

NATIONAL CLIMATE ASSESSMENT DEVELOPMENT AND ADVISORY COMMITTEE
WEBINAR/TELECONFERENCE
APRIL 10, 2012

CALL TO ORDER / REVIEW OF AGENDA

Jerry Melillo, Marine Biological Laboratory and NCADAC Chair

Dr. Jerry Melillo called the meeting to order and requested approval of the meeting agenda. Approval was unanimous. Dr. Melillo then requested approval of the minutes from the NCADAC meeting held in November 2011 in Boulder, Colorado. A request was made for three additional days to provide edits to the minutes, Dr. Melillo concurred, and Dr. Cynthia Decker (NCADAC Designated Federal Official) extended the comment period until the close of business on Friday, April 13, 2012. Edits will be sent directly to Dr. Decker, and the updated version will be circulated via email for concurrence.

Action: The NCADAC members approved the agenda as presented.

Action: The NCADAC members will send comments on the minutes of the November 2011 NCADAC meeting to Dr. Cynthia Decker. Dr. Decker will revise the minutes as per comments received and finalize.

UPDATE, MANAGEMENT OF TECHNICAL INPUTS, AND PROGRESS TOWARD FIRST DRAFT OF 2013 REPORT

Jerry Melillo, Marine Biological Laboratory and NCADAC Chair

Kathy Jacobs, Office of Science and Technology Policy and National Climate Assessment (NCA) Director

Technical inputs to the NCA were due on March 1, 2012. Over 500 documents were received, about 250 of which were new materials submitted for assessment purposes. Authors now have online access to those for drafting their chapters. Author teams have already submitted draft outlines, production schedules, and preliminary lists of key graphics for their chapters. Full drafts of the 30 chapters are due on June 1, 2012. Overall, development of the report is on schedule.

The Interagency National Climate Assessment (INCA) Working Group is developing an operating strategy from the agency perspective for the continued assessment process beyond 2013; this will be discussed at the June 2012 NCADAC meeting. The convening lead authors (CLAs) will meet June 12(am)-14(am) and NCADAC will meet June 14(pm)-15(pm) in Washington, D.C. NCADAC members who are not authors will be invited to attend the CLA meeting on June 13-14.

The NCAnet now has 50 organizational members (organizations that in most cases represent hundreds to thousands of people). A *Federal Register* notice announcing the establishment of the network and inviting additional participants will be published soon.

In late July, the NCADAC chairs and key staff will meet with the National Research Council (NRC) review committee. Key messages from the draft NCA report will be presented, and the NRC committee will review for any “show stoppers.”

PROPOSED WORKING GROUP CHANGES

Jerry Melillo, Marine Biological Laboratory and NCADAC Chair

Kathy Jacobs, Office of Science and Technology Policy and National Climate Assessment (NCA) Director

Summary

Dr. Melillo reminded the NCADAC that working groups (WGs) are non-decisional bodies that bring information and ideas back to the full Committee for deliberation and decision making.

Ms. Jacobs reviewed the Executive Secretariat proposal for working group changes.

(1) Continuation of four WGs without major changes, but with possible changes in membership: Scenarios, Indicators, International, and Sustained Assessment;

(2) Discontinuation of WGs in their current form because they have completed their tasks: Request for Information (RFI); Information Quality Assurance (IQA); Engagement, Communications, and Evaluation (ECE); Regional Coordination; Sectoral Coordination, Science of Climate Change, Agenda for Climate Change Science; and Adaptation and Mitigation;

(3) Formation of several new working groups, some of which are reconstituted versions of discontinued groups or modified existing groups . New or modified WGs proposed included the following:

- Report Integration – a working group to help mold chapters into a coherent report and maintain consistent messaging throughout the report. This group would be appointed in May 2012 and be ready to begin work in early June, once the chapter drafts are in hand.
- Regional Capacity – a working group focused on sustained assessment capacity within and between regions
- Sectoral Capacity – a working group focused on sustained assessment capacity within and across sectors
- Engagement and Communication – a working group similar to ECE, but without the evaluation component
- Decision Support, Adaptation, and Mitigation – a working group focused on building capacity across these topics.
- Sustained Assessment - retains its prior functions, but with the evaluation component added from the dissolved Engagement, Communications, and Evaluation (ECE) WG.

