Yes, you can delete comments you already saved to the system, but only while their particular **review cycle** is ongoing. Follow the steps **above**, then click **Delete** in the 'Actions' menu next to the comment you wish to delete. Please note that once a comment is deleted from your account, it cannot be retrieved nor reinstated.



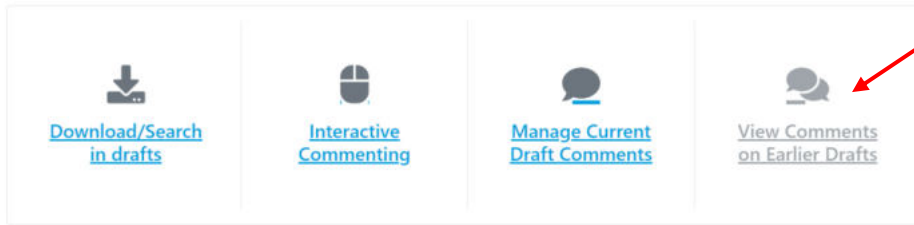
Once a review cycle ends, the comments that were saved on the system at the moment the review cycle ends are all moved to the author section for authors to access and you can no longer edit nor delete them.

How do I check the comments I submitted during a past review cycle?

Click the **Reviewer** tab at the top of any portal screen, or the **Reviewer** icon on the home page. On the reviewer landing page, click **Access Drafts and Submit Comments**:



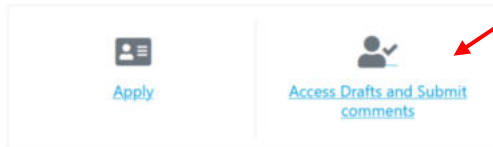
You will then be prompted to log in using the username and password provided by the GEO secretariat. Once you have logged in, click **View Comments on Earlier Drafts**:



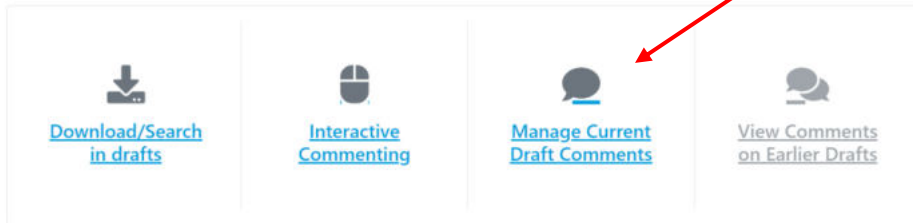
You will arrive at a screen with a table displaying all the comments you submitted on past drafts or **review cycles** that have already ended. Please note that you cannot edit or delete comments on earlier drafts or on review cycles that have ended.

Can I keep an offline copy of my comments?

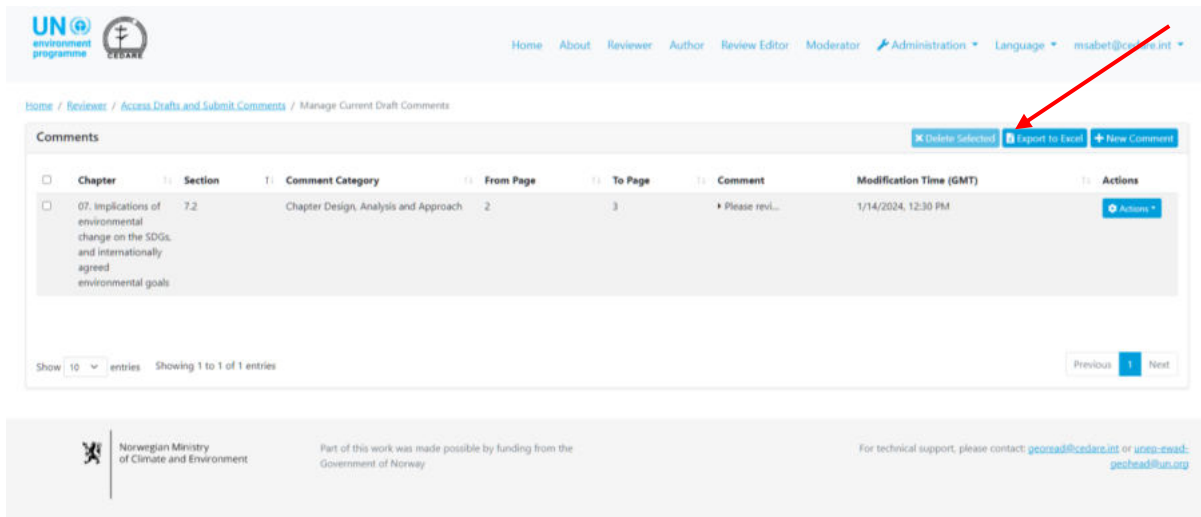
If you wish to save an offline copy of your comments, first click the **Reviewer** tab at the top of any portal screen, or the **Reviewer** icon on the home page. Then on the reviewer landing page, click **Access Drafts and Submit Comments**:



You will then be prompted to log in using the username and password provided by the GEO secretariat. Once you have logged in, click **Manage Current Draft Comments**:



You will arrive at a screen with a table displaying all the comments you have submitted so far in the ongoing **review cycle**. You can click **Export to Excel** to export a copy of the comments on display as a Microsoft excel file:



If the file does not download automatically, it may have been blocked by your browser’s popup blocker. Make sure you allow popups from the website, then try again. You will then be prompted to choose the folder to which you want to save the excel file with your comments.

If you would like to save a copy of comments submitted on earlier drafts, follow the steps **above**, to arrive at the screen with your past comments, then click **Export to Excel** to export a copy of the comments on display in a Microsoft excel file. If the file does not download automatically, it may have been blocked by your browser’s popup blocker. Make sure you allow popups from the website, then try again. You will then be prompted to choose the folder to which you want to save the excel file with your comments.

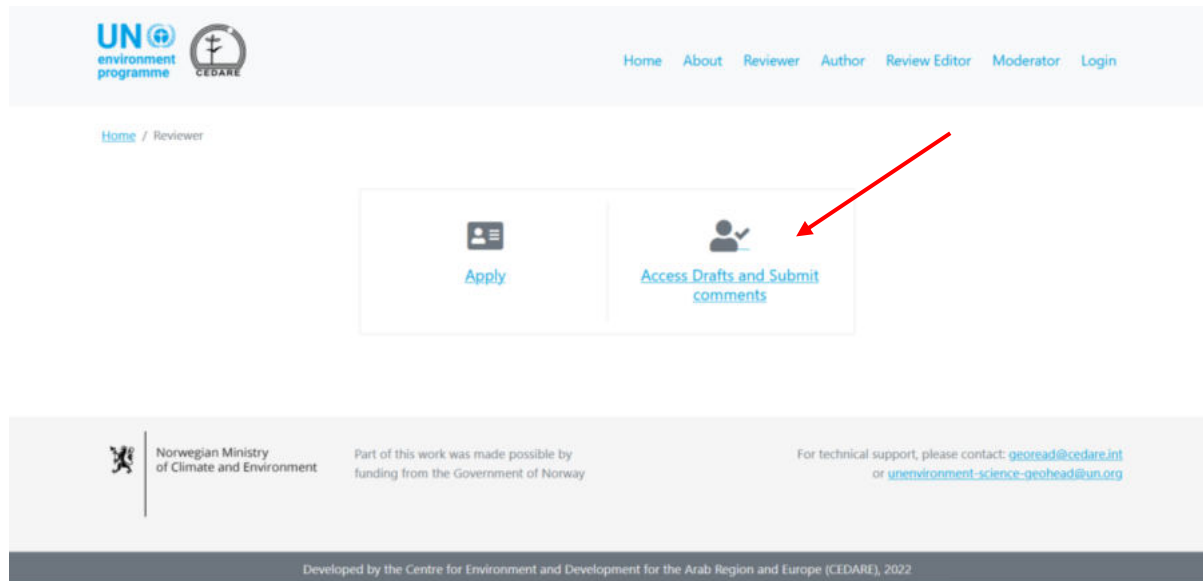
Why can't I submit, edit, or delete my comments?

If you can access your reviewer account using the reviewer username and password you received from the GEO secretariat, but cannot submit comments, then it is likely that there is no ongoing **review cycle** for you to participate in. Please check the inbox of the email you provided on your GEO-READ account for alerts and notifications about review cycle timeframes.

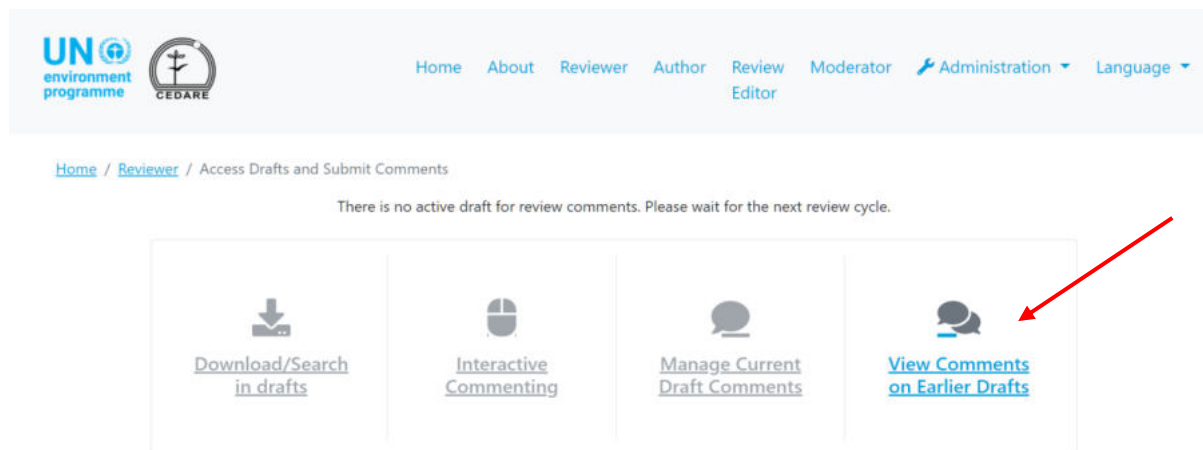
How can I find out how authors have responded to my comments?

You will be able to see the author response to your comments, as well as any follow-up notes by the review editors or the authors, once the timeframe for author follow up has ended. Go to

the **Reviewer** tab from the top of any portal screen, or click the **Reviewer** icon on the home page. On the reviewer landing page, click **Access Drafts and Submit Comments**:



On the next screen, click **View Comments on Earlier Drafts**.



On the next screen, you will see all the comments you submitted on previous drafts, along with the **Author Response**, **Review Editor Notes**, and **Author Follow-up Notes**:

Home / Reviewer / Access Drafts and Submit Comments / View Comments on Earlier Drafts

Comments [Export to Excel](#)

Draft	Chapter	Section	Comment Category	From Page	To Page	Comment	Modification Time (GMT)	Response	Review Editor Notes	Author Follow-up Notes
First Draft	07.	7.2	Chapter Design, Analysis and Approach	2	3	Please revi...	1/14/2024, 12:30 PM	No response yet	No notes added	No notes added

How can I find out what review editors thought of the authors' responses to my comments?


You will be able to see any follow-up notes by the review editors or the authors, once the timeframe for author follow up has ended. Go to the **Reviewer** tab from the top of any portal screen, or click the **Reviewer** icon on the home page. On the reviewer landing page, click **Access Drafts and Submit Comments**:

The screenshot shows the Reviewer landing page with the following elements:


- Header: UN environment programme, CEDARE, Home, About, Reviewer, Author, Review Editor, Moderator, Login
- Breadcrumbs: Home / Reviewer
- Main Content: Two buttons: 'Apply' and 'Access Drafts and Submit comments' (highlighted with a red arrow).
- Footer: Norwegian Ministry of Climate and Environment, funding from the Government of Norway, technical support contacts (georead@cedare.int, unenvironment-science-geohead@un.org), and development info (Developed by the Centre for Environment and Development for the Arab Region and Europe (CEDARE), 2022).

On the next screen, click **View Comments on Earlier Drafts**.


There is no active draft for review comments. Please wait for the next review cycle.




[Download/Search in drafts](#)



[Interactive Commenting](#)





[Manage Current Draft Comments](#)



[View Comments on Earlier Drafts](#)

On the next screen, you will see all the comments you submitted on previous drafts, along with the **Author Response**, **Review Editor Notes**, and **Author Follow-up Notes**:



[Home](#) [About](#) [Reviewer](#) [Author](#) [Review Editor](#) [Moderator](#) [Administration](#) [Language](#)

[Home](#) / [Reviewer](#) / [Access Drafts and Submit Comments](#) / View Comments on Earlier Drafts

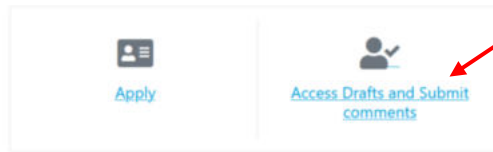
Comments [Export to Excel](#)

Draft	Chapter	Section	Comment Category	From Page	To Page	Comment	Modification Time (GMT)	Response	Review Editor Notes	Author Follow-up Notes
First Draft	07.	7.2	Chapter Design, Analysis and Approach	2	3	▶ Please revi...	1/14/2024, 12:30 PM	No response yet	No notes added	No notes added

I am the official Lead Reviewer for my country / institution, how can I validate the comments from the other reviewers from my country / institution?

Your status as Lead Reviewer, and the list of reviewers whose comments you are designated to supervise, should be relayed through official channels to the GEO secretariat (unep-ewad-geohead@un.org). Afterwards, you will be assigned the correct role on the system and will be able to see, edit, or delete the comments submitted by your supervised reviewers on your account.

Click the **Reviewer** tab at the top of any portal screen, or the **Reviewer** icon on the home page. On the reviewer landing page, click **Access Drafts and Submit Comments**:



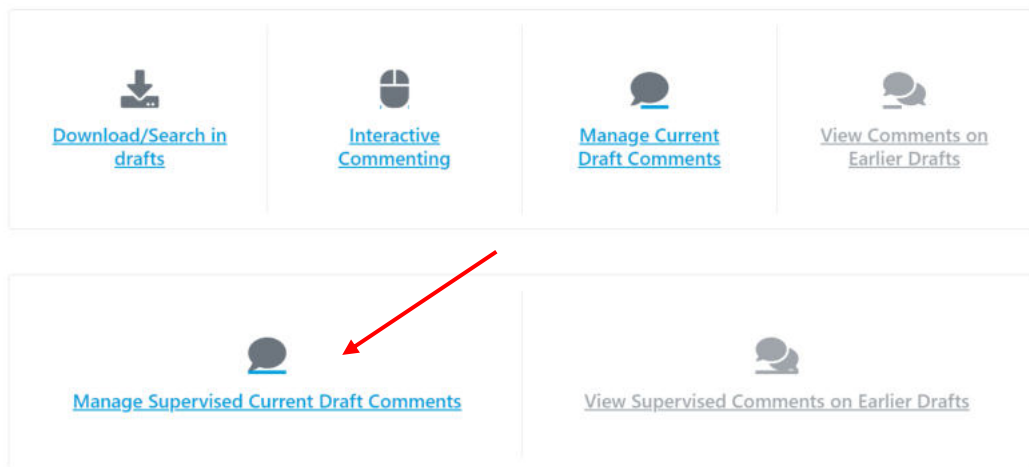
Norwegian Ministry
of Climate and Environment

Part of this work was made possible by
funding from the Government of Norway

For technical support, please contact: geoad@cedare.int
or unenvironment-science-geohead@un.org

Developed by the Centre for Environment and Development for the Arab Region and Europe (CEDARE), 2022

You will then be prompted to log in using the username and password provided by the GEO secretariat. Once you have logged in, click **Manage Supervised Current Draft Comments**:



On the next screen, you will see all the comments being submitted by your supervised reviewers in real time. Click **Actions** next to any comment you wish to edit or delete, and choose the appropriate option. If you select **Delete**, the comment will be deleted from the database and will not be seen by the authors, review editors, or other stakeholders.

UN environment programme | CEDARE

Home | About | Reviewer | Author | Review | Moderator | Administration | Language | msabet@cedare.ir

Home / Reviewer / Access Drafts and Submit Comments / Manage Supervised Current Draft Comments

Comments [Delete Selected] [Export to Excel]

Reviewer	Chapter	Section	Comment Category	From Page	To Page	Comment	Modification Time (GMT)	Actions
Sotiris Vardoulakis	07. Implications of environmental change on the SDGs, and internationally agreed environmental goals	7.1	Editorial	4	4	Please add...	1/23/2024, 12:22 PM	Actions Edit Delete

If you click **Edit**, the comment submission form will open, prefilled with the comment data, any of which you may edit. Make any edits you wish, then click **Save** to make sure your edits are saved.

UN environment programme | CEDARE

Home / Reviewer / Access Drafts and Submit Comments / Manage Supervised Current Draft Comments

Comments

Chapter *
07. Implications of environmental change on the SDGs, and internationally agreed environmental goal

Section *
7.1

Pages Numbers From: 4 Pages Numbers To: 4

Line Numbers From: 7 Line Numbers To: 7

Comment Object: No.

Comment Category *
Editorial

Comment *
Please add housing security, alongside energy, food and water security. Make sure to reflect throughout chapter

Additional sources of information and other suggestions for how to address the comment

Upload additional references & data sources
Choose Files No file chosen

Maximum file size 100 MB

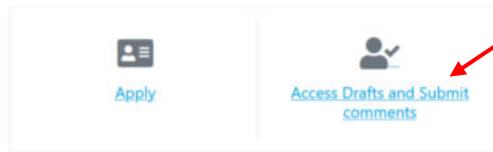
Cancel Save

Please note that you can edit or delete supervised reviewer comments throughout the ongoing **review cycle**, and any supervised reviewer comments that are on your account when the review cycle ends, will automatically be saved to the database and become visible to the authors and review editors for their action.

If I am the official Lead Reviewer for my country / institution, how can I check the comments submitted by my country/institution reviewer team on a previous draft?

Your status as Lead Reviewer, and the list of reviewers whose comments you are designated to supervise, should be relayed through official channels to the GEO secretariat (unep-ewad-geohead@un.org). Afterwards, you will be assigned the correct role on the system and will be able to see, edit, or delete the comments submitted by your supervised reviewers on your account.

Click the **Reviewer** tab at the top of any portal screen, or the **Reviewer** icon on the home page. On the reviewer landing page, click **Access Drafts and Submit Comments**:



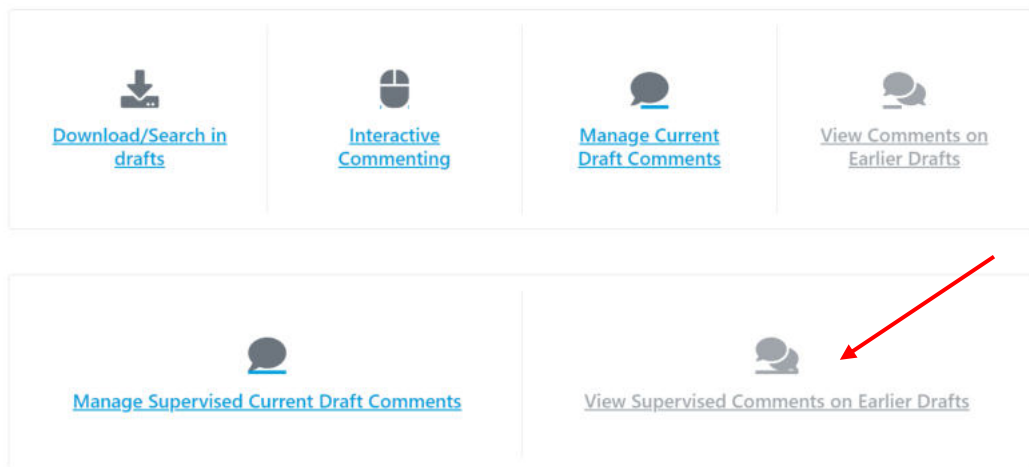
Norwegian Ministry
of Climate and Environment

Part of this work was made possible by
funding from the Government of Norway

For technical support, please contact: georead@cedare.int
or unenvironment-science-geohead@un.org

Developed by the Centre for Environment and Development for the Arab Region and Europe (CEDARE), 2022

You will then be prompted to log in using the username and password provided by the GEO secretariat. Once you have logged in, click **View Supervised Comments on Earlier Drafts**:



On the next screen, you will see all the comments that were submitted by your supervised reviewers on the previous draft(s) of the report. These comments have already been submitted to the authors and review editors for their attention. On this screen, you will also be able to see the **Author Responses** to those comments, as well as any notes added by the review editors and any subsequent follow-up notes by the authors.

