



**Regional Activity Centre
for Sustainable Consumption
and Production**

Regional Activity Center for
Sustainable Consumption and Production (SCP/RAC)
UNEP - Mediterranean Action Plan

Sant Pau Art Nouveau Site – Nostra Senyora de la Mercè Pavillion
Carrer Sant Antoni Maria Claret, 167.
08025 Barcelona, Spain
T. +34 93 553 87 86
F. 34 93 553 87 95
<http://www.scprac.org>

SCP/RAC CALL FOR APPLICANTS

**Expert on plastics and Marine Litter in the
Mediterranean to undertake a:**

**Synthesis of past evolution, current state and future
trends of marine litter in the Mediterranean with a
particular focus on the main sources and drivers as well
as on the responses to prevent it.**

Background

The **Regional Activity Centre for Sustainable Consumption and Production (hereinafter SCP/RAC)** is a centre for international cooperation on development and innovation based on the sustainable consumption and production approach (hereinafter SCP). SCP is the combination of the implementation of tools and measures geared towards redesigning how goods and services are consumed and produced to drive industrial and socioeconomic development towards non-polluting, no-waste, low-carbon, resource-efficient, socially inclusive and circular economies.

SCP/RAC operates in support of two international treaties: the Barcelona Convention¹, which brings together the 21 Mediterranean neighbouring countries² to work together for the protection of the common environment and for sustainable development; and the Stockholm Convention³, an international agreement involving 180 countries to fight against the generation of persistent organic pollutants, highly polluting and toxic substances.

The Centre is one of the Regional Activity Centres established in the framework of UN Environment / Mediterranean Action Plan (hereinafter MAP)⁴, the programme of UN Environment established to support the member countries of the Convention for the protection of the marine environment and coastal region of the Mediterranean (hereinafter Barcelona Convention). Under that institutional framework, SCP/RAC has an official mandate from the countries as centre that engages in international cooperation with Mediterranean countries on development and innovation in the business sector.

SCP/RAC was founded in 1996 through an agreement between the Ministry of Environment in Spain and the Regional Government in Catalonia. It is hosted by the Catalan Waste Agency, being the legal entity under which the Centre operates.

The Centre is currently involved in the preparation of the **2019 Mediterranean State of the Environment and Development report (SoED 2019)** which is being prepared by Plan Bleu. **Plan Bleu** - observation, analysis and prospective center – has been created in the late seventies in the framework of MAP and the Barcelona Convention. Plan Bleu aims at supporting decision making in the Mediterranean Region with up to date information and analyses on environment and development issues in the Mediterranean, including socio-economic and sectoral analyses.

The preparation of **the 2019 Mediterranean State of the Environment and Development report (SoED 2019)** was requested by the Mediterranean-rim countries in connection with the UNEP/MAP Coordinating Unit. Aiming to become a new reference document on environment and development in the Mediterranean, the report will be the result of a collective effort of the MAP system and its network of thematic experts and partners (see Appendix 1).

¹ <http://www.unep.org/unepmap/>

² The 22 Contracting Parties to the Barcelona Convention are: Albania, Algeria, Bosnia and Herzegovina, Croatia, Cyprus, Egypt, France, Greece, Israel, Italy, Lebanon, Libya, Malta, Monaco, Montenegro, Morocco, Slovenia, Spain, Syria, Tunisia, Turkey, and the European Union.

³ www.brsmeas.org/

⁴ <http://www.unep.org/unepmap/>

The SoED 2019 includes a **chapter (n°4) on economic sectors**, their pressures and potential for a sustainable transition towards a green, blue and circular economy which is **co-led by Plan Bleu and SCP/RAC**. This chapter will present a comprehensive and updated assessment of the current status, trends and main sustainability issues of major economic sectors in the Mediterranean and related pollution. It will pay particular attention to the increasing recognition of the role of marine areas in economic development, the emergence of the green, blue and circular economy and linked opportunities for the creation of new sustainable markets. It will also focus on the pressures these activities exert on the Mediterranean and the resulting (degraded) state of the Mediterranean environment, with a specific section on Marine Litter in the Mediterranean.