Discussion

Report Integration WG – Three issues were raised during the discussion of the RI WG: mission of the WG; eligibility criteria for membership on the working group; and nominations of WG members. Dr. Melillo urged the NCADAC to focus on whether or not the WG should be established and, if yes, to clarify what the WG should do. Dr. Melillo expressed his belief that this WG is needed and that its focus is a key responsibility of the NCADAC (more discussion on this follows).

Regional WG & Sectoral Capacity WG – A question was raised by a NCADAC member regarding how these two WGs would interact with the Sustained Assessment WG. Ms. Jacobs explained that the proposed WGS would serve a near-term, high-priority need to ensure that intellectual communities built by the Assessment are sustained. Ms. Jacobs noted that the operational plan being developed by the federal agencies (via INCA WG) will need to be reconciled with the NCADAC’s priorities. She noted that no decision has been made regarding what interim (2013-2017) assessment products will be produced.

Engagement and Communications WG – NCADAC members concurred with the move of the evaluation component of this WG to the Sustained Assessment WG. Several NCADAC members expressed their desire to see evaluation get appropriate attention and noted the importance of having relevant expertise on the WG that is responsible for addressing the topic. It was recommended that the ECE WG’s efforts on this topic be transferred to the Sustained Assessment WG, so work done to date is not lost.

Decision Support, Adaptation, and Mitigation WG – Dr. Melillo clarified that the work of this group is not to produce a chapter in the 2013 Report, but rather to focus on building capacity and linking these topics in the sustained process.

Dr. Melillo returned to the discussion of WG membership only to clarify that he believes the Report Integration WG should consist of NCADAC members only and could include ex officio members. He further stated that any NCADAC member, who is also a CLA, could participate in this WG in his/her capacity as a NCADAC member. Melillo suggested that other WGs could include non-NCADAC members and that no WG should exclude ex officio members.

Action: The NCADAC members agreed to continue (or modify) the following WGs with possible changes in membership: Scenarios, Indicators, International, and Sustained Assessment (adds evaluation component from the dissolved Engagement, Communications, and Evaluation (ECE) WG).

Action: The NCADAC members agreed to discontinue the following WGs: Request for Information (RFI); Information Quality Assurance (IQA); Engagement, Communications, and Evaluation (ECE); Regional Coordination; Sectoral Coordination, Science of Climate Change, Agenda for Climate Change Science; and Adaptation and Mitigation.

Action: The NCADAC members agreed to the formation of five new WGs: Report Integration; Regional Capacity; Sectoral Capacity; Engagement and Communication; and Decision Support, Adaptation, and Mitigation.

Action: The Executive Secretariat was charged to: 1) develop a mission statement for the Report Integration WG; and 2) develop a proposal for membership of all these groups.

ROLES AND RESPONSIBILITIES OF NCADAC AND NCA AUTHORS

Jerry Melillo, Marine Biological Laboratory and NCADAC Chair

Anne Waple, NOAA Program Manager for Technical Support Unit to the NCA

Dr. Waple reviewed the draft roles and responsibilities document, which will be further discussed at the June NCADAC meeting. This document outlines the differences between the roles and responsibilities for the NCADAC, as the federal advisory committee, and the authors of the report chapters, who collectively form a working group under the NCADAC. In brief, the suggested responsibility of the NCADAC is to ensure the report meets the Global Change Research Act of 1990 requirements. It is also responsible for the breadth, scope, and emphasis of the report. The authors bring subject matter expertise and are responsible for producing the individual pieces of the report (i.e., chapters). Ms. Jacobs invited NCADAC members to send questions and comments about this document to herself, Melillo, or Sheila O'Brien.

Action: NCADAC members will send comments on and questions about the Roles and Responsibilities document to J. Melillo, K. Jacobs, or S. O'Brien.