Comments Export to Excel

Draft	Reviewer	Chapter	Section	Comment Category	From Page	To Page	Comment	Modification Time (GMT)	Response	Review Editor Notes	Author Follow-up Notes
First Draft	Sotiris Vardoulakis	07. Implications of environmental change on the SDGs, and internationally agreed environmental goals	7.1	Editorial	4	4	▶ Please add...	1/23/2024, 12:22 PM	No response yet	No notes added	No notes added
First Draft	Sotiris Vardoulakis	07. Implications	7.1	Introduction, Discussion	5	5	▶ Please add...	10/12/2023, 9:00 AM	No response	No notes added	No notes added

Besides being a reviewer, I am also a member of a GEO Advisory Body, is there any information about the review process as a whole that I can access?

As an Advisory Body member, the system allows you to access real-time dashboards providing an overview of the current review regardless of what phase is currently in progress. Click the **Reviewer** tab at the top of any portal screen, or the **Reviewer** icon on the home page. On the reviewer landing page, click **Access Drafts and Submit Comments**:

The screenshot shows the Reviewer dashboard with the following elements:

- Header: UN environment programme, CEDARE, Home, About, Reviewer, Author, Review Editor, Moderator, Login
- Breadcrumbs: Home / Reviewer
- Main Content: Two buttons: 'Apply' and 'Access Drafts and Submit comments' (highlighted with a red arrow).
- Footer: Norwegian Ministry of Climate and Environment, Part of this work was made possible by funding from the Government of Norway, For technical support, please contact: georead@cedare.int or unenvironment-science-geohead@un.org
- Bottom Bar: Developed by the Centre for Environment and Development for the Arab Region and Europe (CEDARE), 2022

You will then be prompted to log in using the username and password provided by the GEO secretariat:

Login

Username or email address

Password






Remember me [Forgot password!](#)

On the next screen, click **Progress Dashboards (in Real Time)**:

UN environment programme CEDARE Home About Reviewer Author Review Editor Moderator Administration Language msabet@cedare.int

Home / Reviewer / Access Drafts and Submit Comments

There is no active draft for review comments. Please wait for the next review cycle.

 Download/Search in drafts	 Interactive Commenting	 Manage Current Draft Comments	 View Comments on Earlier Drafts	 Progress Dashboards (in Real Time)
--	---	--	--	---



Norwegian Ministry of Climate and Environment Part of this work was made possible by funding from the Government of Norway For technical support, please contact: geoad@cedare.int or unep:cewad-geohead@un.org

Developed by the Centre for Environment and Development for the Arab Region and Europe (CEDARE), 2022

Choose the draft number you wish to know more about:

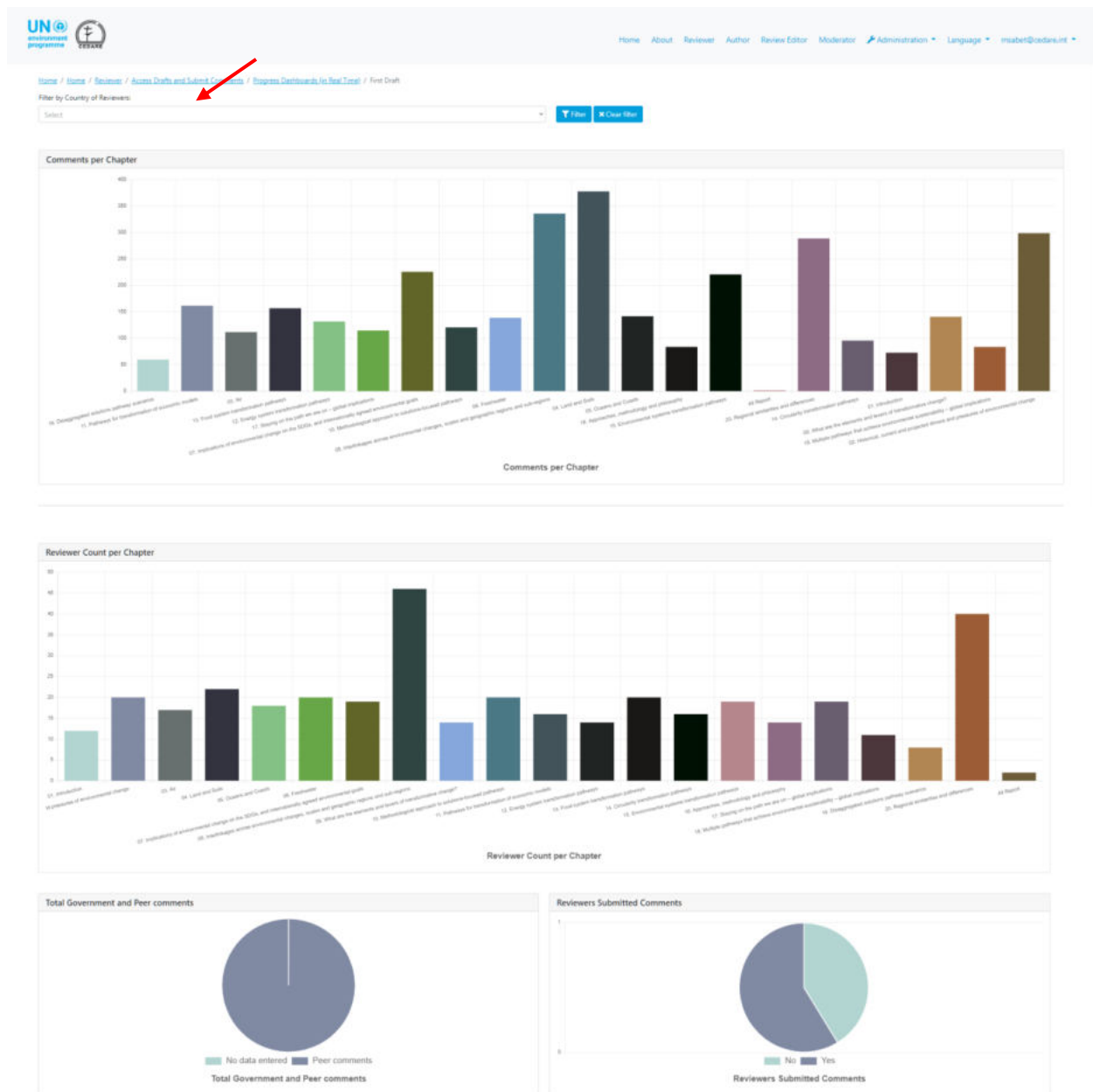
UN environment programme CEDARE Home About Reviewer Author Review Editor Moderator Administration Language msabet@cedare.int

Home / Reviewer / Access Drafts and Submit Comments / Progress Dashboards (in Real Time)

 First Draft	 Final Draft
--	--

You will arrive at a screen with real-time dashboards with data on the comments, reviewers, and author responses. These dashboards are populated live, so they may take a few seconds to load. Scroll down to see over twelve different dashboards covering topics such as the reviewer gender,

age group, affiliation, as well as comment categories and the status of author responses. You may also use the filter at the top to focus the data by reviewer country.



C. Author

I am a GEO author, how can I access the portal?

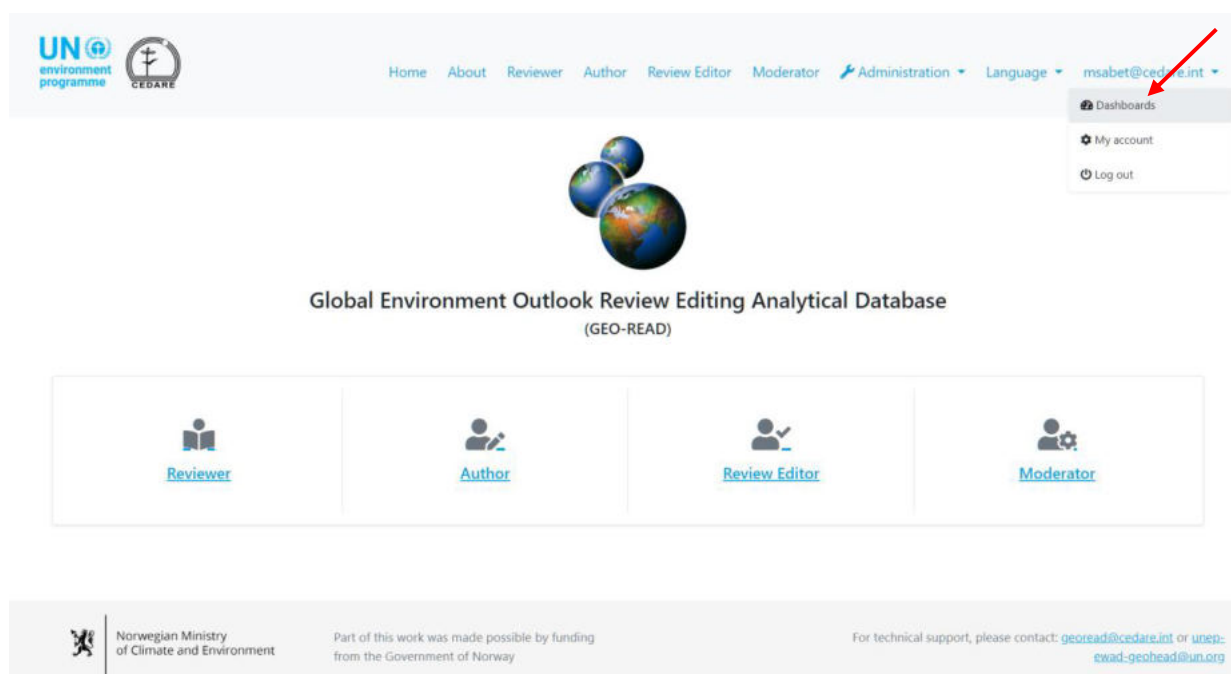
If you have not received a username and password from the system mailbox (georead@cedare.int) already, please email unep-ewad-geohead@un.org to request them. Please note that if you have never received emails from the system before, your email provider may send this email to your spam/junk folder, so please check that regularly.

The page numbers on some of the comments do not line up with my draft, why is that and how can I locate them properly?

Your draft chapter will have undergone some light copyediting before being uploaded to the portal to ensure consistency with the GEO style guide, and other draft chapters. This may have changed page numbering and some header numbers slightly, so please download the draft for your chapter that is available on the portal (by following these steps [below](#)) as it will be the one the reviewers are referring to and the right one for you to work on from now on.

When do I receive comments on my chapter(s)?

The comments submitted by reviewers on your chapter will be visible to you once the [review cycle](#) ends and a [response cycle](#) begins. Please check the inbox of the email you provided on your GEO-READ account for notifications and alerts on review and response cycle timeframes. You can find the complete timeline for the review and response cycles for the current draft find it on the dashboards section of your account. Once you are logged in, hover over your email at the top right-hand corner of your screen, and click on **Dashboards**:



UN environment programme CEDARE

Home About Reviewer Author Review Editor Moderator Administration Language msabet@cedare.int

Dashboards
My account
Log out

Global Environment Outlook Review Editing Analytical Database (GEO-READ)

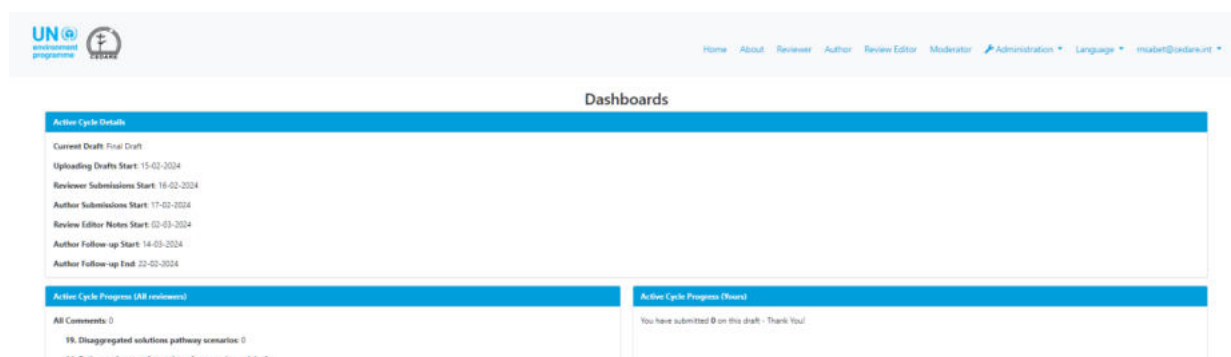
Reviewer Author Review Editor Moderator

Norwegian Ministry of Climate and Environment

Part of this work was made possible by funding from the Government of Norway

For technical support, please contact: georead@cedare.int or unep-ewad-geohed@un.org

On the next screen, you will see the timeline for the current draft review as well as a snapshot of all the work you have already completed:



UN environment programme CEDARE

Home About Reviewer Author Review Editor Moderator Administration Language msabet@cedare.int

Dashboards

Active Cycle Details

Current Draft: Final Draft

Uploading Drafts Start: 15-02-2024

Reviewer Submissions Start: 16-02-2024

Author Submissions Start: 17-02-2024

Review Editor Notes Start: 02-03-2024

Author Follow-up Start: 14-03-2024

Author Follow-up End: 22-02-2024

Active Cycle Progress (All reviews)

All Comments: 0

19. Disaggregated solutions pathway scenario: 0

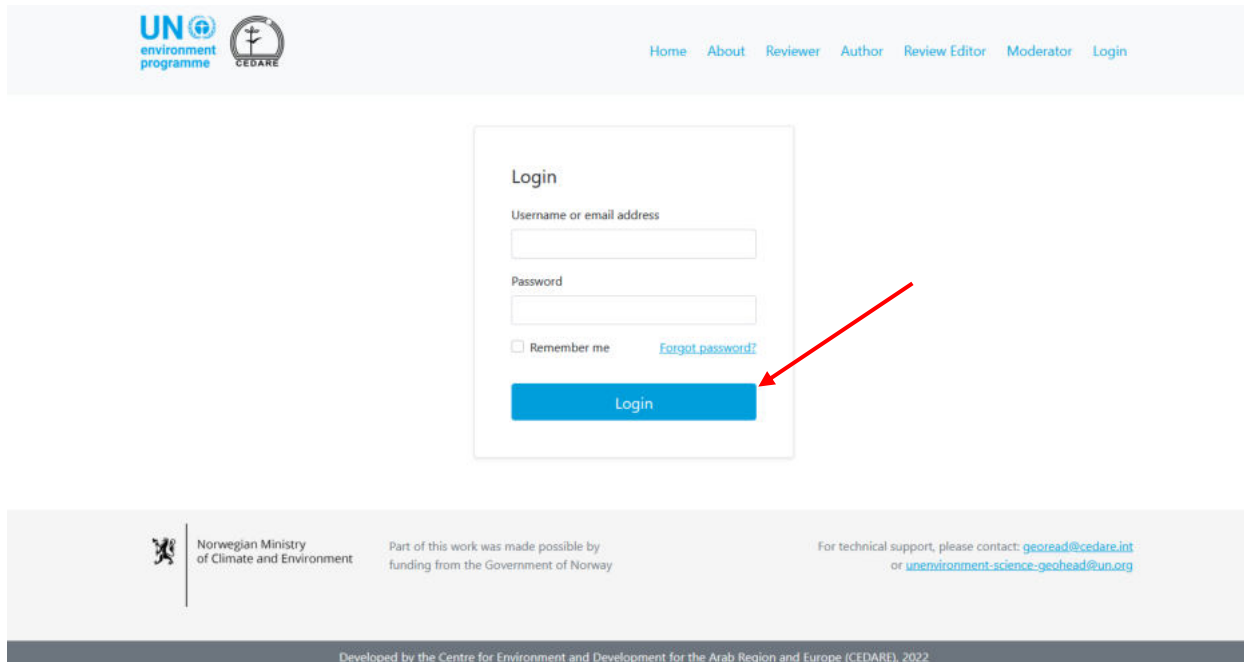
11. Pathways for transformation of economic models: 0

Active Cycle Progress (Round)

You have submitted 0 on this draft. Thank You!

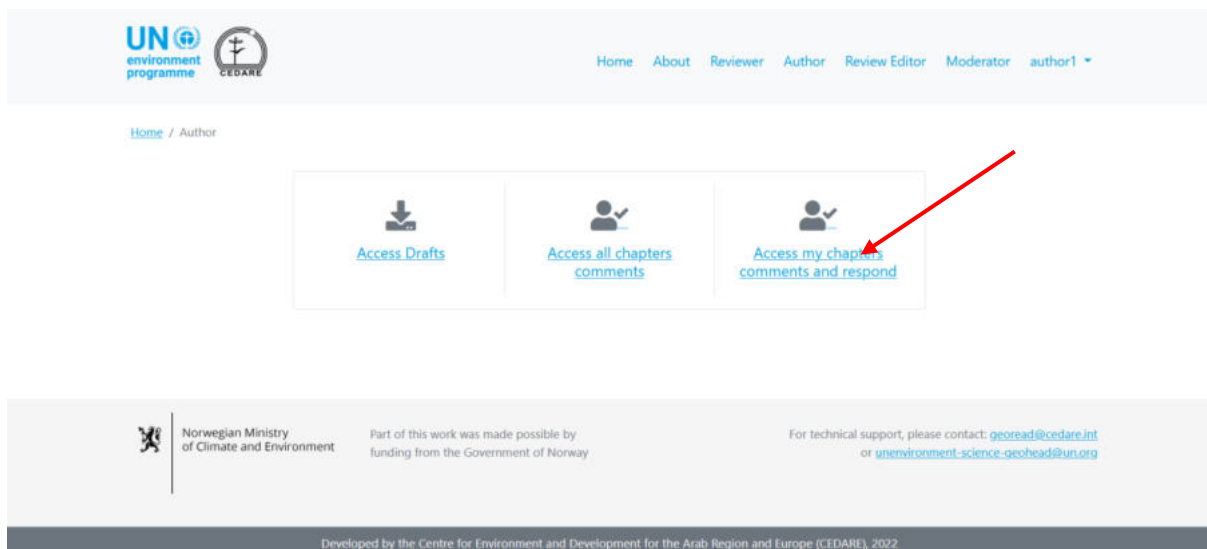
How can I see the comments on my chapter(s)?

Click on the **Author** tab at the top of any portal screen, or the **Author** icon on the home page, then use the username and password provided by the GEO secretariat to log into the system:



The screenshot shows the top navigation bar with the UN environment programme and CEDARE logos on the left, and a menu with links: Home, About, Reviewer, Author, Review Editor, Moderator, and Login. Below the navigation bar is a central 'Login' form. The form contains two input fields for 'Username or email address' and 'Password', a 'Remember me' checkbox, a 'Forgot password?' link, and a blue 'Login' button. A red arrow points to the 'Login' button. At the bottom of the page, there is a footer with the Norwegian Ministry of Climate and Environment logo and text, and contact information for technical support: georead@cedare.int or unenvironment-science-geohead@un.org. A dark grey bar at the very bottom contains the text: 'Developed by the Centre for Environment and Development for the Arab Region and Europe (CEDARE), 2022'.

On the author landing page, click **Access my chapters comments and respond**:



The screenshot shows the author landing page. The top navigation bar is similar to the login page, but the 'Author' link is highlighted and includes a dropdown arrow. Below the navigation bar, the breadcrumb 'Home / Author' is visible. The main content area features three buttons: 'Access Drafts' (with a download icon), 'Access all chapters comments' (with a person and checkmark icon), and 'Access my chapters comments and respond' (with a person and checkmark icon). A red arrow points to the 'Access my chapters comments and respond' button. The footer and dark grey bar at the bottom are identical to the login page screenshot.

On the next screen, you will find a table with all the comments on your chapter. You must scroll to the right to be able to see all the data and actions available for each comment. To see more details about the comment, click on the entry in the comment column and more details will be displayed below the comment row.

