

**National Climate Assessment**  
**ROLES AND RESPONSIBILITIES FOR NCADAC AND NCA AUTHORS**  
**Relating to developing the 2013 synthesis**  
4-2-12 draft

This summary provides guidance for the National Climate Assessment and Development Advisory Committee (NCADAC) and National Climate Assessment (NCA) authors regarding their responsibilities during the development and deployment of the 2013 National Climate Assessment Synthesis product.

**Delineation of roles:**

- The NCADAC is tasked with developing the draft of National Climate Assessment Report (2013), subsequent products, and advice on a sustained process. In order to accomplish the 2013 synthesis, the NCADAC has invited authors to develop chapter content.
- Authors function as a NCADAC working group and have the primary task of developing chapters and specific additional substantive content (e.g., appendices).

**Specifics of NCADAC responsibilities**

The NCADAC is responsible for considerations of appropriate scope, emphasis and quality in the 2013 NCA products, and for ensuring that these products adhere to goals set out in the NCA strategic plan. They also ensure that the Assessment effort is an inclusive and scientifically rigorous process and that the products are concise and coherent summaries of authoritative climate and global change information for the nation.

*For example:*

**Establish scope of NCA process and products**

- Meets the requirements of the Global Change Research Act
- Covers nationally relevant topics
- Is responsive to NCA strategic plan

*Note: authors will also play an important role regarding the scope of individual chapters; the NCADAC's role is more focused on the report as a whole.*

**Ensure appropriate emphasis**

- Balance information across and within topics and chapters
- Emphasize *new* information since the last NCA, *Global Climate Change Impacts in the United States* (2009)

**Manage for coherent products/synthesis**

- Ensure that report is clearly organized, with a unified structure and narrative
- Manage content trade-offs between chapters (e.g., text boxes)

- Develop higher level synthesis (ensure report covers broad understanding of what is known, not known, and associated uncertainties)
- Develop overarching key findings
- Respond to review comments on scope, emphasis, balance, overall key findings, etc. (most issues of substance will be dealt with by authors)

Generate inclusive product and process

Manage engagement, communication, networks, evaluation processes (generally through working groups, workshops, etc.)

Produce Guidance for Author teams (e.g., risk-based framing)

- Establish foundational assumptions (e.g., scenarios) and resources
- Ensure report can meet the Information Quality Act (IQA) requirements

**Specifics of Author Responsibilities for the 2013 Synthesis**

Authors are primarily responsible for developing the content of the NCA 2013 synthesis report, under the direction of the NCADAC. This role will continue at least until the completion of the 2013 report, anticipated in December of 2013.

*For Example:*

Scientific and Subject Matter Accuracy

- Summarize consensus scientific understanding (and clearly identify important topics where a consensus does not exist)
- Generate key findings
- Select figures and graphics to illustrate content
- Work with editors and graphics staff to ensure technical accuracy, clarity and accessibility of content
- Identify research needs related to their topical areas
- Identify suggested paths forward for their topics in the context of a sustained assessment
- Respond to review comments regarding report content in a documented and transparent way

Framing and Quality Assurance

Ensure chapters adhere to NCADAC guidance, including the traceable account of key findings and documentation of conclusions.

Rollout of products, ongoing outreach

Participate in rollout of products and engagement activities associated with 2013 products.