REVIEW EDITOR ROLE AND SELECTION PROCESS

Jerry Melillo, Marine Biological Laboratory and NCADAC Chair

Kathy Jacobs, Office of Science and Technology Policy and National Climate Assessment (NCA) Director

Summary

Dr. Melillo reviewed the agreement that was made at the last meeting regarding the role of review editors: they will perform a compliance review and determine whether review comments have been adequately addressed for each chapter. Ms. Jacobs outlined a proposed process for selecting review editors:

Review editors will be subject matter experts who are neither members of the NCADAC nor chapter authors, but could be authors from the technical input reports. They will be acknowledged in the report. NCA staff will propose a set of nominations that will be discussed with and agreed upon by the CLAs. This list will then be provided to the NCADAC Chair and Vice-Chairs to suggest a slate for discussion by the Executive Secretariat, followed by the full NCADAC. The selection process will be initiated in spring 2012; review editors will commence work in early 2012 after the NRC, agency, and public review comment periods have expired.

Discussion

NCADAC members suggested that review editors begin work at the start, rather than the end, of the review period to give them a chance to become familiar with the material that was submitted. NCADAC members noted the need to ensure that there is no perception of conflict of interest with review editors, because some of the CLAs are also members of the Executive Secretariat (ES) that will be suggesting the slate of editors. Dr. Melillo and Dr. Decker recommended that when the ES discusses candidates for specific chapters, any ES member who is a CLA for that chapter should recuse him or herself and not participate in the selection process in **any** way so as to avoid any real or perceived conflict of interest. Dr. Decker stated that such recusals must be accurately recorded and documented.

A proposal to solicit nominations for review editors from CLAs lead to further discussion among the NCADAC members because of concern regarding potential or perceived conflicts of interest. It was suggested by a

NCADAC member that CLAs be asked to provide broader, institutional sources rather than names of individuals. The NCADAC members were more comfortable with this approach, citing the need to maximize transparency of the process. Dr. Decker and Ms. Jacobs will revise the language of the proposal to ensure that CLAs are not consulted for specific names.

Action: The NCADAC members agreed to the proposed Review Editor selection process with the caveats that the CLAs will be asked for institutional recommendation and not for individual names and will not be involved in the selection process for their chapters in any way.

TIMELINE

Kathy Jacobs, Office of Science and Technology Policy and National Climate Assessment (NCA) Director

Summary

Ms. Jacobs reviewed discussions from previous meetings in which members expressed the need for clarification of the steps required to finalize the report. She reported that discussions with the Office of Management and Budget (OMB), OSTP, and NOAA lawyers were ongoing, but they seemed generally accepting the current plan. She also noted that the public comment period next winter was extended from two to three months, based on concern that the two-month timeframe was not long enough.

Discussion

Members of the NCADAC expressed concern regarding the July 31, 2012 deadline for new information. One member pointed out the need to allow inclusion of final data points from 2012 (e.g., complete temperature time series). There was consensus that updating figures and sections of the NCA report with new data points through the end of 2012 would be allowed as long as new methodology is not introduced and that the draft report would state that data associated with particular figures and sections may be updated prior to finalization of the NCA report.

Members of the NCADAC expressed concern regarding the start date of the Web presentation of the NCA report. Ms. Jacobs and Dr. Waple explained that the underlying structure for the Web presentation is already under construction, but the content of the NCA report will not be translated to a Web format until it is in a near-final state, helping to ensure that it gets accurately translated from print to Web.

PROPOSED TOPICS FOR JUNE NCADAC MEETING

Jerry Melillo, Marine Biological Laboratory and NCADAC Chair

Kathy Jacobs, Office of Science and Technology Policy and National Climate Assessment (NCA) Director

Ms. Jacobs provided an overview of the dates for the CLA and NCADAC meetings in June: CLAs will meet for a day, then members of the NCADAC will be invited to join for the next day and a half, and finally the NCADAC will hold its public meeting for one day and a half.

Members of the NCADAC were invited to suggest over the next two weeks new topics or revisions to proposed topics for the June agenda. Proposed topics currently include

- Evaluation process
- Web rollout (Global Change Information System)
- Draft and final product rollout
- Six month calendar for NCADAC
- Planning for sustained assessment
- Outline for the Executive Summary
- Format for the final 2013 report
- Selection of key messages for NRC “showstopper review”
- Proposal for reaching consensus

No suggestions for additional topics were received during the meeting.