The screenshot shows the 'Comments' page for a reviewer. At the top, there are navigation links and a user profile. Below that, there are filter options for Chapter, Section, Comment Category, Acceptance, Reviewer Affiliation, Country, Reviewer Institution, Institution Type, and Flag. There are also buttons for 'Filter', 'Clear Selection', and 'Export to Excel'. Below the filters, there are 'Tagged Authors' and 'Bulk Actions' sections. The main part of the page is a table of comments. The first row is highlighted, and a red arrow points to the 'Comment' column header. Below the table, there is a 'Comment Details' section for the selected comment, showing the text of the comment and various metadata like 'Reviewer Institution', 'Comment Category Change Log', and 'Uploaded Files'.

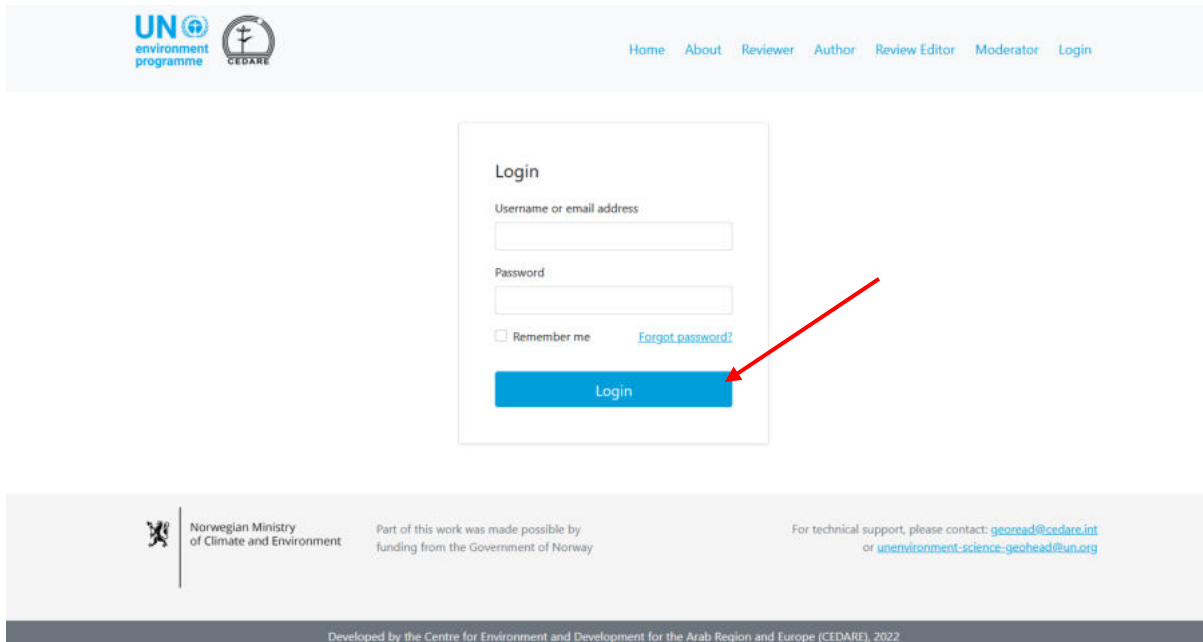
Response	Notes	Send to another Chapter	Comment	Chapter	Section	Comment Category	From Page	To Page	From Line	To Line	Box/ Table/ Figure (No)	Response	Flag	Reviewer	Reviewer Affiliation	Reviewer Country
<input type="checkbox"/>	Submit	Leave note	Send	* I had to g...	02. Historical, current and projected drivers and pressures of environmental change	2.2	Additional Topics/Issues	7	7	44	44	No response yet	Catherine Turco	Self-nominated	United Kingdom of Great Britain and Northern Ireland	
<input type="checkbox"/>	Submit	Leave note	Send	* We need t...	02. Historical, current and projected drivers and pressures of environmental change	2.2	General Structure and Clarity	12	13	174	176	No response yet	Eduardo	Self-nominated	Australia	
<input type="checkbox"/>	Submit	Leave note	Send	* We should...	02. Historical, current and projected drivers and pressures of environmental change	2.2	General Structure and Clarity	7	7	46	47	No response yet	Mark Egan	Self-nominated	United States of America	
<input type="checkbox"/>	Submit	Leave note	Send	* I wonder if...	02. Historical, current and projected drivers and pressures of environmental change	2.2	Chapter Design, Analysis and Approach	7	13	45	202	No response yet	Mark Egan	Self-nominated	United States of America	

You can sort the comments from the column headers with an arrow symbol, or filter them using any of the filters at the top. Once you have chosen the filters you want to use, click **Filter** to display only the comments that match your filters. To return to the full set of comments, click **Clear Selection**.

This screenshot is similar to the one above, but with red annotations. Red boxes highlight the filter dropdown menus at the top. A red arrow points to the 'Filter' button. Another red arrow points to the 'Section' column header in the table, which has a small arrow icon next to it, indicating it is sortable. The table content is the same as in the previous screenshot.

How can I see all chapter drafts?

Click on the author tab at the top of any portal screen, or the Author icon on the home page, then use the username and password provided by the GEO secretariat to log into the system:

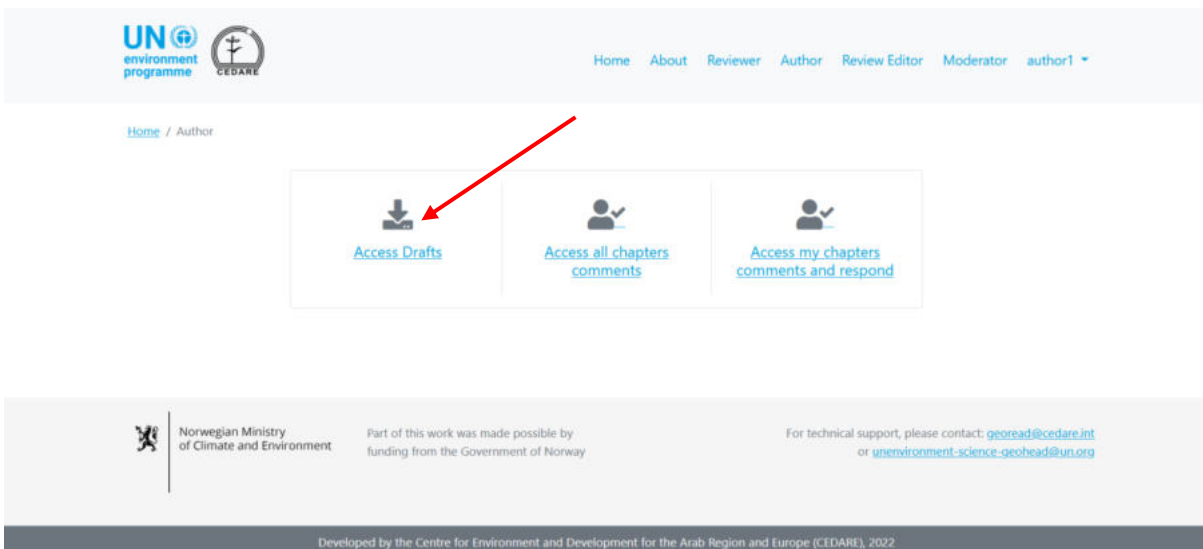


The screenshot shows the login interface. At the top left are the UN Environment Programme and CEDARE logos. The top right navigation menu includes: Home, About, Reviewer, Author, Review Editor, Moderator, and Login. The central login form is titled "Login" and contains the following elements:

- Username or email address input field
- Password input field
- Remember me
- [Forgot password?](#)
- A blue "Login" button, which is highlighted by a red arrow.

At the bottom of the page, there is a footer with the Norwegian Ministry of Climate and Environment logo, funding information, and technical support contact details: georead@cedare.int or unenvironment-science-geohead@un.org. The footer also states: "Developed by the Centre for Environment and Development for the Arab Region and Europe (CEDARE), 2022."

On the author landing page, click **Access Drafts**.

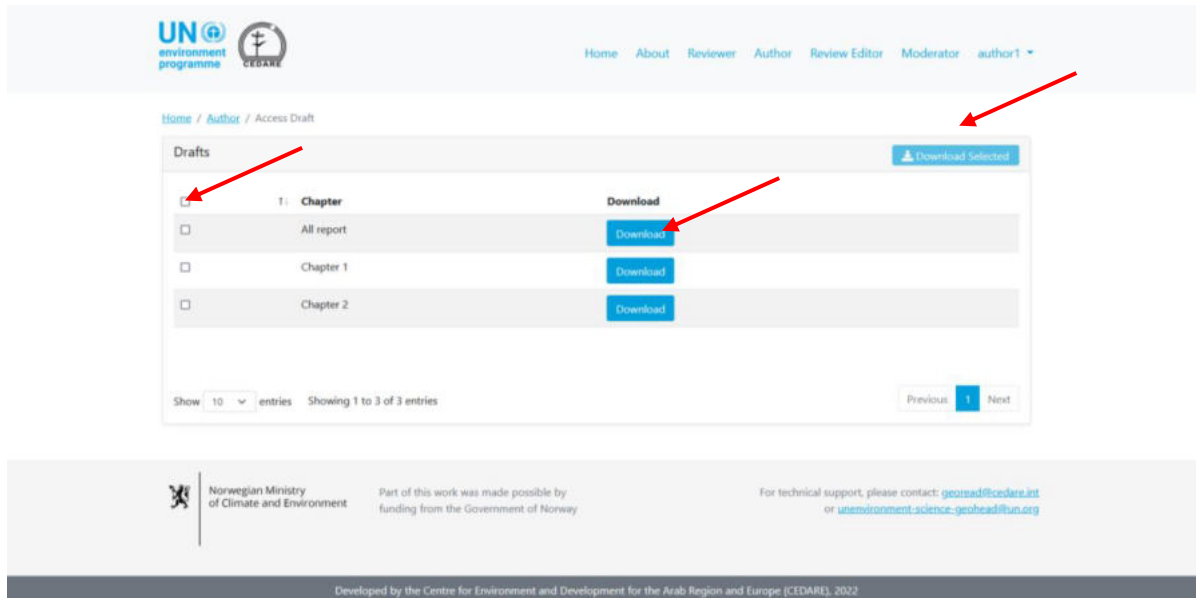


The screenshot shows the author landing page. At the top left are the UN Environment Programme and CEDARE logos. The top right navigation menu includes: Home, About, Reviewer, Author, Review Editor, Moderator, and author1. Below the navigation is a breadcrumb trail: Home / Author. The main content area features three buttons:

- Access Drafts**: This button is highlighted with a red arrow and includes a download icon.
- Access all chapters comments**: Includes an icon of a person with a checkmark.
- Access my chapters comments and respond**: Includes an icon of a person with a checkmark.

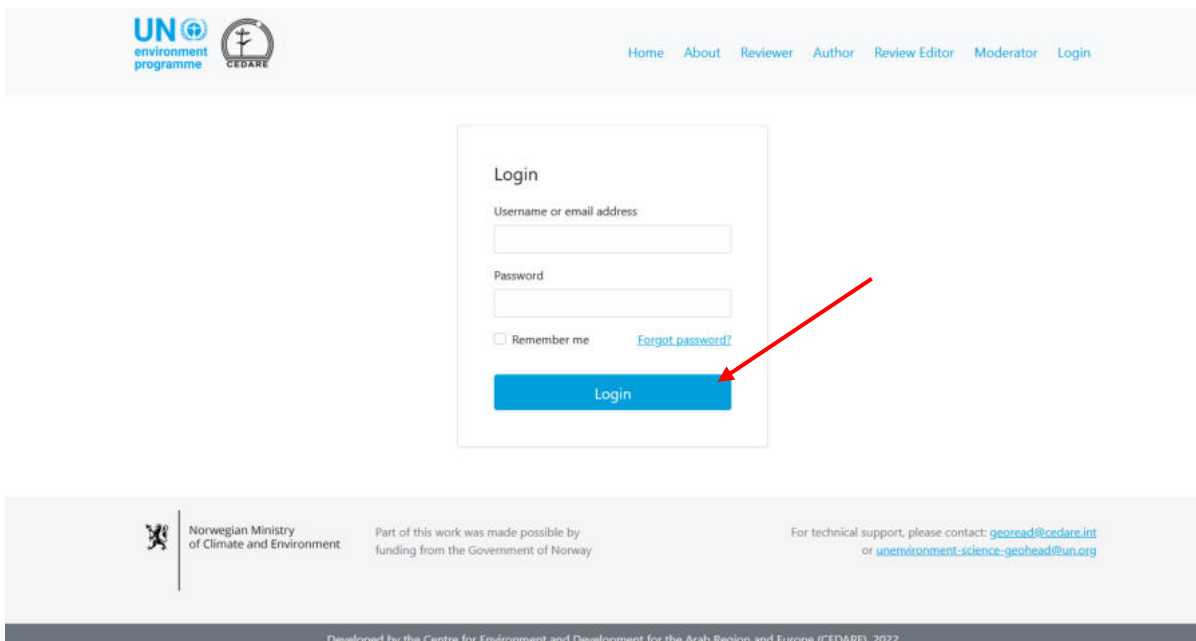
The footer is identical to the login page, showing the Norwegian Ministry of Climate and Environment logo, funding information, technical support contact details, and the development year: "Developed by the Centre for Environment and Development for the Arab Region and Europe (CEDARE), 2022."

The screen will then display a list of all the current draft chapters available on the system. Click **Download** next to the draft document you wish to download, or select several chapters from the selection boxes on the left and download those in one zipped folder using the **Download Selected** button. You will then be prompted to choose the folder on your desktop device where the file or folder will be saved.

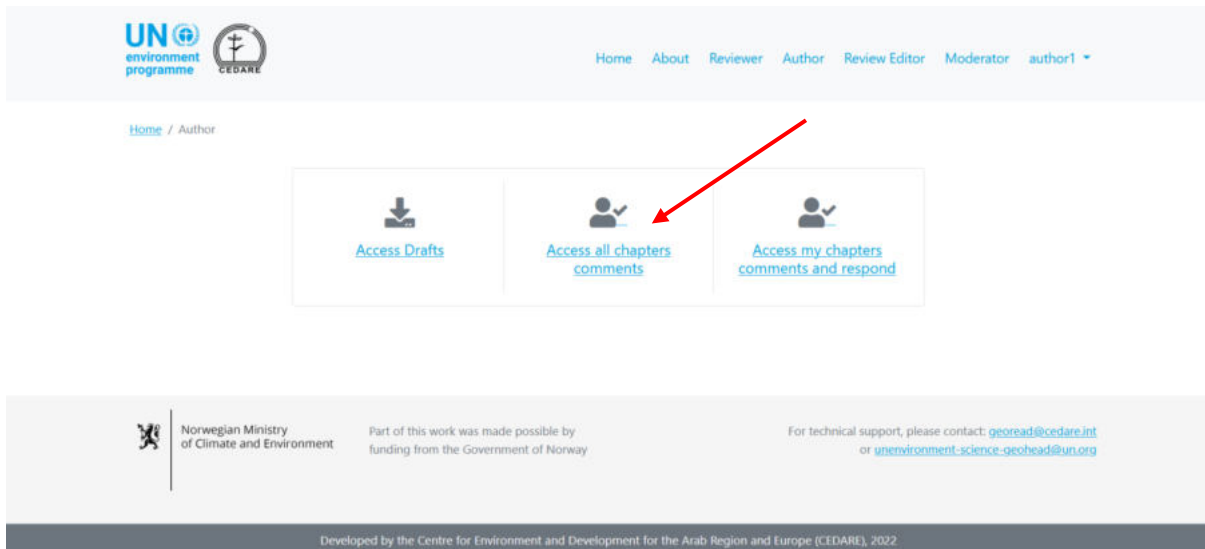


How can I see all comments on all chapters of the report?

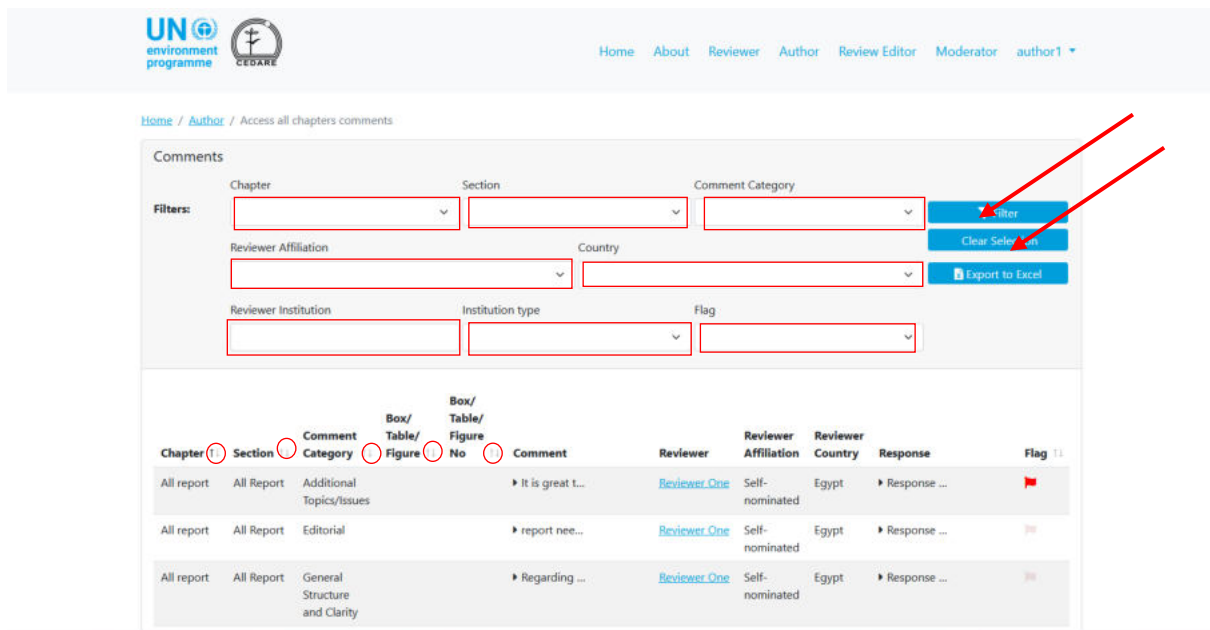
Click on the author tab at the top of any portal screen, or the Author icon on the home page, then use the username and password provided by the GEO secretariat to log into the system:



On the author landing page, click **View All Chapter Comments**:



On the next screen, you will find a table with all the comments submitted for the report. You must scroll right to see all the details for each comment. You can sort the comments from the column headers with an arrow symbol, or filter them using any of the filters at the top including the search filters. Once you have chosen the filters you want to use, click **Filter** to display only the comments that match your filters. Click **Clear Selection** to return to the full set of comments. To see more details about the comment, click on the entry in the comment column and more details will be displayed below the comment row.



Can I export an offline version of the comments received on my chapter(s)?

Yes, you may export an offline version of the comments received on any chapter for which you are an author. Follow the steps [above](#), then click **Export to Excel**. If the file does not download automatically, it may have been blocked by your browser's popup blocker. Make sure you allow popups from the website, then try again. You will then be prompted to choose the folder to which

you want to save the excel file with your comments. Please note however, that you still need to submit your responses to these comments online on the portal.

How can I respond to the comments on my chapter(s)?

Follow the steps [above](#), then click **Submit** under the Response column for the comment to which you wish to respond.