Objective

The main objective of this consultancy is to write a **four-pages synthesis** about the current situation, the evolution of the situation throughout the last 10 years and future trends of marine litter in the Mediterranean, with a particular focus on the main sources and drivers. The synthesis will be accompanied by relevant graphics, illustrations and/or maps. The steps and deliverables required to reach this objective are described in the section below. The analysis of marine litter and plastics in the Mediterranean, subject of the consultancy described herein, will be conducted in close synergy with other activities organized under the framework of the SoED 2019.

Description of work

The consultant(s) will be responsible to undertake the following five activities, in close collaboration with other UNEP/MAP components, especially Plan Bleu and MEDPOL:

1. Attend a one-hour kick-off Meeting to be held through video-conference, preferably on the week of the 17th of December 2018, to discuss the content of the reference documents to be analysed, the scope of the assignment, as well as to collect all required information for the completion of this consultancy and to agree on the method of work and communication channel;
2. Draft a brief kick-off Meeting report to be submitted to SCP/RAC reflecting the main outcomes of the meeting including a revised list of available information sources and types of information for each part mentioned in Appendix 2;
3. Prepare, in consultation with SCP/RAC, Plan Bleu and MEDPOL an initial draft contribution of the section related to “Marine Litter and plastics” described in Appendix 3 to the present terms of reference to be ultimately included in the SoED, in accordance with the technical guidelines for authors provided in Appendix 4;
4. Submit a second draft contribution on the section related to “Marine Litter and plastics” taking into account the comments received from the SCP/RAC, Plan Bleu and MEDPOL; and
5. Update the contribution on the section related to “Marine Litter and plastics”, as required according to the outcomes of large consultations on the draft SoED report during the phase related to the deskwork and exchanges on contributions.

Expected results, deliverables and modalities

Deliverables and calendar

The Consultant shall:

1. Prepare and submit to SCP/RAC, not later than **20 December 2018**, the draft kick-off Meeting report;
2. Prepare and submit to SCP/RAC, not later than **11 January 2019**, an initial draft contribution on the section related to “Marine litter and plastics”;
3. Prepare and submit to Plan Bleu, not later than **28 January 2019**, a second draft contribution on the section related to “Marine Litter and plastics”;
4. Prepare and submit to Plan Bleu, not later than **11 February 2019**, a third draft contribution on the section related to “Marine Litter and plastics”; and
5. Update the contribution on the section related to “Marine Litter and plastics”, as required in response to a large consultation, until **29 March 2019**.

Collected source data used in any produced graphics, calculations or maps will be provided by the Consultant in a separate Microsoft excel file.

All documents produced by the Consultant shall be prepared in **English** as well as provided in electronic format using software compatible with Microsoft Word.

Contract amount and workload

The maximum amount considered for the completion of this consultancy is **2900€ (VAT excluded)**. This lumpsum covers all expenses including consultancy fees.

Work organization

The results of the above steps will be validated by SCP/RAC and Plan Bleu. Regular calls and meetings (face to face or by skype depending on the expert(s) location) with SCP/RAC and/or other UNEP/MAP components and partners will be planned during the activities development to ensure a smooth development of the tasks and that the results are adapted to the needs.

The Consultant will primarily perform the assignment in his office/home.

The work and tasks (including preparation and delivery reports), envisaged under the contract, shall be completed by **29 March 2019**. The contract will be terminated upon the submission by the Consultant of the final draft contribution on the section related to “Marine Litter and plastics” including a data sheet with used source data, and certification by SCP/RAC that the performance of the duties and the work carried out are satisfactory.

Within that timeframe, the Consultant will organise his/her work in the best possible manner and ensure the successful completion of the missions and consultancy.

Selection of the expert

Required qualifications

- Masters or PhD or equivalent degree in a field relevant to the assignment
- Previous experience with analyses on marine litter and plastics related sectors will be an asset
- Experience in the Mediterranean region strongly desired
- Familiarity with the UNEP/MAP system will be an added advantage
- Strong conceptual and synthesis ability combined with good writing and communication skills
- Ability to mobilize information and existing knowledge in an efficient way
- Relevant projects and publications references
- Fluency in English as well as proven technical writing skills is required.

How to apply and selection process

Candidates should submit the following documents:

- 1) Technical proposal
- 2) CVs highlighting the required qualifications
- 3) Financial offer

Offers must be sent to moutters@scprac.org with the subject “ML and plastics expert-Soed 2019” before the 10th of December, midnight.