PUBLIC COMMENT

Comment was made (and submitted in writing) by Brenda Ekwurzel of the Union of Concerned Scientists.

SUMMARY OF DECISIONS

Jerry Melillo, Marine Biological Laboratory and NCADAC Chair

Dr. Melillo wrapped up the meeting with a summary of the key decisions that were reached:

- Final approval of the minutes from the November meeting (pending comments taken until 4/13/2012)
- Working Group changes approved with decisions on membership to come later
- Review editor selection process approved with caveat regarding involvement of CLAs

ADJOURN

The meeting was adjourned at 4:00 p.m. EDT.

**APPENDIX A
ATTENDEES**

NON-FEDERAL MEMBERS IN ATTENDANCE

Name	Affiliation
Daniel Abbasi	GameChange Capital, LLC
E. Virginia Armbrust	University of Washington
James Buizer	University of Arizona
Lynne Carter	Louisiana State University
Camille Coley	Florida Atlantic University
Janet Dell	CH2MHill
Placido dos Santos	Arizona Department of Water Resources (ret.)
Paul Fleming	Seattle Public Utilities
Mary Gade	Gade Environmental Group, LLC
Sharon Hays	Computer Sciences Corporation
Rattan Lal	Ohio State University
Arthur Lee	Chevron Corporation
Rezaul Mahmood	Western Kentucky University
Ed Maibach	George Mason University
Jerry Melillo	Marine Biological Laboratory
Susanne Moser	Susanne Moser Research & Consulting
Philip Mote	Oregon State University
Jayantha Obeysekera	South Florida Water Management District
Marie O'Neill	University of Michigan
Lindene Patton	Zurich Financial Services
John Posey	East-West Gateway Council of Governments
Sara Pryor	Indiana University
Terese Richmond	Van Ness Feldman GordonDerr, PC
Andrew Rosenberg	Conservational International
Richard Schmalensee	Massachusetts Institute of Technology
Henry (Gerry) Schwartz	HGS Consultants, LLC
Joel Smith	Stratus Consulting
Gary Yohe	Wesleyan University

EX-OFFICIO MEMBERS IN ATTENDANCE

Name	Affiliation
Virginia Burkett	U.S. Department of the Interior
John Hall	U.S. Department of Defense
Leonard Hirsch	Smithsonian Institution
Patricia Jacobberger-Jellison	NASA
Susan Julius	U.S. Environmental Protection Agency
Thomas Karl	Subcommittee on Global Change Research

Chester Koblinsky	NOAA
Linda Lawson	U.S. Department of Transportation
George Luber	U.S. Department of Health & Human Services
Andy Miller	U.S. Environmental Protection Agency
Robert O'Connor	National Science Foundation
Margaret Walsh (for Bill Hohenstein)	U.S. Department of Agriculture

OSTP, USGCRP, AND NOAA STAFF IN ATTENDANCE

Name	Affiliation
Ralph Cantral	U.S. Global Change Research Program
Emily Cloyd	U.S. Global Change Research Program
Cynthia Decker	Department of Commerce, NOAA
Bill Emanuel	U.S. Global Change Research Program
Bryce Golden-Chen	U.S. Global Change Research Program
Paula Hennon	Department of Commerce, NOAA
Stephanie Herring	Department of Commerce, NOAA
Katharine Jacobs	White House Office of Science and Technology Policy
Kenneth Kunkel	Department of Commerce, NOAA
Clark Lind	Department of Commerce, NOAA
Sheila O'Brien	U.S. Global Change Research Program
Ana Pinheiro Privette	Department of Commerce, NOAA
Brooke Stewart	Department of Commerce, NOAA
Anne Waple	Department of Commerce, NOAA
Kandis Wyatt	Department of Commerce, NOAA

OTHERS IN ATTENDANCE

Name	Affiliation
Mark Ames	ASHRAE
Brenda Ekwurzel	Union of Concerned Scientists
Susan Hassol	Climate Communication
Nicholas Sundt	World Wildlife Fund