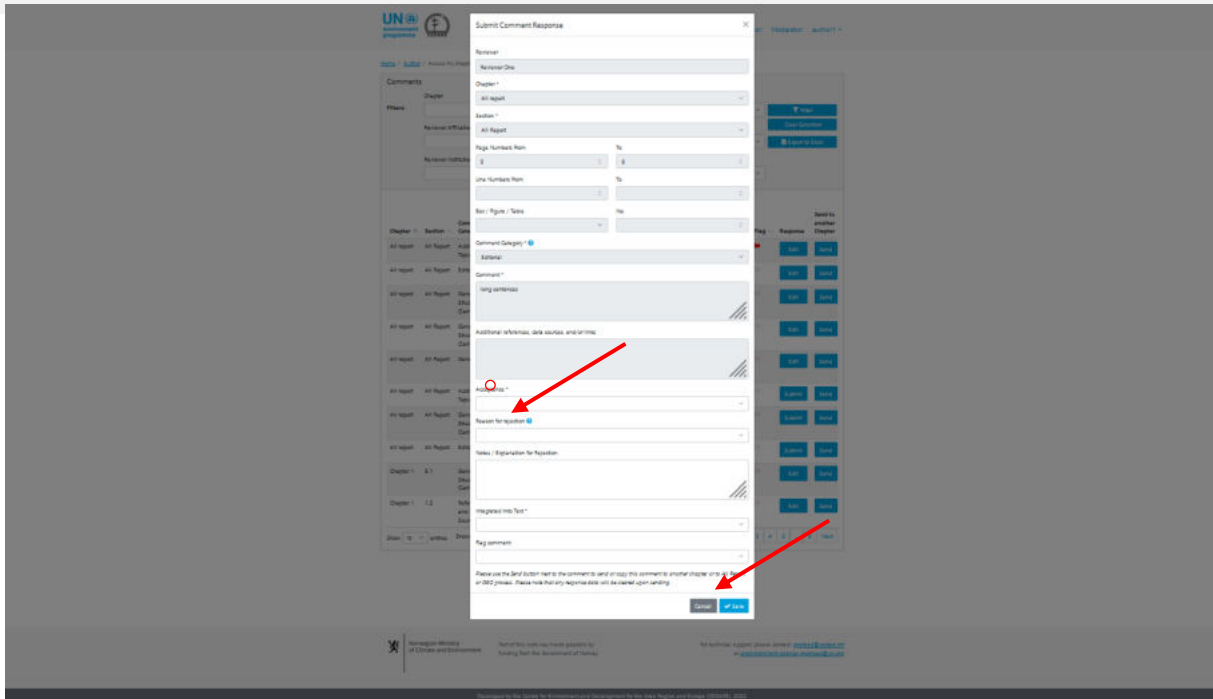
The screenshot shows the 'Comments' section of the UN Environment Programme portal. At the top, there are navigation links: Home, About, Reviewer, Author, Review Editor, Moderator, Administration, Languages, and msabet@unep.int. Below this is a breadcrumb trail: Home / Author / Access my chapters comments and respond.

The main content area is titled 'Comments' and features a filter section with dropdown menus for Chapter, Section, Comment Category, Acceptance, Reviewer Affiliation, Country, Reviewer Institution, Institution Type, and Tagged Authors. There are also buttons for 'Clear Selection' and 'Export to Excel'. Below the filters is an 'Actions' section with a 'Bulk Actions' dropdown and a 'Apply' button.

The central part of the screenshot is a table of comments. A red arrow points to the 'Response' column header. The table has columns for Response, Notes, Send to another Chapter, Comment, Chapter, Section, Comment Category, From Page, To Page, From Line, To Line, Box/ Table/ Figure (No), Response, Flag, Reviewer, Reviewer Affiliation, and Reviewer Country. The first row shows a comment by Catherine Tuttle from the United Kingdom of Great Britain and Northern Ireland. Below the table, there is a 'Comment Details' section for the selected comment, showing the text of the comment and the reviewer's information.

Response	Notes	Send to another Chapter	Comment	Chapter	Section	Comment Category	From Page	To Page	From Line	To Line	Box/ Table/ Figure (No)	Response	Flag	Reviewer	Reviewer Affiliation	Reviewer Country
Submit	Leave note	Send	* I had to g...	02. Historical, current and projected drivers and pressures of environmental change	2.2	Additional Topics/Issues	7	7	44	44		No response yet		Catherine Tuttle	Self-nominated	United Kingdom of Great Britain and Northern Ireland
Submit	Leave note	Send	* We need L...	02. Historical, current and projected drivers and pressures of environmental change	2.2	General Structure and Clarity	12	13	174	176		No response yet		Peter King	Self-nominated	Australia
Submit	Leave note	Send	* We should...	02. Historical, current and projected drivers and pressures of environmental change	2.2	General Structure and Clarity	7	7	46	47		No response yet		Mark Egan	Self-nominated	United States of America
Submit	Leave note	Send	* I wonder if...	02. Historical, current and projected drivers and pressures of environmental change	2.2	Chapter Design, Analysis and Approach	7	13	45	202		No response yet		Mark Egan	Self-nominated	United States of America

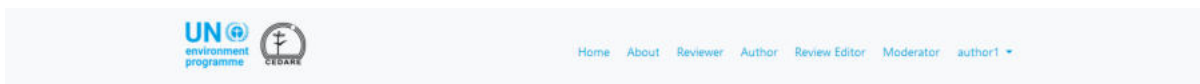
A response submission form will pop up in which all comment details are displayed in grey boxes, and in which you need to enter your response. Enter all details of your response, paying special attention to the required fields marked with an asterisk (*). You must enter these fields for your response to be counted. These fields are necessary to ensure the transparency and integrity of the review process, and to facilitate the work of the review editors. Please note that you may check the categorization guide for Reasons for Rejection from the ? icon next to the 'Reasons for Rejection' dropdown menu.



You can also use this form to flag comments that are particularly problematic, or requiring the attention of the copy editors. Please note that the black flag is disabled as a choice as it is only to be used by the GEO READ system itself to mark comments that have been redirected from another chapter. Once you have entered all the relevant data, you must click **Save** to save your response to the system.

How can I edit a response already submitted to the comments on my chapter(s)?

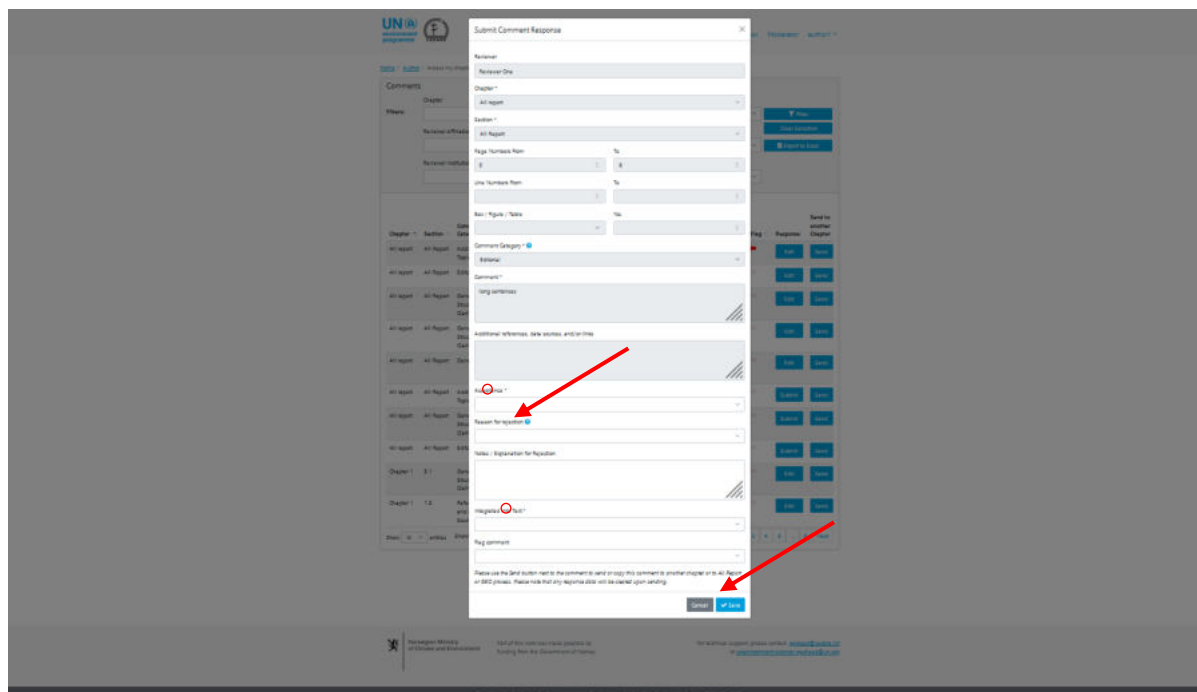
Follow the steps [above](#), then click **Edit** under the Response column for the comment to which you wish to respond. A response submission form will pop up in which all comment details are displayed, including previously saved response details which you can now edit:



[Home](#) / [Author](#) / Access my chapters comments and respond

Chapter	Section	Comment Category	Box/ Table/ Figure	Comment	Reviewer	Reviewer Affiliation	Reviewer Country	Response	Flag	Response	Send to another Chapter
All report	All Report	Additional Topics/Issues		It is great t...	Reviewer_One	Self-nominated	Egypt	Response ...		Edit	Send
All report	All Report	Editorial		report nee...	Reviewer_One	Self-nominated	Egypt	Response ...		Edit	Send
All report	All Report	General Structure and Clarity		Regarding ...	Reviewer_One	Self-nominated	Egypt	Response ...		Edit	Send
All report	All Report	General Structure and Clarity		The report...	Reviewer_One	Self-nominated	Egypt	Response ...		Edit	Send
All report	All Report	General		This is a test	Reviewer_Two	UN agency-nominated	China	Response ...		Edit	Send
All report	All Report	Additional Topics/Issues		Various ch...	Reviewer_One	Self-nominated	Egypt	No response yet		Submit	Send

Pay special attention to the required fields marked with an asterisk (*). You must enter these fields for your edits to be saved. These fields are necessary to ensure the transparency and integrity of the review process, and to facilitate the work of the review editors. Please note that you may check the categorization guide for Reasons for Rejection from the ? icon next to the 'Reasons for Rejection' dropdown menu. Once you have entered all the relevant data, you must click **Save** to save your edited response to the system.

The image shows a screenshot of a web application interface for submitting a comment response. The main window is titled 'Submit Comment Response'. It contains several input fields and dropdown menus. At the top, there is a 'Reviewer' field. Below it are 'Chapter' and 'Section' dropdowns. There are three 'Page Number of Pages' fields, each with a 'No' checkbox. A 'Comment Category' dropdown is set to 'Editorial'. A large text area for 'Comments' is present, with a note about additional references. Below the text area is a 'Reasons for Rejection' dropdown menu, which has a question mark icon next to it. To the right of this dropdown is a 'Send to another Chapter' button. At the bottom of the form is a 'Save' button. Two red arrows point to the 'Reasons for Rejection' dropdown and the 'Save' button. The background shows a blurred view of the portal's main interface with a list of comments.

Please exercise caution when saving edits to a response, as this will automatically override your previous response details and they can no longer be retrieved.

How long can I keep editing the responses to comments my chapter(s) received?

You can keep editing any responses to the comments your chapter received while the **response cycle** is still active. Once the response cycle ends, you can no longer edit or delete any responses and the responses you already added will be automatically sent on your behalf to the review editing section of the portal.

I am an author on multiple chapters, how can I access the comments on all of them?

Your account on the portal will be set by the secretariat to ensure that you can respond to the comments on all chapters for which you are an author. If the portal does not allow you to respond to any comment to which you should be able to respond, please contact the secretariat at: unep-ewad-geohead@un.org.

There are many authors working on my chapter, can we all respond to comments at the same time? How does the portal manage this?

Each author on any chapter has their own username and password that they can use to access all the comments on their chapter. While multiple authors can view the same comments at the same time, no two authors can respond to the same comment at the same time. In other words, once one authors opens any particular comment's response form, none of their co-authors on the same chapter can open the same comment's response form at the same time. Once the author responding to the comment closes the response form, it becomes available for their co-authors to edit once again. Please also note that the system also automatically closes the

response form for any comment after 60 minute, at which time, the response becomes available for editing once again.

What happens if I edit or delete a response submitted by another author on a comment in my chapter?

The portal allows all authors for the same chapter to access, edit, and delete any author response submitted for any comment. Accordingly, please be cautious handling comments on which some action has already been taken, as any change you make, will overwrite any previous inputs.

When are my responses to the comments sent to the GEO secretariat and other users?

Your responses are automatically sent on your behalf to the review editing sections of the portal as soon as the [response cycle](#) ends. While a response cycle is ongoing, your responses are kept in your account, and you can edit or delete them until the cycle ends, but are visible to all other authors on the GEO READ system. This is designed to encourage interaction among authors on comments of mutual concern during the drafting of the subsequent order draft. Once a response cycle ends, the system will no longer accept new responses nor allow you to edit the ones you already submitted. The responses on your account at the time the cycle ends, are automatically sent to the secretariat and review editing section then.

After the Review Editors have completed their work and you have responded to any [Review Editor Notes](#), i.e., after work has been completed on a draft, your responses, review editor comments on them, and your subsequent follow up notes, are then anonymously reflected on the reviewer's screens, allowing them to see how their [comment was dealt with](#).

Who can see my responses to the comments I received?

The report secretariat, co-chairs, and review editors can all see the responses to the comments as you submit them in real time, and after the [response cycle](#) ends. Reviewers can see the responses you submitted, along with any review editor notes on them, as well as your subsequent follow-up notes, after the author follow-up timeframe has ended, and work has been completed on a draft.

Why can't I submit my responses to comments?

If you can access your author account using the author username and password you received from the GEO secretariat, but cannot submit your responses, then it is likely that there is no ongoing response cycle for you to participate in. Please check the inbox of the email you provided on your GEO-READ account for alerts and notifications about response cycle timeframes.

I need some additional context or clarification on a comment I received, how can I find out more about the reviewer who submitted it and/or contact them?

To access the details of the reviewer who submitted any particular comment, click on their name next to the comment.

Access my chapters comments and respond

Comments

Filters: Chapter [Select] Section [Select] Comment Category [Select] [Filter] [Clear Selection] [Convert to List]

Acceptance [Select] Reviewer Affiliation [Select] Country [Select]

Reviewer Institution [Select] Institution Type [Select] Flag [Select]

Tagged Authors [Select]

Actions: Bulk Actions [Apply]

Response	Notes	Send to another Chapter	Comment	Chapter	Section	Comment Category	From Page	To Page	From Line	To Line	Box/ Table/ Figure (No)	Response	Flag	Reviewer	Reviewer Affiliation	Reviewer Country
[Submit] [Leave note] [Send]			I like that y...	02. Historical, current and projected drivers and pressures of environmental change	2.2	Relevance	7	7	45	48		No response yet	[Flag]	Martha Stokes	Self-nominated	United Kingdom of Great Britain and Northern Ireland
[Submit] [Leave note] [Send]			Numbers u...	02. Historical, current and projected drivers and pressures of environmental change	2.2	General Structure and Clarity	8	8	62	65		No response yet	[Flag]	Martha Stokes	Self-nominated	United Kingdom of Great Britain and Northern Ireland

A popup screen will display the complete reviewer details.

Full name: Martha Stokes

Proposed Roles: [Empty]

Title: Miss

Nationality: United Kingdom of Great Britain and Northern Ireland

Age: 19-30

Occupation: GEO Secretariat, Assessment Specialist

Institution: UNEP

Institution Type: UN Entity

Highest Academic Degree: [Empty]

Degree Title: [Empty]

Regional Expertise: Eastern Africa, Western Europe

Fields of Expertise: Behavioural change, Biodiversity, Biodiversity and nature loss, Social impacts of solutions pathways

List of Publications: [Empty]

Email: martha.stokes@unep.int

Phone Number: [Empty]

CV: [Empty]

Close

I received a comment that is relevant to another chapter, instead of, or in addition to the one it was directed, what should I do?

If you received a comment on one of your chapters, that you believe may be relevant to another chapter, in addition to or instead of your own, you may use the Send function to redirect it accordingly. On the 'Access my Chapters Comments and Respond' screen, click the **Send** button next to the comment in question:

Home / Author / Access my chapters comments and respond

Comments

Filters:

Chapter: <input type="text"/>	Section: <input type="text"/>	Comment Category: <input type="text"/>	<input type="button" value="Filter"/>
Acceptance: <input type="text"/>	Reviewer Affiliation: <input type="text"/>	Country: <input type="text"/>	<input type="button" value="Clear Selection"/>
Reviewer Institution: <input type="text"/>	Institution Type: <input type="text"/>	Flag: <input type="text"/>	<input type="button" value="Export to Excel"/>
Tagged Authors: <input type="text"/>			

Bulk Actions:

<input type="checkbox"/>	Response	Notes	Send to another Chapter	Comment	Chapter	Section	Comment Category	From Page	To Page	From Line	To Line	Box/ Table/ Figure (No)	Response	Flag	Reviewer	Reviewer Affiliation	Reviewer Country
<input type="checkbox"/>	<input type="button" value="Submit"/>	<input type="button" value="Leave note"/>	<input type="button" value="Send"/>	I had to g...	02. Historical, current and projected drivers and pressures of environmental change	2.2	Additional Topics/Issues	7	7	44	44		No response yet	<input type="button" value="Flag"/>	Catherine Tasso	Self-nominated	United Kingdom of Great Britain and Northern Ireland

Comment Details: I had to go back to Ch 2 to see how drivers are defined. Perhaps, referate here explain the organising structure for discussing each of the 7x drivers. Also, in Ch 1, drivers are mapped to 'human activities' and 'natural conditions' so which drivers are 'human' and which are 'natural' - I have struggled to identify them. Finally, drivers result in pressures. So, how the 7x drivers map to the 5x pressures? the final section on 'Interactions and linkages' starts some of that discussion but needs to be strengthened/ have an analytic rationale.

Reviewer Institution: University College London (UCL)
Reviewer Institution Type: Academic or Research

Comment Category Change Log:
 From: General Structure and Clarity To: Additional Topics/Issues By: Myler Sabert On: 1/14/2024

Uploaded Files: No files uploaded.

<input type="checkbox"/>	Submit	Leave note	Send	Comment	Chapter	Section	Comment Category	From Page	To Page	From Line	To Line	Box/ Table/ Figure (No)	Response	Flag	Reviewer	Reviewer Affiliation	Reviewer Country
<input type="checkbox"/>	<input type="button" value="Submit"/>	<input type="button" value="Leave note"/>	<input type="button" value="Send"/>	We need t...	02. Historical, current and projected drivers and pressures of environmental change	2.2	General Structure and Clarity	12	13	174	176		No response yet	<input type="button" value="Flag"/>	Peter Ezzo	Self-nominated	Australia
<input type="checkbox"/>	<input type="button" value="Submit"/>	<input type="button" value="Leave note"/>	<input type="button" value="Send"/>	We should...	02. Historical, current and projected drivers and pressures of environmental change	2.2	General Structure and Clarity	7	7	46	47		No response yet	<input type="button" value="Flag"/>	Mark Ezzo	Self-nominated	United States of America
<input type="checkbox"/>	<input type="button" value="Submit"/>	<input type="button" value="Leave note"/>	<input type="button" value="Send"/>	I wonder if...	02. Historical, current and projected drivers and pressures of environmental change	2.2	Chapter Design, Analysis and Approach	7	13	45	202		No response yet	<input type="button" value="Flag"/>	Mark Ezzo	Self-nominated	United States of America

The comment sending interface will pop up. Click the Chapters/Sections dropdown menu to choose the chapters and section to which you wish to redirect the comment, and choose whether you would like to retain a copy of the comment. You may also send a note that will be attached to the comment's details as part of the transfer log, for the benefit of the comment recipients. You may use this function to redirect comments to chapters on which you are an author, as well as to chapters on which you are not. You may also redirect a comment to 'GEO Process' if you believe it should be addressed by the GEO secretariat, or to 'All Report' if you believe it should be addressed by the Co-Chairs. Once you have made your choices, click **Save** and the comment will be redirected. Please note that this action is not reversible (except by the recipient of the comment), and that if you do not choose to retain a copy of the comment, it will be removed from your chapter comments.

