



Handling Editors for PROCEED CEE register of evidence synthesis titles and protocols

About *PROCEED*

PROCEED is a global database of prospectively registered evidence reviews and syntheses in the environmental sector. It provides an open access resource of titles and protocols of environmental evidence reviews/syntheses. Authors can register and upload their titles and protocols using appropriate templates. The database is open-access and free to all. For more information visit: <https://www.proceedevidence.info>.

Position Summary

Handling Editors (HEs) are allocated submitted protocols by the Editor-in-Chief (EiC). The Editor-in-Chief (EiC) of *PROCEED* sets the editorial strategy in consultation with the Board of Handling Editors and Officers of CEE and is responsible for implementing the editorial policies. HEs review submitted protocols using a checklist of conduct and reporting standards and provide the EiC with provisional decisions for revision, acceptance or rejection.

Responsibilities

A HE is expected to possess expertise in environmental evidence synthesis and, as such, will contribute to the PROCEED team driving development of the service. HEs will form the majority of a diverse and global Editorial Board.

The EiC will serve as final decision maker on acceptance or rejection of protocols. In collaboration with the EiC, CEE Board and its Committees, HEs will regularly revisit and update PROCEED aims and scope as needed to uphold and further enhance the service, its relevance, online usage, and impact. The Board will be committed to equity and inclusion in all aspects of the publications process and guided by the EiC is responsible for:

- Attracting submissions from authors representing the diversity of the global environmental management community
- Upholding the standards for protocol acceptance
- Setting standards for rejections
- Reporting on effectiveness of the review process

Updated June 2022

- Maintaining the integrity and confidentiality of each author's work while that work is under review

The main tasks associated with an HE are:

- Using the PROCEED process to provide timely provisional decisions to the EiC on submitted protocols
- Corresponding with authors and editors, regarding review and/or manuscript decisions
- Be conversant with issues and approaches around avoiding bias in evaluation and editorial processes
- Contributing to the delivery of adequate inventory of high-quality protocols as agreed with the CEE Board
- Liaising with our partners at the Julius Kuhn Institute to make changes and improvements to the PROCEED website.

Additional Duties

To take part in an annual Publications Strategy and Editorial Board Meeting.

Provide feedback to the EiC and CEE Board regarding the performance of the service of PROCEED.

Qualifications and Required Skills

The CEE seeks a creative, dynamic Board of Handling Editors to contribute to the development of PROCEED as a service to the evidence synthesis community globally. Handling Editors should be team players with energy and vision to contribute to promotion and further development of the service.

Handling Editors will:

- Be active in the field of environmental evidence synthesis or closely allied field from a research or management perspective.
- Be fair and trustworthy, while possessing the ability to make difficult decisions
- Have a willingness to explore the use of social media and technology tools as a means of enhancing service usage and author interest
- Demonstrate organizational and communication skills, with a focus on service and positive author experiences.
- Be conversant with issues and approaches around avoiding bias in evaluation and editorial processes.

The CEE expects that Handling Editors will perform their editorial obligations in a manner consistent with the highest standards of professionalism, competence, integrity, and ethics, and not engage in any conduct that may bring harm or disrepute upon PROCEED or CEE.

Terms of appointment

Handling Editors will serve an initial 1-year term and would normally serve a period of at least 3 years. At the discretion of the CEE Board, this term may be renewed.

How to Apply

Updated June 2022

The CEE encourages individuals with diverse and global backgrounds to apply for this position. Interested parties should submit the following materials to the CEE's Search Committee:

- A current curriculum vitae
- A letter of interest that summarizes the candidate's qualifications, including relevant experience; specific knowledge of evidence synthesis, their connectivity to the evidence synthesis community and their available time commitment

Application materials should be sent to admin@environmentalevidence.org.

All application materials will be kept confidential. The CEE will acknowledge receipt of applications.

Informal enquiries about the position may be sent in confidence to the CEE Chief Executive via admin@environmentalevidence.org