**Terms of reference and information for lead and contributing authors**

**Date: 19 February 2015 Author: M. Schröder**

This document summarises the terms of reference (ToR) for lead and contributing authors and gives a few explanations about the draft WCRP report on G-VAP (G-VAP report).

All authors are kindly asked to adhere to the ToR. The support from all lead and contributing authors is a prerequisite for the drafting of the report and is highly acknowledged by the G-VAP co-chairs.

The ToR are based on the content of the email to potential lead authors from summer/fall 2014 and the presentation on report drafting at the 4th G-VAP workshop on 10 October 2014.

*ToR:*

* Coordinate the drafting of the respective (sub-)section of the G-VAP report by considering your own work, input from contributing authors and recent publications (lead authors);
* Provide a comprehensive and focused summary of recent scientific results and/or other relevant information, by also answering the G-VAP questions given in the introduction of the G-VAP report and by providing explanations for distinct features as much as possible (all authors);
* If applicable provide recommendations to GDAP, agencies or others (all);
* Coordinate answering feedback on the respective (sub-)section from reviewers (lead authors), prepare answers (all) and implement answers in G-VAP report (lead authors);
* Support the drafting of a publication (lead authors);
* Use template (attached to this email, all);
* Adhere to time line (see below, all).

Using the template allows us to provide the large variety of individual reports as stand alone reports which can be helpful when users are interested in certain aspects of G-VAP only. Depending on the length it might be decided by co-chairs and lead author(s) to include the executive summary in the main body of the report and the full text in the Annex or at [www.gewex-vap.org](http://www.gewex-vap.org).

*Comments to the report:*

* Lead author are first and contributing authors in alphabetical order (order can be changed by lead author(s)),
* Key scientific questions are given in section 2.2 (version 0.2 from Feb 2015),
* It is planned to publish G-VAP results. The publication will mainly be based on the executive summary of the report, with the lead authors being co-authors of the publication.

*Time line:*

* April 2015: First draft reports from activity leaders and lead authors of report sections
* July 2015: Final draft reports from activity leaders and lead authors of report sections,
* October 2015: First draft of the G-VAP report, submission to GDAP,
* End of 2015: Final G-VAP report,
* July 2016: Draft publication on G-VAP results, planned for submission to BAMS.