Author Moderator author1

Home / Author / Access my chapters comments and respond

Comments

Filters:

Chapter: <input type="text"/>	Section: <input type="text"/>	Comment Category: <input type="text"/>	<input type="button" value="Filter"/>
Acceptance: <input type="text"/>	Reviewer Affiliation: <input type="text"/>	Country: <input type="text"/>	<input type="button" value="Clear Selection"/>
Reviewer Institution: <input type="text"/>	Institution Type: <input type="text"/>	Flag: <input type="text"/>	<input type="button" value="Export to Excel"/>

Bulk Actions:

Edit Comment ✕

Chapters/Section *

Retain a copy of the comment

Notes:

Chapter	Section	Comment Category	Box/ Table/ Figure	No	Comment	Reviewer	Reviewer Affiliation	Reviewer Country	Response	Flag	Response	Send to another Chapter
All report	All Report	Additional Topics/Issues			It is great t...	Reviewer_One	Self-nominated	Egypt	Response ...	<input type="button" value="Flag"/>	<input type="button" value="Edit"/>	<input type="button" value="Send"/>
All report	All Report	Editorial			report nee...	Reviewer_One	Self-nominated	Egypt	Response ...	<input type="button" value="Flag"/>	<input type="button" value="Edit"/>	<input type="button" value="Send"/>
All report	All Report	General Structure and Clarity			Regarding ...	Reviewer_One	Self-nominated	Egypt	Response ...	<input type="button" value="Flag"/>	<input type="button" value="Edit"/>	<input type="button" value="Send"/>

The new comment recipients will then receive an automatically generated email indicating that they have received comments redirected from another chapter, with instructions on how to locate them. Please remember to redirect irrelevant comments well before the response cycle ends so that the recipient chapter authors have time to see and respond to the comment adequately.

I received a comment with some non-English text, can the system help me understand what the reviewer is trying to say?

Reviewers are asked to submit their comments in English, but if there is any non-English language text in a comment, suggested reference, or reviewer details, select the text and click **Ctrl+q**. The system will use the Microsoft translator to generate a machine translation of the selected text into English in a pop-up window.

The screenshot displays the UNEP CEDARE system interface. At the top, there are logos for UN Environment Programme and CEDARE, along with navigation links: Home, About, Reviewer, Author, Review Editor, Moderator, Administration, Language, and msabet@cedare.int. Below the navigation is a breadcrumb trail: Home / Reviewer / Access Drafts and Submit Comments / Manage Current Draft Comments. The main content area is titled 'Comments' and features a table with columns: Chapter, Section, Comment Category, From Page, To Page, Comment, Modification Time (GMT), and Actions. A red arrow points to a comment in the 'Comment' column with the text 'Please revise...'. Below the table, there is a 'Comment Details' section with a dropdown menu showing 'Please revise', 'From Line: 23', 'To Line: 2', and 'Uploaded Files: No files uploaded.' At the bottom, there is a footer with logos for the Norwegian Ministry of Climate and Environment, funding information from the Government of Norway, and technical support contact information: georead@cedare.int or unep-ewad-geobead@un.org. The footer also mentions 'Developed by the Centre for Environment and Development for the Arab Region and Europe (CEDARE), 2022.'

Please note that this automated translation is not intended to replace human translators, and cannot be considered a perfect rendition of the original text.

I have received an email from the system mailbox indicating that one of my chapters has received new comments redirected from another author, what does this mean and how can I locate them?

If you have received an email from the system mailbox (georead@cedare.int) indicating that one of your chapters has received redirected comments, this means that the author on another chapter has redirected comments originally received on one of their chapters to one of yours, in the middle of the response cycle. These comments would have been received during the most recent review cycle, and now require your attention and response. You may locate these comments by filtering the comments on your chapter using the flag filter and choosing the black flag 'has been redirected'.

[Home](#) / [Author](#) / Access my chapters comments and respond

Comments

Chapter: Section: Comment Category:

Filters:

Reviewer Affiliation: Country:

Reviewer Institution: Institution type: Flag: (Black) Irrelevant, should or has been

Chapter	Section	Comment Category	Box/ Table/ Figure	Box/ Table/ Figure No	Comment	Reviewer	Reviewer Affiliation	Reviewer Country	Response	Flag	Response	Send to another Chapter
Chapter 1	5.3	Additional Topics/Issues			It is great ...	Reviewer One	Self-nominated	Egypt	No response yet			<input type="button" value="Submit"/> <input type="button" value="Send"/>

Comment Details: It is great to see the celebration of citizen science, but the feel is also slightly naive: as if science is only about data collection. What about question formulation, hypothesis testing? And finally interpretation? What do we need to know in order to successfully manage the human existence on this planet? This question is not adequately answered in GEO 6. Chapter 25 is repetitive and confusing with many unscientific language (Example 25.2.3 - Open data and reproducible research?? - replace or better explain this section). We propose data needs should be included in part D of Chapter 3 and perhaps delete Chapter 25 or improve.

Reviewer Institution: freelance

Reviewer Institution Type: Non-Governmental Organisation

Transfer Log:

- Copied/Redirected from: Chapter (All report) / Section (All Report)
- Sender Notes: here goes.... let me know if u want to discuss

Uploaded Files: No files uploaded.

Once you have located the comments, click on the entry in the 'Comment' column, to view the comment details including the transfer log and any note from the sender.

I would like to discuss a comment with a fellow author or one of the co-chairs, can READ help me do so?

You may leave a comment to one of your fellow authors or one of the co-chairs using the notes function, on the Access my Chapter Comments and respond screen, click on **Notes** next to the comment you wish to discuss:

[Home](#) / [Author](#) / Access my chapters comments and respond

Comments

Chapter: Section: Comment Category:

Filters:

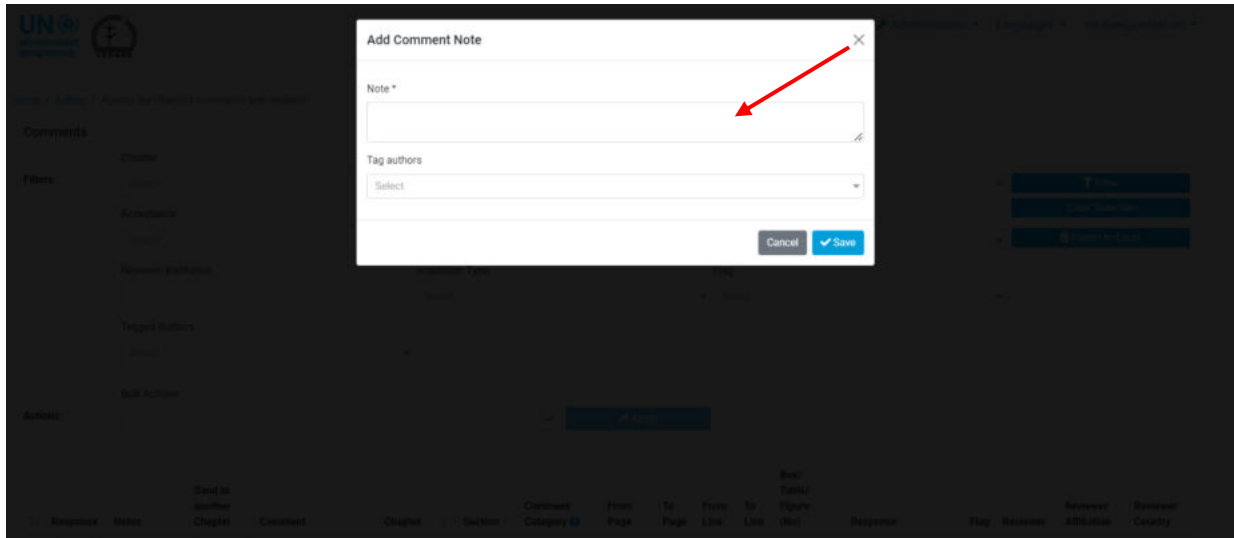
Acceptance: Reviewer Affiliation:

Institution type: Flag:

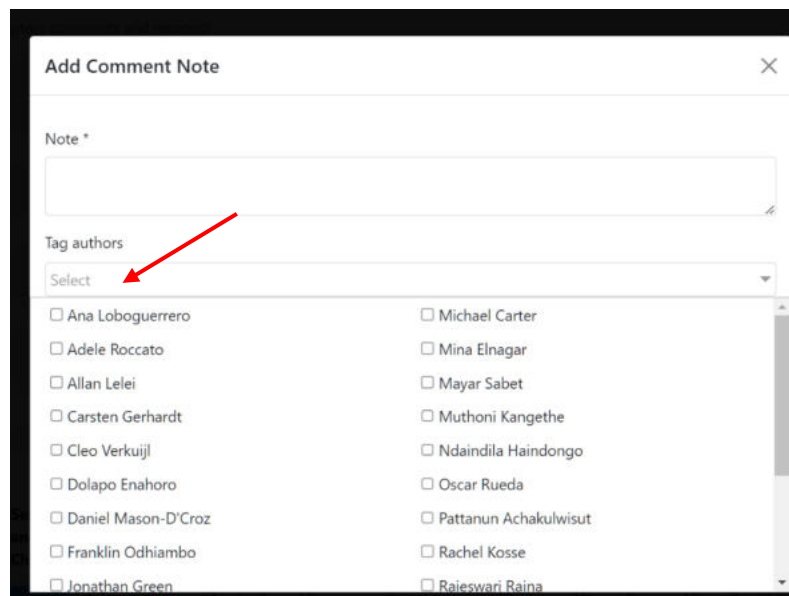
Bulk Actions:

	Response	Notes	Chapter	Comment	Chapter	Section	Comment Category	From Page	To Page	From Line	To Line	Box/ Table/ Figure (No)	Response	Flag	Rev
<input type="checkbox"/>	<input type="button" value="Edit"/>	<input type="button" value="Notes"/>	<input type="button" value="Send"/>	The cultiva...	Chapter 1	All Chapter	Scientific Integrity	18	18	8	10	Box (1.1)	Response ...		RV-

A pop up will appear, click **Add new note**:



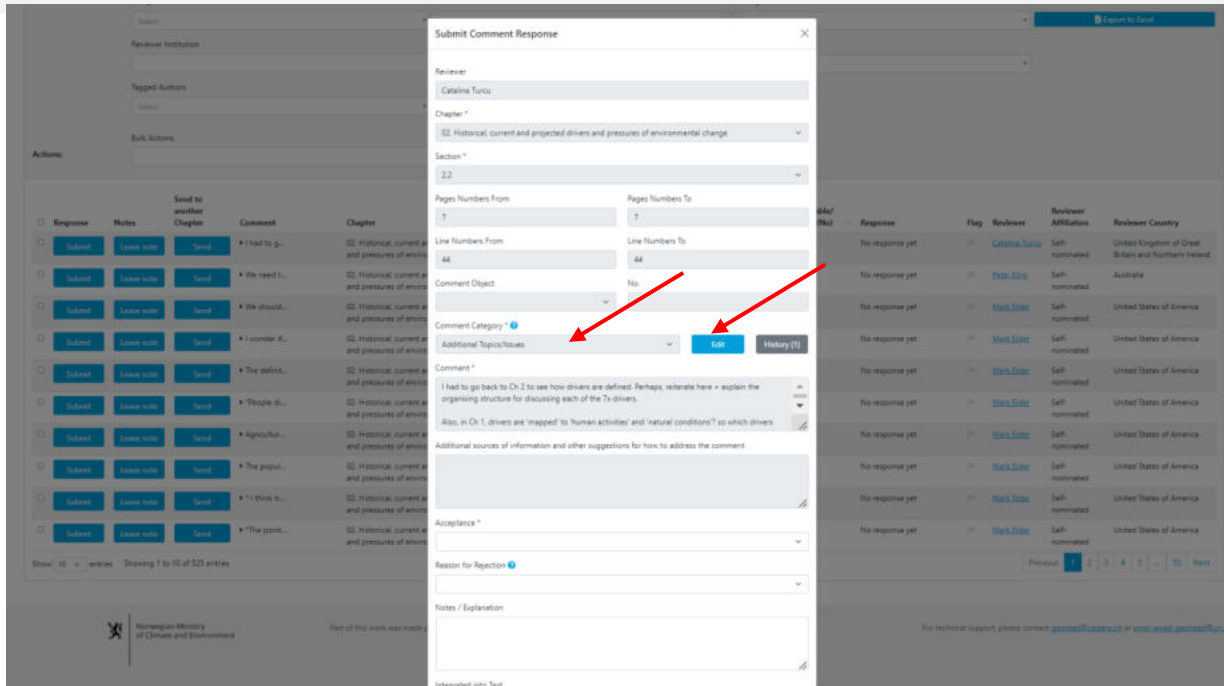
You will then get the comment submission menu, write your note in the Notes box, then click on Tag Authors, to get a drop-down menu where you can select all those you wish to tag: Please note that you can only tag any of the authors working on that particular chapter (s), or one of the co-chairs. You cannot tag authors not involved in this particular chapter.



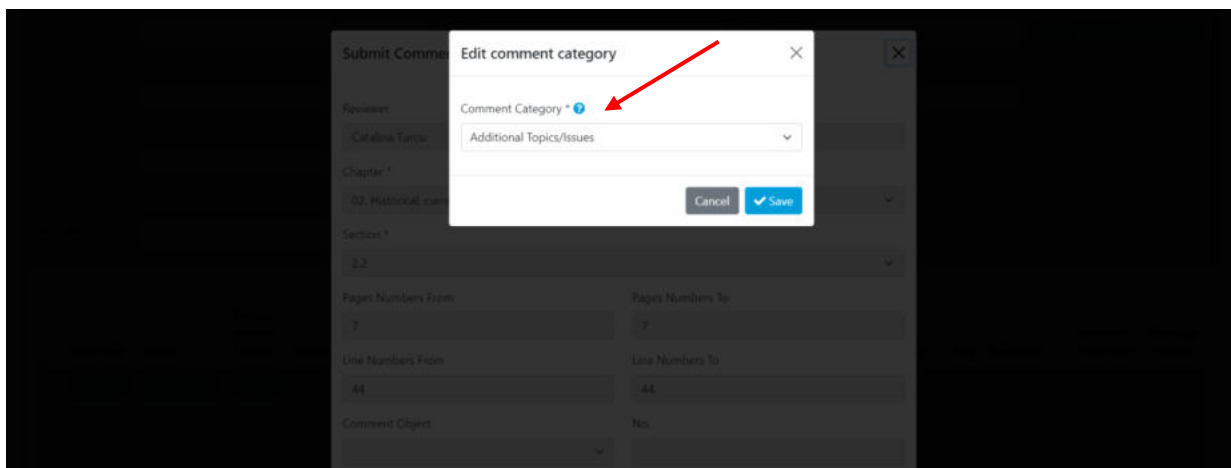
Then click **Save** to save your note and the system will send the tagged authors a notification that they have been tagged with directions on how to find that note.

I believe a comment I received has been assigned the wrong comment category by the reviewer, can I reassign it another category?

Yes, you may change the category assigned by the reviewer to a comment. Follow the [steps](#) to open a comment response form, then click **Edit** next to the Comment Category window



You will get a pop-up in which you can choose a different category:



You can download the comment categorization guide for your reference by clicking on the '?' icon next to 'Comment Category'. Please note that all changes to the comment category are logged as part of the comment details. Click **Save** once you have changed the comment category as you see fit, or click **Cancel** to keep the original category assigned by the reviewer.

How do I find out if my chapter review editors have any feedback or suggestions about how I responded to any of the comments I received?

Once the review editors have completed their work, follow the steps to see the [comments your chapter\(s\) received](#), on the next screen, you will see all the comments your chapters received with two new columns on the left for Review Editor Notes and Author Follow-up Notes:

Home / Author / Access my chapters comments and respond

Comments

Chapter: Select Section: Select Comment Category: Select [Filter](#)

Acceptance: Select Reviewer Affiliation: Select Country: Select [Clear Selection](#)

Reviewer Institution: Select Institution Type: Select Flag: Select [Export to Excel](#)

Tagged Authors: Select

Actions	Review Editor Notes	Author Follow-up Notes	Comment	Chapter	Section	Comment Category	From Page	To Page	From Line	To Line	Box/ Table/ Figure (No)	Response	Flag	Reviewer	Reviewer Affiliation	Review Count
Add/Edit Notes	▼ Reconsider...	► I disagree...	► I had to g...	02: Historical, current and projected drivers and pressures of environmental change	2.2	Additional Topics/Issues	7	7	44	44		No response yet		Catalina Turcu	Self-nominated	United Kingdom of Great Britain and Northern Ireland

Notes: Reconsider your response, particularly the source provided by the reviewer.

Click on the first few words of the Review editor’s notes, and the full text of the note will open in the accordion below.

I would like to respond to the feedback left by one of the review editors on one of the comments I received from reviewers, how can I do so?

Once the review editors have completed their work, follow the steps to see the [comments your chapter\(s\) received](#), on the next screen, you will see all the comments your chapters received with two new columns on the left for Review Editor Notes and Author Follow-up Notes:

Home / Author / Access my chapters comments and respond

Comments

Chapter: Select Section: Select Comment Category: Select [Filter](#)

Acceptance: Select Reviewer Affiliation: Select Country: Select [Clear Selection](#)

Reviewer Institution: Select Institution Type: Select Flag: Select [Export to Excel](#)

Tagged Authors: Select

Actions	Review Editor Notes	Author Follow-up Notes	Comment	Chapter	Section	Comment Category	From Page	To Page	From Line	To Line	Box/ Table/ Figure (No)	Response	Flag	Reviewer	Reviewer Affiliation	Review Count
Add/Edit Notes	▼ Reconsider...	► I disagree...	► I had to g...	02: Historical, current and projected drivers and pressures of environmental change	2.2	Additional Topics/Issues	7	7	44	44		No response yet		Catalina Turcu	Self-nominated	United Kingdom of Great Britain and Northern Ireland

Notes: Reconsider your response, particularly the source provided by the reviewer.

Click on the first few words of the Review editor's notes, and the full text of the note will open in the accordion below.

To add a follow-up note explaining your response to a review editor's note, click **Add / Edit Notes** on the left-hand **Actions** column:

The screenshot shows the UN Environment Programme CEDARE interface. At the top, there are navigation links: Home, About, Reviewer, Author, Review Editor, Moderator, Administration, Language, and msabet@cedare.int. Below this is a breadcrumb trail: Home / Author / Access my chapters comments and respond. The main content area is titled 'Comments' and features several filter sections: Chapter, Section, Comment Category, Acceptance, Reviewer Affiliation, Country, Reviewer Institution, Institution Type, Flag, and Tagged Authors. Below the filters is a table of comments. The table has columns for Actions, Review Editor Notes, Author Follow-up Notes, Comment, Chapter, Section, Comment Category, From Page, To Page, From Line, To Line, Box/Table/Figure (No), Response, Flag, Reviewer, Reviewer Affiliation, and Review Count. A red arrow points to the 'Add/Edit Notes' button in the Actions column of the first row. Below the table, there is a note: 'Notes: Reconsider your response, particularly the source provided by the reviewer.'

A box will pop up, in which you can enter any notes you wish to leave as follow up to the review editor's notes. Click **Save** so the note gets reflected on the system.

The screenshot shows a modal window titled 'Add/Edit Notes'. It has a close button (X) in the top right corner. Below the title is a text input field labeled 'Note'. A red arrow points to this field. At the bottom of the modal, there are two buttons: 'Cancel' and 'Save'. A red arrow points to the 'Save' button.

D. Review Editor

When can I see the comments that reviewers have submitted and their data?

When a **review cycle** ends, all comments saved by the various reviewers on the system are moved to the author section to submit responses, and simultaneously to the review editing section for review editors to analyse.

When can I see the responses that authors have submitted?

When a **response cycle** ends, all responses saved by the authors on the system are moved to the review editing section for review editors to analyse.

When can I add notes on the responses that authors have submitted to specific comments on the chapters assigned to me?

When a **response cycle** ends, all responses saved by the authors on the system are moved to the review editing section for review editors to analyse. At that point, you will be able to add notes on the responses submitted on the comments received on the chapters assigned to you (see [here](#) how to add notes).

Can I find out how the authors responded to my notes?

After your notes on author responses are submitted to the authors, they are given the chance to submit follow-up notes indicating if and how they might revise their response based on your notes. Afterwards, these author follow-up notes will become visible to you and you can consult them, for example, when you are analysing the next draft review. Author follow-up notes are available on [these](#) screens, when the next draft is up for review.

How can I see the comments on my assigned chapters and submit notes on them?

Click the **Review Editor** tab at the top of any portal screen, or the **Review Editor** icon on the home page. You will then be prompted to enter the username and password provided by the GEO secretariat:

UN environment programme CEDARE

Home About Reviewer Author Review Editor Moderator Login Languages ▾

Login

Username or email address

Password

Remember me [Forgot password?](#)

Login

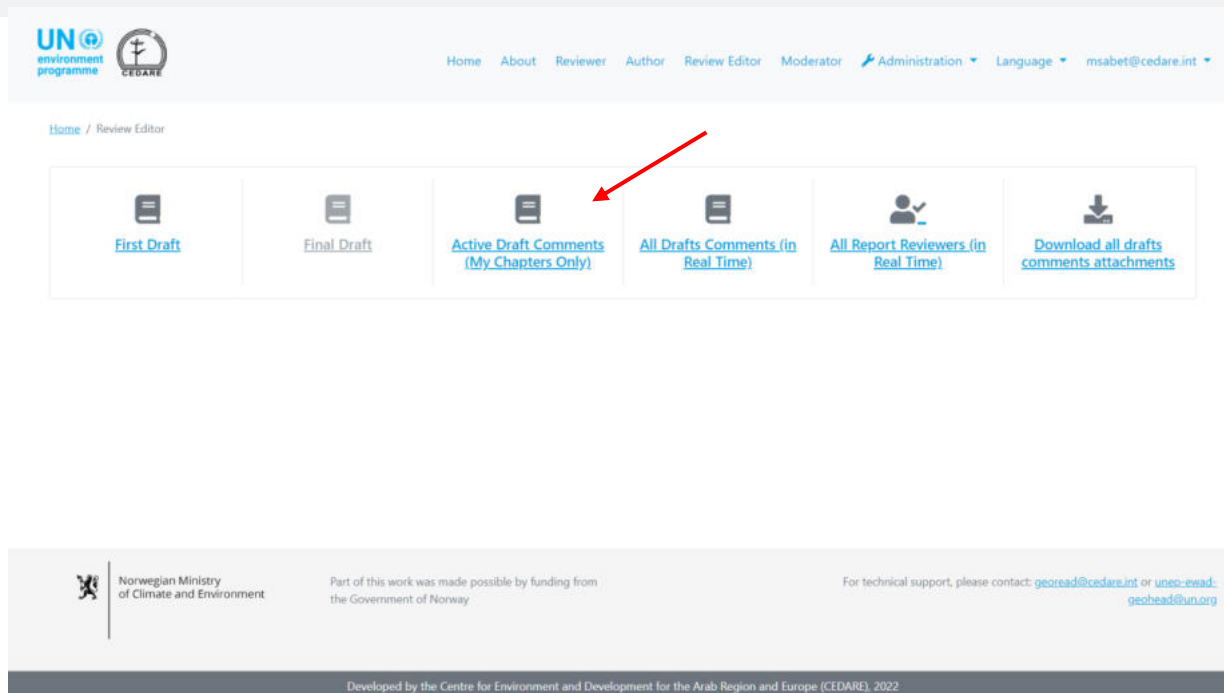
Norwegian Ministry of Climate and Environment

Part of this work was made possible by funding from the Government of Norway

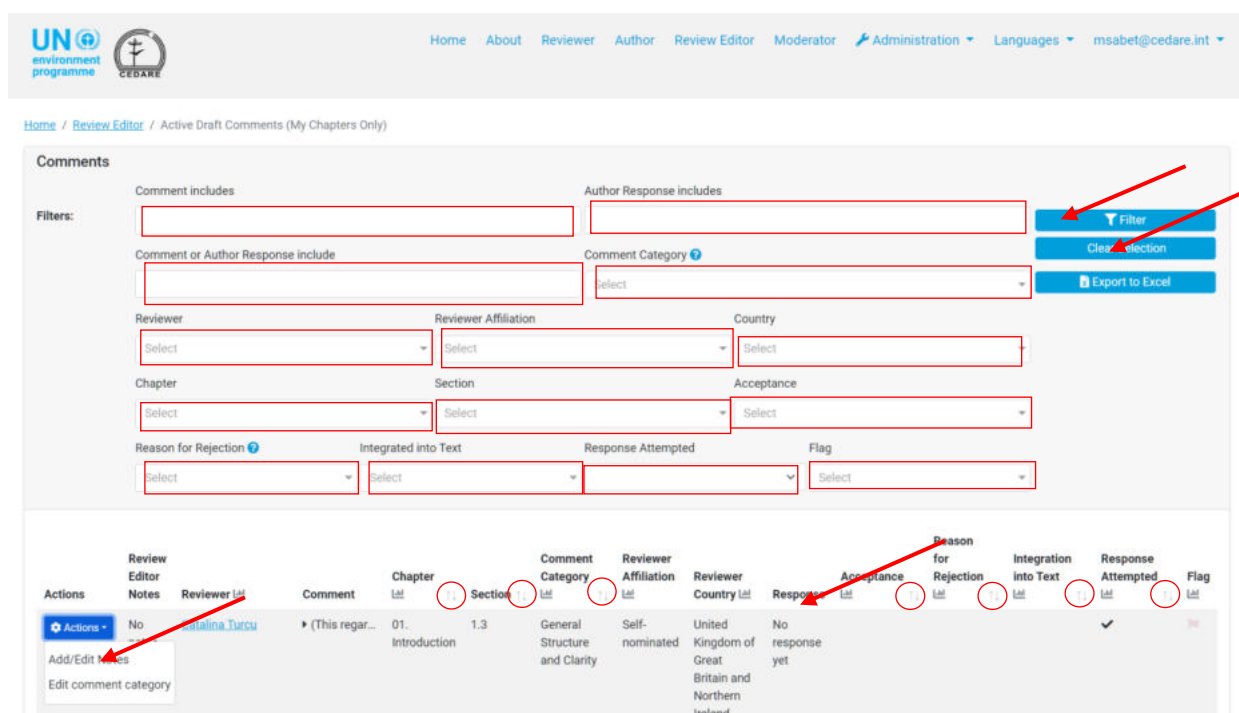
For technical support, please contact: georead@cedare.int or unep-ewad-geohead@un.org

Developed by the Centre for Environment and Development for the Arab Region and Europe (CEDARE), 2022

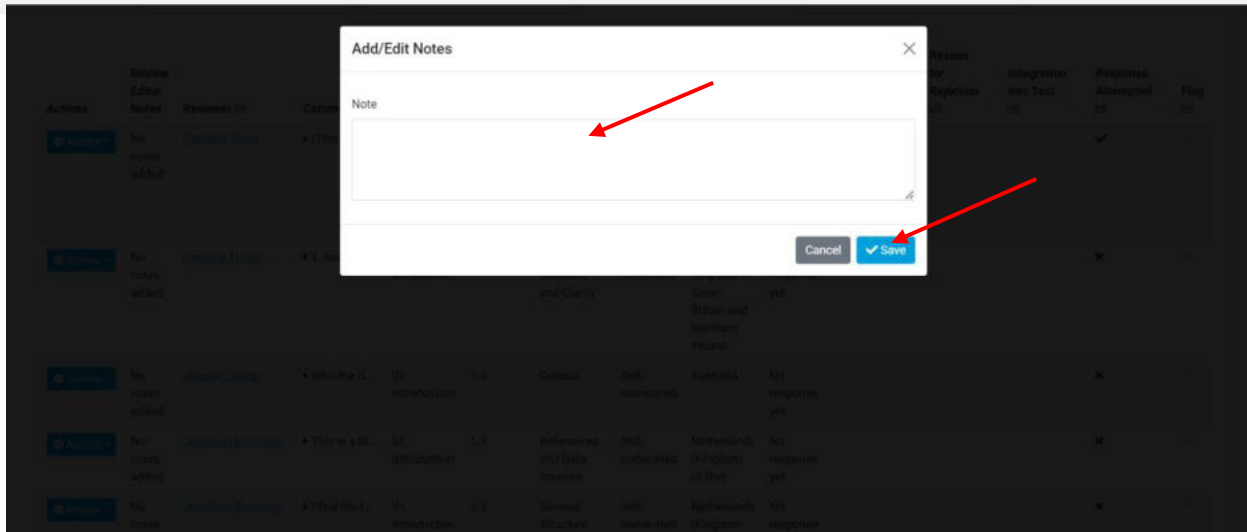
On the Review Editor landing page, once you have logged in, click Active Draft Comments (My Chapters Only):



On the next screen, you will find all the comments submitted on the chapters assigned to you, for the draft under review only. You may need to scroll right to see all the data on each comment. You can sort the comments from the column headers with an arrow symbol, or filter them using any of the filters at the top including the search filters. Once you have chosen the filters you want to use, click **Filter** to display only the comments that match your filters. To return to the full set of comments, click **Clear Selection**. To see more details about the comment, click on the entry in the comment column and more details will be displayed below the comment row. To see more data on the author response to a comment, click the **author response** field for that comment. To submit a note on a comment, click the **Actions** button beside the comment then click **Edit / Submit Note**:

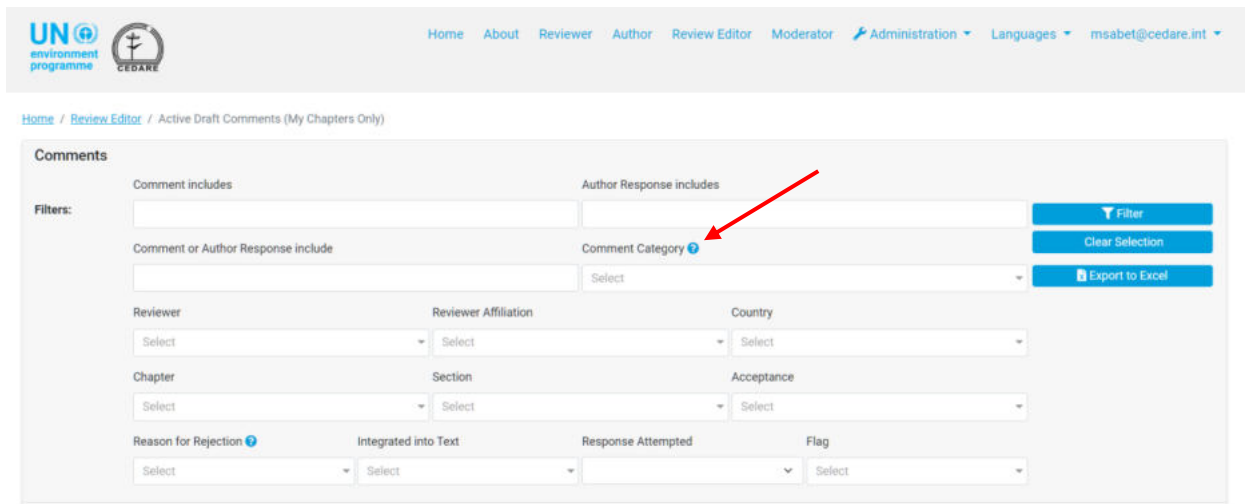


A popup will open where you can write your note then click **Save**:



What are comment categories and how are they defined?

Reviewers are asked to categorize their comments according to the categorization guidelines provided on the system. You can download the comment categorization guidelines from the '?' next to the filter **Comment Category** on any comments screen (e.g., [here](#), or [here](#)):



How can I change the category assigned to a comment by the reviewer or author(s)?

Click the **Review Editor** tab at the top of any portal screen, or the **Review Editor** icon on the home page. You will then be prompted to enter the username and password provided by the GEO secretariat:

Login

Username or email address







Password

Remember me [Forgot password?](#)

[Login](#)



On the Review Editor landing page, once you have logged in, click Active Draft Comments (My Chapters Only):

 First Draft	 Final Draft	 Active Draft Comments (My Chapters Only)	 All Drafts Comments (in Real Time)	 All Report Reviewers (in Real Time)	 Download all drafts comments attachments
--	--	---	---	--	---



On the next screen, you will find all the comments submitted on the chapters assigned to you, for the draft under review only. You may need to scroll right to see all the data on each comment. To change the category assigned to a comment, click the **Actions** button beside the comment then click **Edit Comment Category**:

Home / Review Editor / Active Draft Comments (My Chapters Only)

Comments

Comment includes: Author Response includes: Filter

Comment or Author Response include: Comment Category: Clear Selection

Reviewer: Reviewer Affiliation: Country: Export to Excel

Chapter: Section: Acceptance:

Reason for Rejection: Integrated into Text: Response Attempted: Flag:

Actions	Review Editor Notes	Reviewer <small>id</small>	Comment	Chapter <small>id</small>	Section <small>id</small>	Comment Category <small>id</small>	Reviewer Affiliation <small>id</small>	Reviewer Country <small>id</small>	Response	Acceptance	Reason for Rejection	Integration into Text	Response Attempted	Flag
<ul style="list-style-type: none"> Actions Add/Edit Note Edit comment category 	No	Catalina Durcu	(This regar...	D1. Introduction	1.3	General Structure and Clarity	Self-nominated	United Kingdom of Great Britain and Northern Ireland	No response yet				✓	

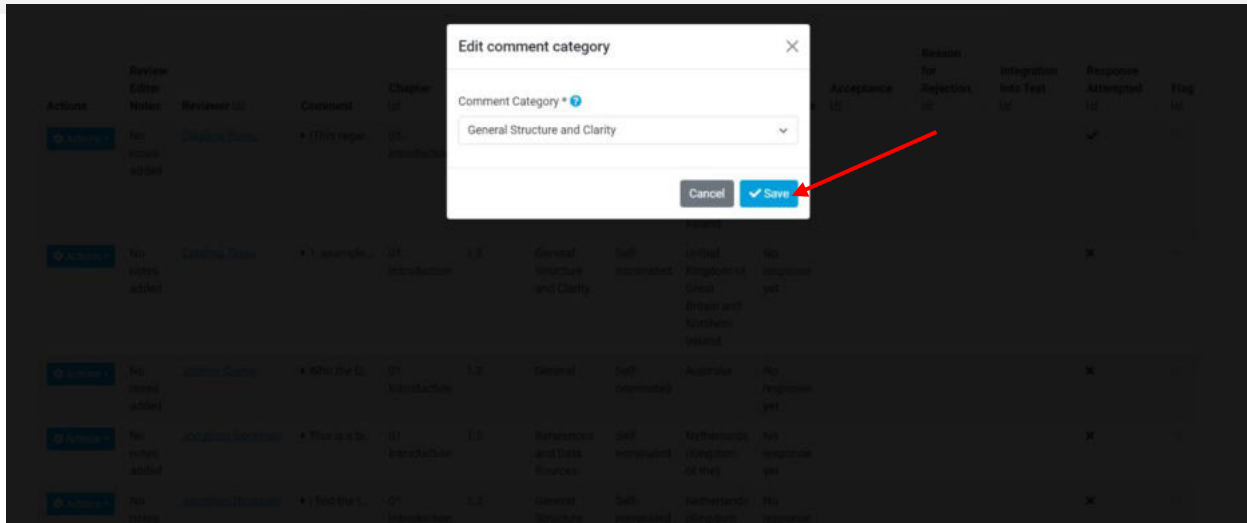
A popup will open where you can change the category. Open the drop-down menu and select the new category:

Edit comment category

Comment Category id

- General Structure and Clarity
- Editorial
- General Structure and Clarity
- Additional Topics/Issues
- References and Data Sources
- Data Quality and Data analysis
- Relevance
- Chapter Design, Analysis and Approach**
- Presentation
- Introduction, Discussion and Conclusion
- Scientific Integrity
- General
- Regional balance

Then click **Save**:



The new category will be assigned to the comment while the change will be logged in the comment details:

Actions	Review Editor Notes	Reviewer <small>Lat</small>	Comment	Chapter <small>Lat</small>	Section <small>Lat</small>	Comment Category <small>Lat</small>	Reviewer Affiliation <small>Lat</small>	Reviewer Country <small>Lat</small>	Response	Acceptance <small>Lat</small>	Reason for Rejection <small>Lat</small>	Integration into Text <small>Lat</small>	Response Attempted <small>Lat</small>	Flag <small>Lat</small>
Actions	No notes added	Catalina Turcu	(This rega...	01. Introduction	1.3	Additional Topics/Issues	Self-nominated	United Kingdom of Great Britain and Northern Ireland	No response yet				✓	

Comment Details: (This regards Section 1.4 but there is no option available above)
 References are made to 'conceptual' and 'methodological' approaches/ elements throughout, under different parts/ chapters of the report e.g. in this Chapter 2, Chapter 10 and Chapter 16 etc. Is there a place in the report where all of this is justified, brought together?

From Page: 15
To Page: 15
From Line: 341
To Line: 342

Reviewer Institution: University College London (UCL)
Reviewer Institution Type: Academic or Research

Comment Category Change Log:
 • From: General Structure and Clarity To: Additional Topics/Issues By Review editor On: 3/20/2024

Uploaded Files: No files uploaded.

How can I see the comment data for any draft after it has been finalized?

After a draft has been finalised, click the **Review Editor** tab at the top of any portal screen, or the **Review Editor** icon on the home page. You will then be prompted to enter the username and password provided by the GEO secretariat:

Login

Username or email address

Password







Remember me [Forgot password?](#)

Login



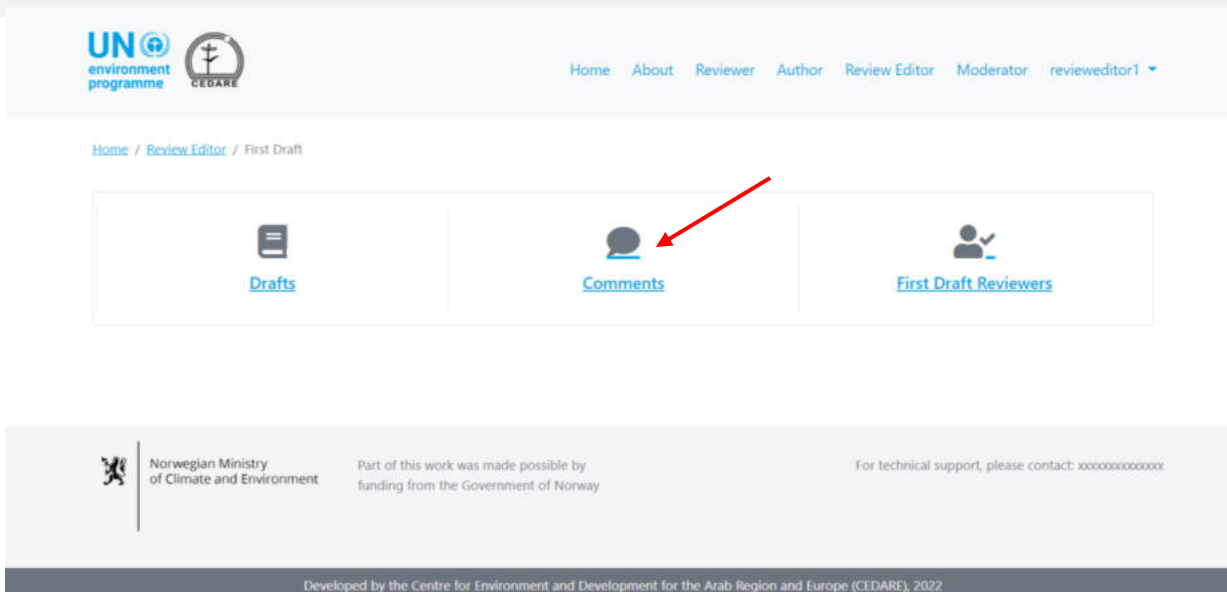
On the Review Editor landing page, after you have logged in, click the draft number you wish to analyse:

Home / Review Editor

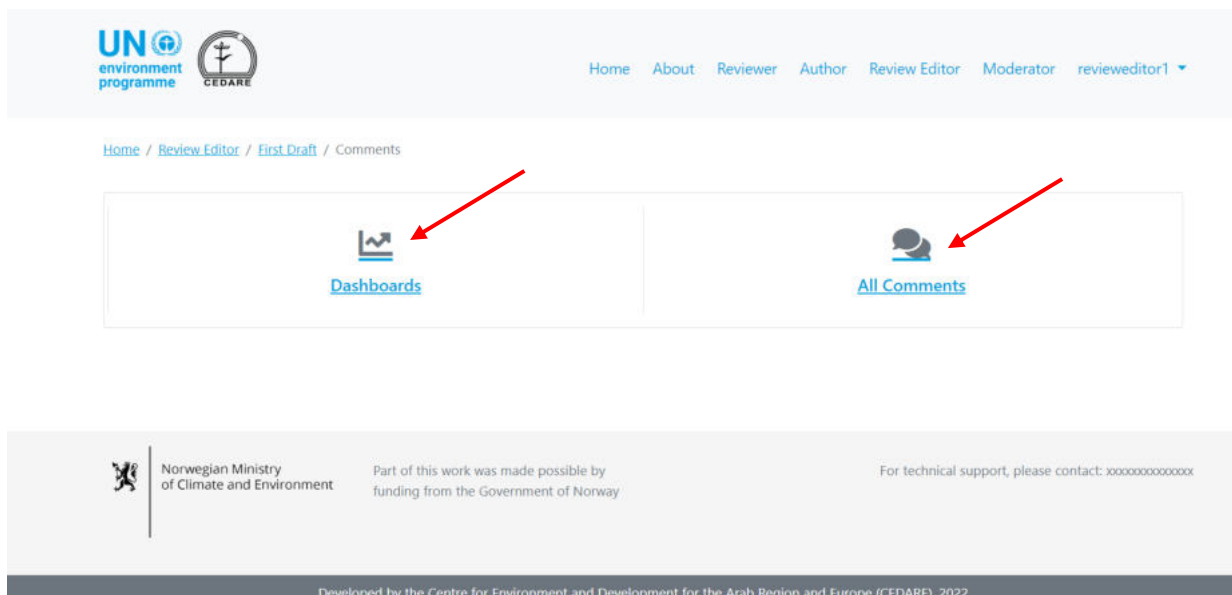
 First Draft	 Final Draft	 Active Draft Comments (My Chapters Only)	 All Drafts Comments (in Real Time)	 All Report Reviewers (in Real Time)	 Download all drafts comments attachments
--	--	---	---	--	---



On the next screen, click **Comments**:



You can then either access the **dashboards** for the comment data for this draft, or click **All Comments** to see the complete comment data:



On the next screen, you will find a table with all the comments submitted for this draft. You need to scroll right to see all the data on each comment. You can sort the comments from the column headers with an arrow symbol, or filter them using any of the filters at the top including the search filters. Once you have chosen the filters you want to use, click **Filter** to display only the comments that match your filters. To return to the full set of comments, click **Clear Selection**. To see more details about the comment, click on the entry in the comment column and more details will be displayed below the comment row. To see more data on the author response to a comment, click the **author response** field for that comment.

UN environment programme CEDARE

Home About Reviewer Author Review Editor Moderator Administration Languages msabet@cedare.int

Home / Review Editor / First Draft / Comments / All Comments

Comments

Filters:

Comment includes: Author Response includes: [Filter](#)

Comment or Author Response include: Comment Category: [Clear Selection](#) [Export to Excel](#)

Reviewer: Reviewer Affiliation: Country:

Chapter: Section: Acceptance:

Reason for Rejection: Integrated into Text: Response Attempted: Flag:

Reviewer	Comment	Chapter	Section	Comment Category	Reviewer Affiliation	Reviewer Country	Response	Acceptance	Reason for Rejection	Integration into Text	Response Attempted	Flag	Review Editor Notes	Author Follow-up Notes
Ken Webster	This section...	19. Disaggregated solutions pathway scenarios	19.3	Relevance	Self-nominated	United Kingdom of Great Britain and Northern	No response yet						No notes added	No notes added

How can I see the reviewer data for any draft after authors have finished responding to their comments?

After authors have finished responding to comments on a draft, click the **Review Editor** tab at the top of any portal screen, or the **Review Editor** icon on the home page. You will then be prompted to enter the username and password provided by the GEO secretariat:

UN environment programme CEDARE

Home About Reviewer Author Review Editor Moderator Login Languages

Login

Username or email address:

Password:

Remember me [Forgot password?](#)

[Login](#)

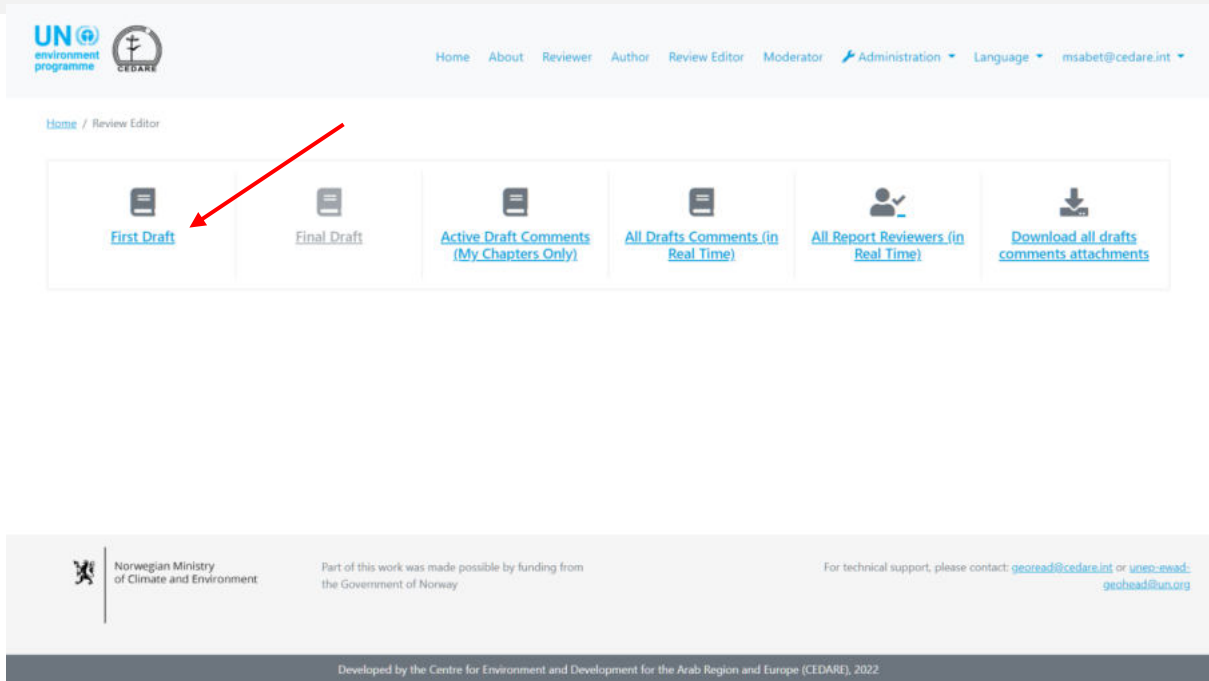
Norwegian Ministry of Climate and Environment

Part of this work was made possible by funding from the Government of Norway

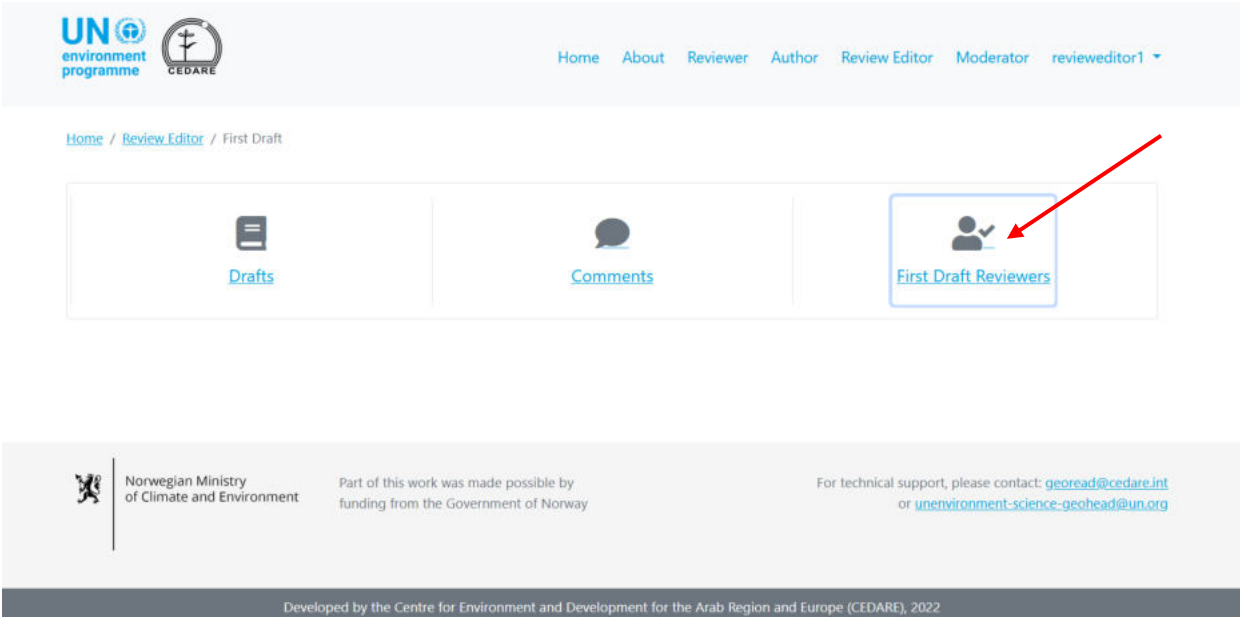
For technical support, please contact: georead@cedare.int or [unep-ewad-geohead@unep.org](mailto:ewad-geohead@unep.org)

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On the review editor landing page, after you have logged in, click the draft number you wish to analyse:



On the next screen, click **Reviewers**:



On the next screen, you will find a table with all the reviewers who submitted comments on the draft. You must scroll right to see all the data available on each reviewer. You can sort the reviewers from the column headers with an arrow symbol, or filter them using any of the filters at the top. Once you have chosen the filters you want to use, click **Filter** to display only the reviewers that match your filters. To return to the full set of reviewers, click **Clear Selection**.

Report Reviewers

Submitted Comments Proposed Role Nomination

Filters:

Gender Age Region of Nationality

Nationality Country of Residence

Institution Type Highest Academic Degree Regional Expertise

Field of Expertise Previous GEO Roles

Submitted Comments	Title	Name	Proposed Role	Nomination	Gender	Age	Nationality	Country of Residence	Occupation	Institution	Institution Type	Qualifications	Regional Expertise	Field
✓ (7)	Prof	G.R. Asrar		Self-nominated	Male	65+	United States of America	United States of America	Senior Scientist-Retired	Freelance	Freelance	Doctorate/Ph.D.	Northern America	Clim vuln/Envis soci of ta scer

How can I see all the reviewer data for all drafts while reviewers or authors are still working?

Click the **Review Editor** tab at the top of any portal screen, or the **Review Editor** icon on the home page. You will then be prompted to enter the username and password provided by the GEO secretariat:

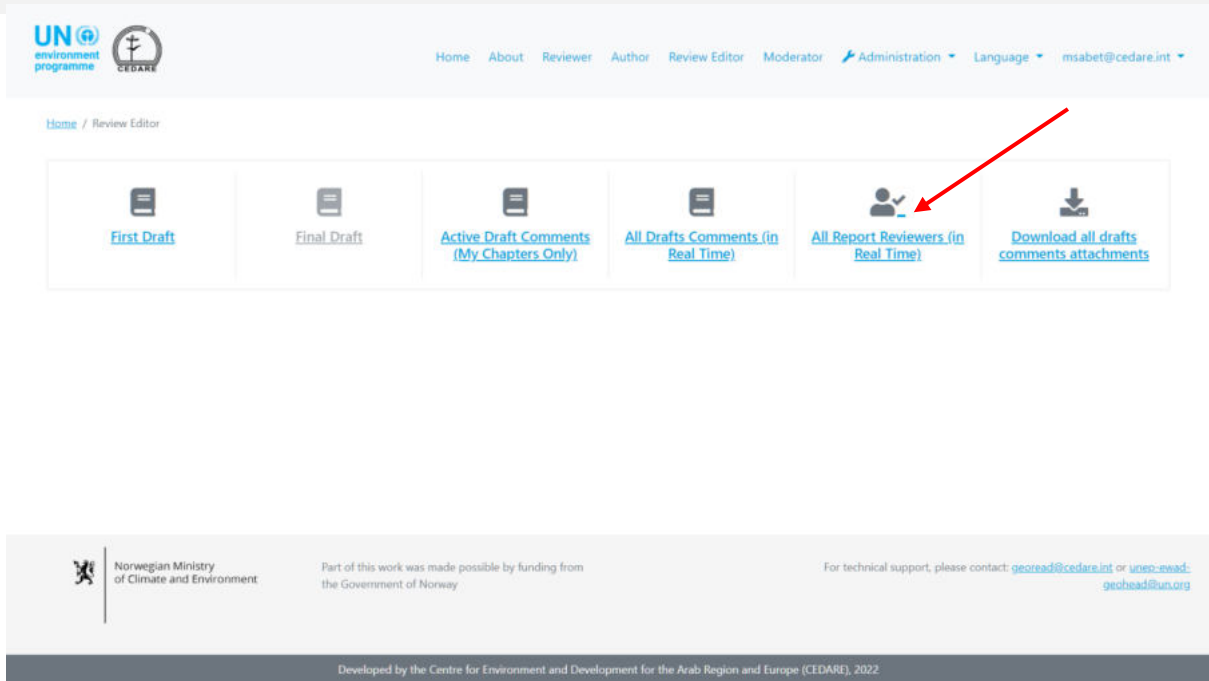
Login

Username or email address

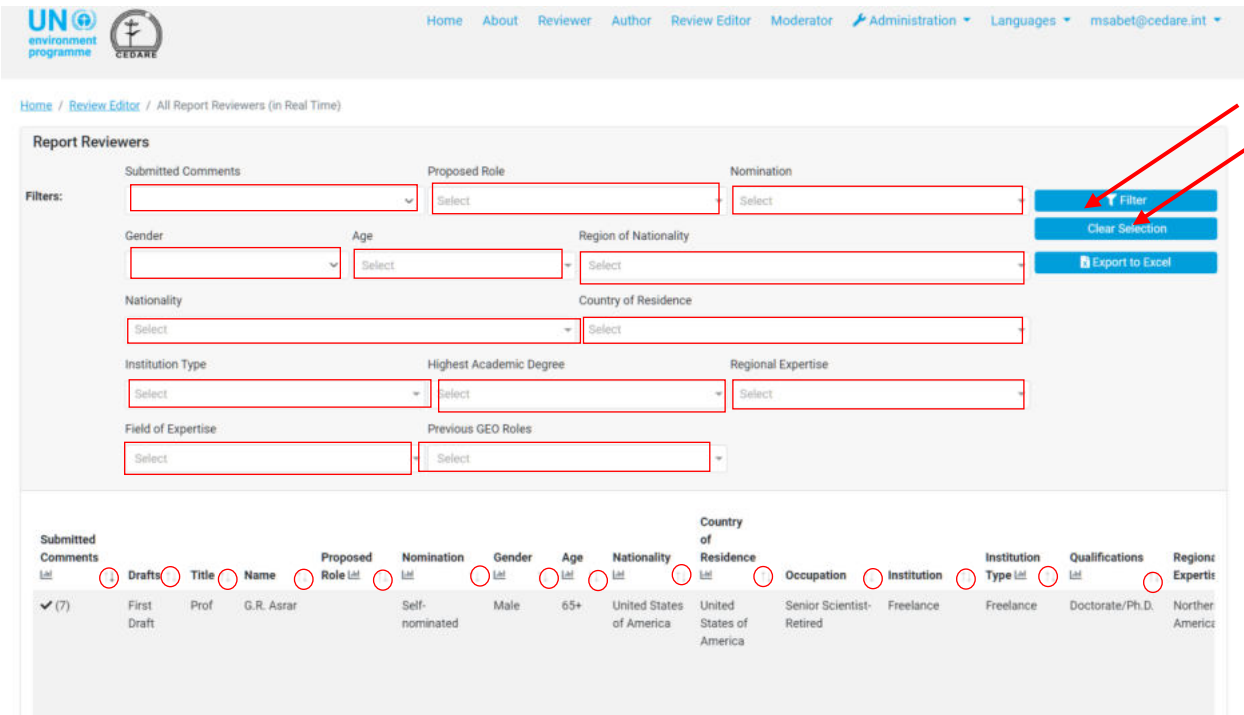
Password

Remember me [Forgot password?](#)

On the review editor landing page, after you have logged in, click **All Report Reviewers (in Real Time)**:



On the next screen, you will find a table with all the reviewers who submitted comments on the draft. You must scroll right to see all the data available on each reviewer. You can sort the reviewers from the column headers with an arrow symbol, or filter them using any of the filters at the top. Once you have chosen the filters you want to use, click **Filter** to display only the reviewers that match your filters. To return to the full set of reviewers, click **Clear Selection**.



How can I see all the comment data for all drafts while reviewers or authors are still working?

Click the **Review Editor** tab at the top of any portal screen, or the **Review Editor** icon on the home page. You will then be prompted to enter the username and password provided by the GEO secretariat:

Login

Username or email address

Password

Remember me [Forgot password?](#)



On the review editor landing page, after you have logged in, click **All Report Comments (in Real Time)**. Follow the steps [above](#) to view, filter and sort the comments on the screen.

How can I use the system to conduct quantitative analysis and create tables and graphs for my review editor report?

Start by navigating to [Comments screen](#) for the draft you want to analyse, on the next screen, you can then either access the **dashboards** for ready-made analysis of the comment data for this draft, or click **All Comments** to generate your own:



Click **All Comments**, to access a table with all the comments submitted for this draft. You need to scroll right to see all the data on each comment. You can sort the comments from the column headers with an arrow symbol, or filter them using any of the filters at the top including the search filters. Once you have chosen the filters you want to use, click **Filter** to display only the comments that match your filters. To return to the full set of comments, click **Clear Selection**. To see more details about the comment, click on the entry in the comment column

and more details will be displayed below the comment row. To see more data on the author response to a comment, click the **author response** field for that comment.

UN environment programme CEDARE

Home About Reviewer Author Review Editor Moderator Administration Languages msabet@cedare.int

Home / Review Editor / First Draft / Comments / All Comments

Comments

Filters:

Comment includes: Author Response includes:

Comment or Author Response include: Comment Category:

Reviewer: Reviewer Affiliation: Country:

Chapter: Section: Acceptance:

Reason for Rejection: Integrated into Text: Response Attempted: Flag:

Reviewer	Comment	Chapter	Section	Comment Category	Reviewer Affiliation	Reviewer Country	Response	Acceptance	Reason for Rejection	Integration into Text	Response Attempted	Flag	Review Editor Notes	Author Follow-up Notes
Ken Webster	▶ This sectio...	19. Disaggregated solutions pathway scenarios	19.3	Relevance	Self-nominated	United Kingdom of Great Britain and Northern	No response yet				X		No notes added	No notes added

Whether you are working with the full set of comments, or whether you have filtered the comments according to one or more criteria, you can click the 'graph' icon at the top of any of the columns with data that can be analysed to generate your specific table / graph.

UN environment programme CEDARE

Home About Reviewer Author Review Editor Moderator Administration Languages msabet@cedare.int

Home / Review Editor / First Draft / Comments / All Comments

Comments

Filters:

Comment includes: Author Response includes:

Comment or Author Response include: Comment Category:

Reviewer: Reviewer Affiliation: Country:

Chapter: Section: Acceptance:

Reason for Rejection: Integrated into Text: Response Attempted: Flag:

Reviewer	Comment	Chapter	Section	Comment Category	Reviewer Affiliation	Reviewer Country	Response	Acceptance	Reason for Rejection	Integration into Text	Response Attempted	Flag	Review Editor Notes	Author Follow-up Notes
Ken Webster	▶ This sectio...	19. Disaggregated solutions pathway scenarios	19.3	Relevance	Self-nominated	United Kingdom of Great Britain and Northern	No response yet				X		No notes added	No notes added

Click on the **graph** icon and a pop-up with the data you requested will be displayed and will indicate what filters, if any, you have applied. Please note that you can run this analysis using as many criteria as you like, including the comment search function, and the filters will be indicated on the graph.

UN environment programme

Home / Review Editor / First Draft / Comments

Filters Applied:
• Chapter : Chapter 1

Comment Category	Number of Comments	Percentage
General Structure and Clarity	6	14.29 %
Editorial	5	11.90 %
Introduction, Discussion and Conclusion	3	7.14 %
References and Data Sources	7	16.67 %
Data Quality and Data analysis	3	7.14 %
Relevance	4	9.52 %
Chapter Design, Analysis and Approach	3	7.14 %
Presentation	3	7.14 %
Scientific Integrity	2	4.76 %
General	2	4.76 %
Additional Topics/Issues	4	9.52 %
Total Comments:	42	

Close

If you wish, you can take a snapshot of the table or copy and paste it into you review editor report. You can also run similar analyses on [Active Draft Comments](#) Screen.

Alternatively, you can click **Dashboards** on the earlier screen:

UN environment programme CEDARE

Home About Reviewer Author Review Editor Moderator revieweditor1

Home / Review Editor / First Draft / Comments

[Dashboards](#) [All Comments](#)

Norwegian Ministry of Climate and Environment Part of this work was made possible by funding from the Government of Norway For technical support, please contact: xxxxxxxxxxxxxxxx

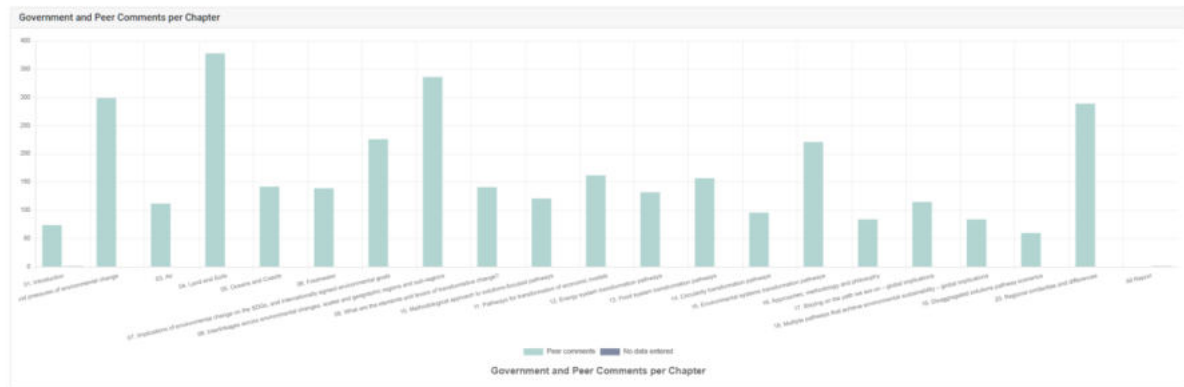
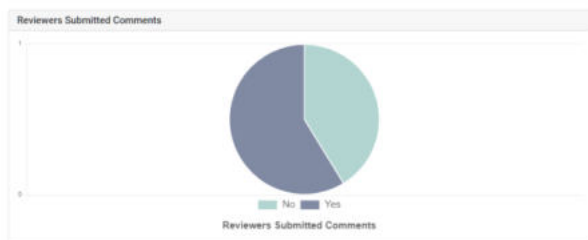
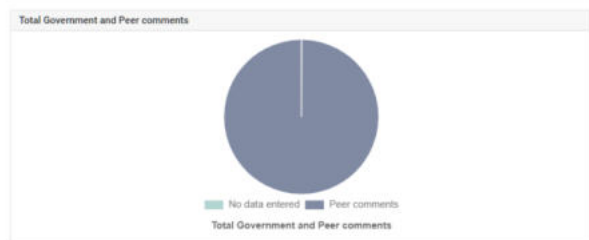
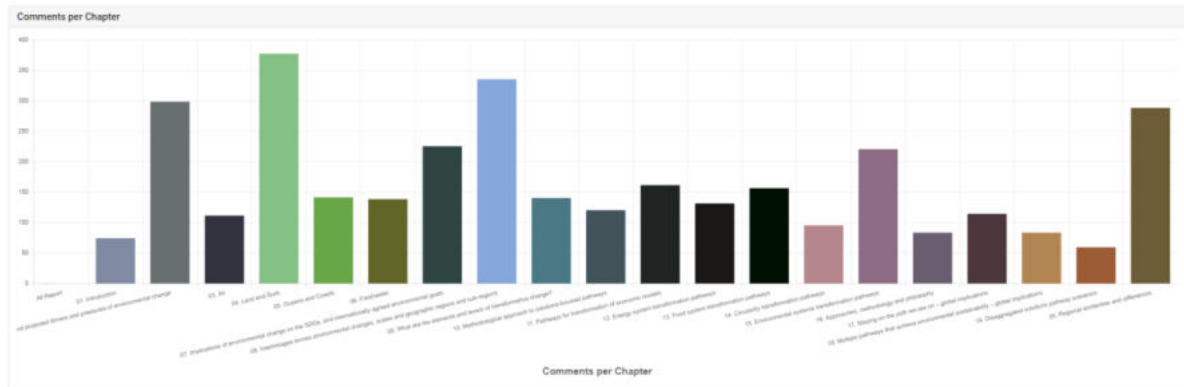
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On this screen, you will be able to access some general analysis that you can also copy and paste into your review editor report if you wish:

Home / Review Editor / Draft / Comments / Dashboards

Filter by Country of Reviewer:

Select Filter Clear filter



How can I locate comments on specific issues / topics?

You can use the system to search the comments and / or author responses for specific issues or topics. Click the **Review Editor** tab at the top of any portal screen, or the **Review Editor** icon on the home page. You will then be prompted to enter the username and password provided by the GEO secretariat:

Login

Username or email address

Password

Remember me [Forgot password?](#)

Login



Norwegian Ministry of Climate and Environment

Part of this work was made possible by funding from the Government of Norway

For technical support, please contact: georead@cedare.int or unep-ewad-geohead@un.org

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On the Review Editor landing page, after you have logged in, click the draft number whose comments you wish to search (you can follow the same steps on the [Active Draft Comments Screen](#)):

Home / Review Editor

First Draft	Final Draft	Active Draft Comments (My Chapters Only)	All Drafts Comments (in Real Time)	All Report Reviewers (in Real Time)	Download all drafts comments attachments
-----------------------------	-----------------------------	--	--	---	--



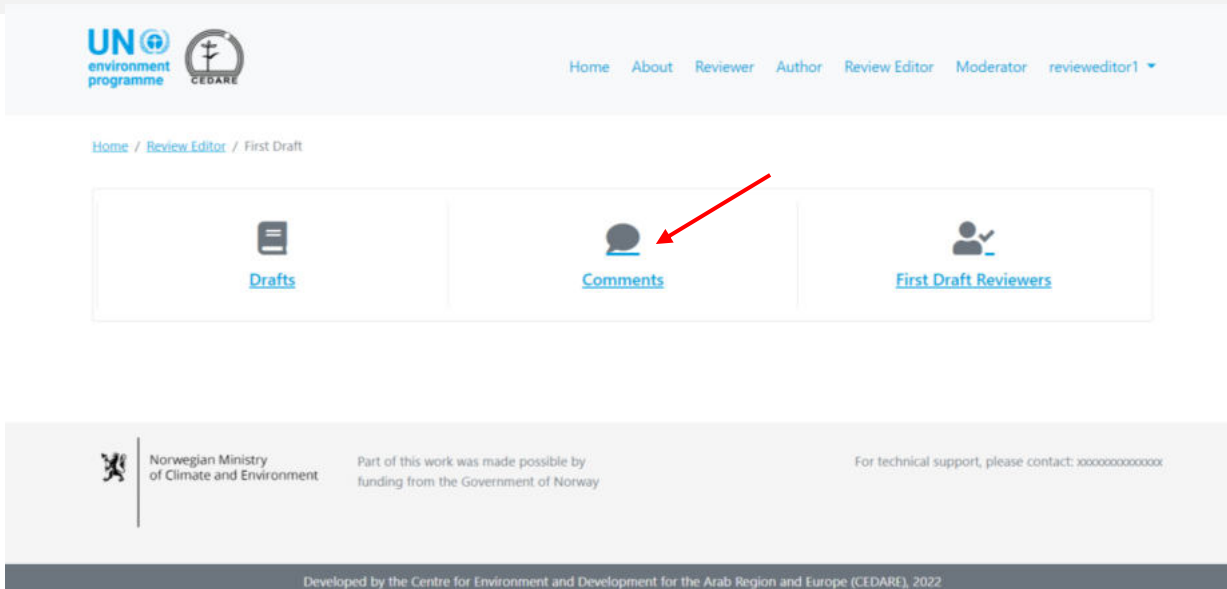
Norwegian Ministry of Climate and Environment

Part of this work was made possible by funding from the Government of Norway

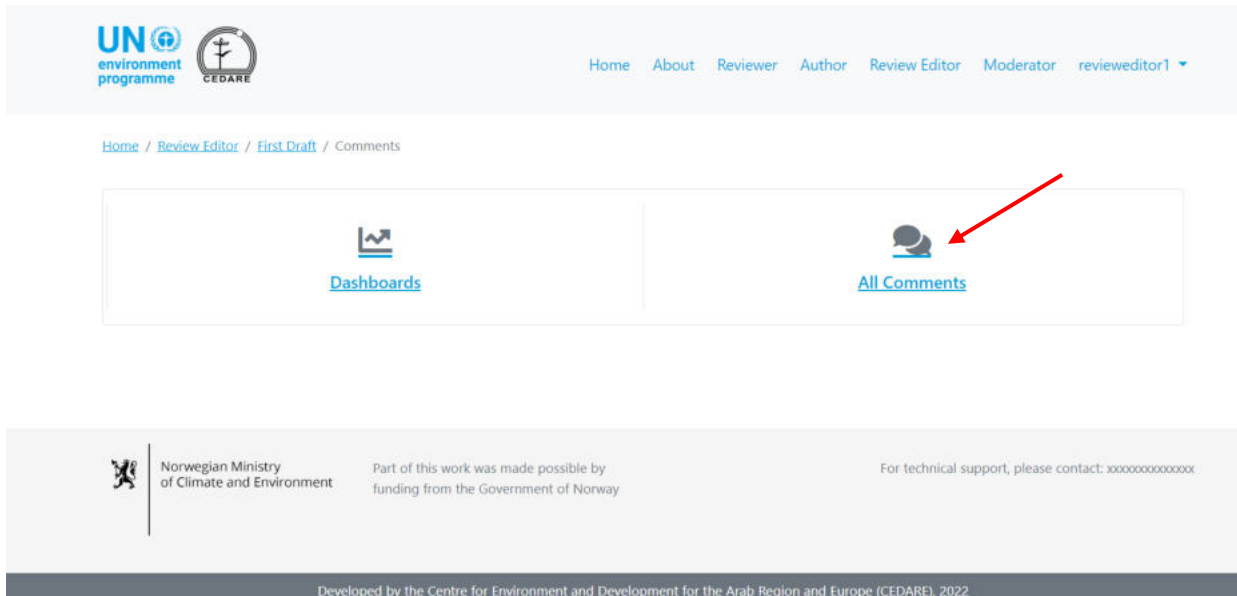
For technical support, please contact: georead@cedare.int or unep-ewad-geohead@un.org

Developed by the Centre for Environment and Development for the Arab Region and Europe (CEDARE), 2022

On the next screen, click **Comments**:



Then click **All Comments**:



On the next screen, you will find a table with all the comments submitted for this draft. You need to scroll right to see all the data on each comment. Use the search boxes at the top, in conjunction with any of the filters or on their own, to search the text of the comments, author responses, or both at the same time, for any words or statements of your choice. Click **Filter** to generate the search results, or **Clear Selection** to reset the comments.

Comments

Filters:

Comment includes: Author Response includes: [Filter](#)

Comment or Author Response include: Comment Category: [Clear Selection](#)

[Export to Excel](#)

Reviewer: Reviewer Affiliation: Country:

Chapter: Section: Acceptance:

Reason for Rejection: Integrated into Text: Response Attempted: Flag:

Reviewer	Comment	Chapter	Section	Comment Category	Reviewer Affiliation	Reviewer Country	Response	Acceptance	Reason for Rejection	Integration into Text	Response Attempted	Flag	Review Editor Notes	Author Follow-up Notes
Ken Webster	▶ This sectio...	19. Disaggregated solutions pathway scenarios	19.3	Relevance	Self-nominated	United Kingdom of Great Britain and Northern	No response yet					✘	No notes added	No notes added

How can I find out more information about the reviewer who submitted a particular comment?

To find out more about the reviewer who submitted any specific comment, click the name of the reviewer next to the comment:

Home / Review Editor / Active Draft Comments (My Chapters Only)

Comments

Filters:

Comment includes: Author Response includes: [Filter](#)

Comment or Author Response include: Comment Category: [Clear Selection](#)

[Export to Excel](#)

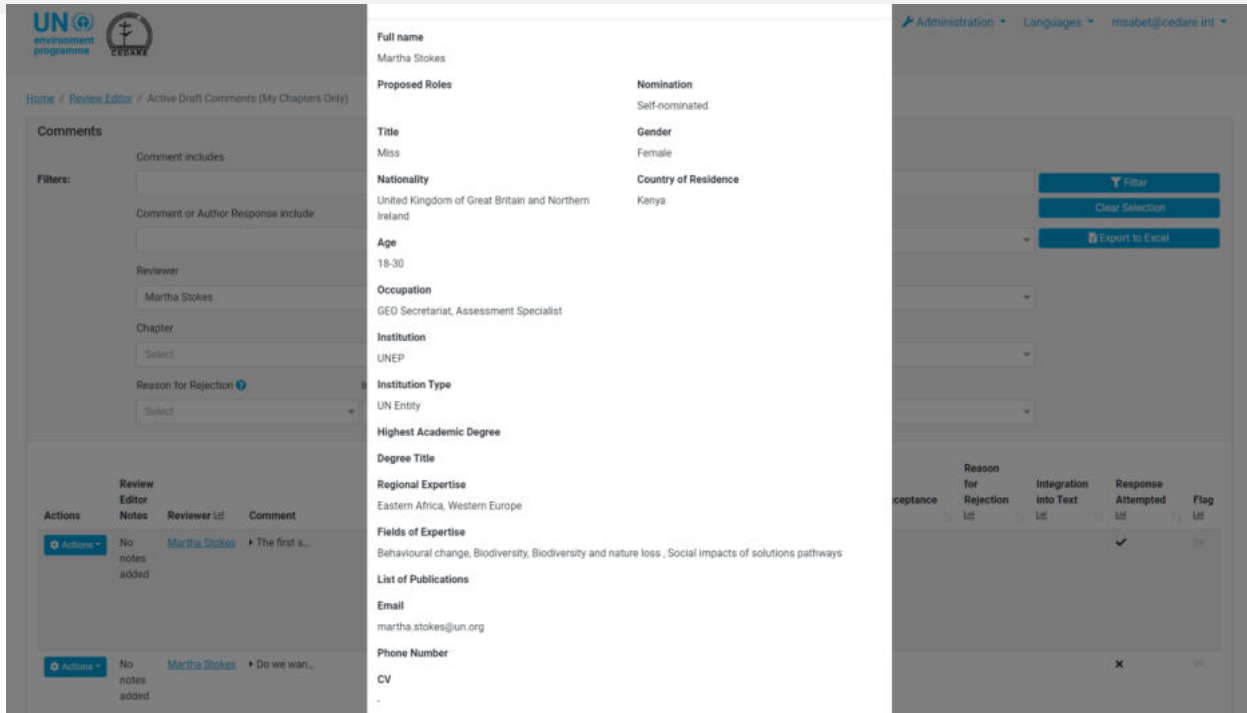
Reviewer: Reviewer Affiliation: Country:

Chapter: Section: Acceptance:

Reason for Rejection: Integrated into Text: Response Attempted: Flag:

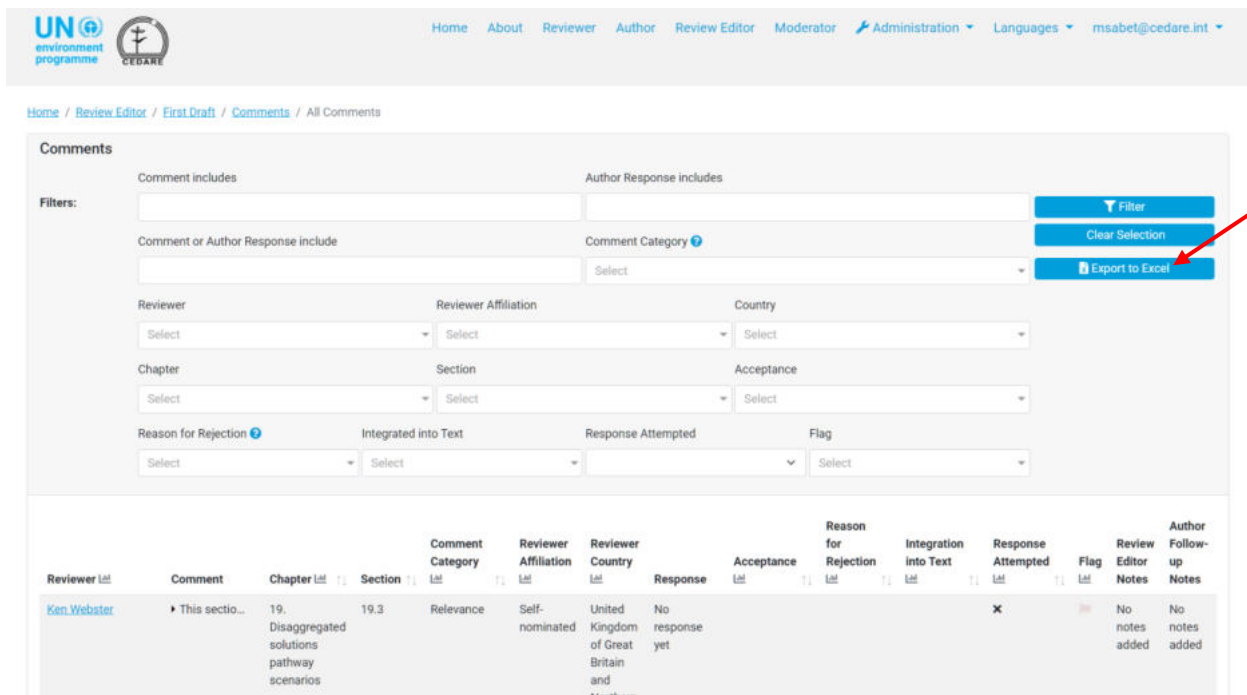
Actions	Review Editor Notes	Reviewer	Comment	Chapter	Section	Comment Category	Reviewer Affiliation	Reviewer Country	Response	Acceptance	Reason for Rejection	Integration into Text	Response Attempted	Flag
Actions	No notes added	Martha Stokes	▶ The first s...	01. Introduction	1.1	Editorial	Self-nominated	United Kingdom of Great Britain and Northern Ireland	No response yet				✓	✘

A screen will pop up with the complete reviewer application form for the reviewer:



How can I export an offline version of all/certain comments?

Follow the steps [above](#), then once you have the comments for which you wish to export an offline version on display, click **Export to Excel**:



If the file does not download automatically, it may have been blocked by your browser's popup blocker. Make sure you allow popups from the website, then try again. You will then be prompted to choose the folder to which you want to save the excel file with the reviewers.

How do I check the author responses on the comments received by the chapters to which I was assigned as a review editor?

After a draft has been finalised, you will see the final version of the authors' responses on the **comments screen of each draft**:

UN environment programme CEDARE

Home About Reviewer Author Review Editor Moderator Administration Languages msabet@cedare.int

Home / Review Editor / First Draft / Comments / All Comments

Comments

Comment includes: Author Response includes: Filter

Filters: Clear Selection

Comment or Author Response include: Comment Category: Export to Excel

Reviewer: Reviewer Affiliation: Country:

Chapter: Section: Acceptance:

Reason for Rejection: Integrated into Text: Response Attempted: Flag:

Reviewer	Comment	Chapter	Section	Comment Category	Reviewer Affiliation	Reviewer Country	Response	Acceptance	Reason for Rejection	Integration into Text	Response Attempted	Flag	Review Editor Notes	Author Follow-up Notes
Ken Webster	► This sectio...	19. Disaggregated solutions pathway scenarios	19.3	Relevance	Self-nominated	United Kingdom of Great Britain and Northern Ireland	No response yet				✘		No notes added	No notes added
Ken Webster	► CCS or eve...	19. Disaggregated solutions ...	19.3	Relevance	Self-nominated	United Kingdom of Great ...	No response yet				✘		No notes added	No notes added