Important:

- The header of the technical and financial offers must clearly note the candidate data (Name, address, country, telephone, email and fiscal identity number or other official number) and those of the Contractor: « Regional Activity Center for Sustainable Consumption and Production / Agència de Residus de Catalunya / Carrer Dr. Roux nº 80 / 08017 Barcelona, Spain / NIF: Q-5856373-E ».

All candidates will be notified the reception of the offers.

Offers will be assessed according to the following criteria and scores:

Points	Criteria
Maximum 45 points	Quality of the technical offer to meet the objectives
Maximum 25 points	Financial offer
Maximum 30 points	Technical qualifications

The Contractor may contact candidates to convene an interview to facilitate the evaluation.

If you have questions concerning these ToR, please contact moutters@scprac.org.

Selection and payments

The winning candidate will be notified by email on the selection of the offer. From that moment on work can start according to the calendar.

Payment will be done as it follows:

- Submission and approval of the first draft: 40%
- Submission and approval of final draft: 60%

Payments will be done in a period of 60 days after reception and validation of the invoice. The Contractor is not responsible for banking costs that might be applied by the consultant(s) bank, nor for changes in currency exchange.

Appendix 1 – Concept note of the 2019 Report on the State of the Environment and Development in the Mediterranean (SoED 2019)

Appendix 2 – Main sources of information

Appendix 3 – Draft outline of the SoED 2019 section on Marine Litter

Appendix 4 – Recommendations for authors of the SoED 2019

APPENDIX 1 – CONCEPT NOTE OF THE 2019 REPORT ON THE STATE OF THE ENVIRONMENT AND DEVELOPMENT IN THE MEDITERRANEAN (SOED 2019)

1. Mandate

Since the end of the 1970's, Mediterranean riparian countries have emphasized the importance of information on environmental and development issues in support of decision making and have pledged to collaborate in this direction. These issues have been reaffirmed recently by the 21 countries party to the Barcelona Convention for the Protection of the Marine Environment and the Coastal Region of the Mediterranean and the European Union. For example, the 2016-2021 Mid-Term Strategy of the Mediterranean Action Plan (MAP) for the implementation of the Barcelona Convention provides for the elaboration of assessments, notably on the state of the environment, and interactions between environment and development. The preparation of the 2019 Report on the State of the Environment and Development in the Mediterranean is part of this framework.

2. Objectives, Context and Guiding Principles

The SoED 2019 aims at presenting a comprehensive and updated assessment of the environmental status, trends and main sustainability issues related to the environment and development in the Mediterranean region, in the context of the mandate of the MAP - Barcelona Convention system.

The SoED 2019 will be a collective effort of Contracting Parties, Members of the Mediterranean Commission on Sustainable Development (MCSO), MAP Components and other partners with particular expertise on the Mediterranean. Under the overall supervision of the MAP Coordinating Unit, Plan Bleu is responsible of the SoED 2019 elaboration process with the support of all MAP Components.

Many changes have occurred regarding the status of the environment and development and related policies after the publication of the Report on the State of the Environment and Development in the Mediterranean (2009) and the Report on the State of the Mediterranean Marine and Coastal Environment (2012). Environmental and socio-economic evolutions have modified the region and are expected to have a significant impact in the next decades. This is the case for instance for climate change, which is starting to show its effects, and for the profound changes that the Mediterranean region has undergone in recent years, or the transition towards a green and blue economy. At the global level, the 2030 Agenda for Sustainable Development was adopted in 2015, with its 17 Sustainable Development Goals (SDGs) and 169 targets. At the regional level, the Mediterranean Strategy for Sustainable Development (MSSD) 2016-2025 was adopted in 2016 as a strategic guiding document for all stakeholders and partners to translate the 2030 Agenda at the regional, sub-regional and national levels. It is thus crucial to provide decision-makers and stakeholders in the Mediterranean with up-to-date assessments.

By applying an integrated, systemic and holistic approach, the SoED 2019 will increase awareness and understanding of the environmental and development status and trends in the Mediterranean, their driving forces, impacts and responses, facilitating the measurement of progress towards sustainable development. It will provide an up-to-date foundation for improved decision-making at all levels and enhance the delivery of the 2030 Agenda, the achievement of the SDGs, and the implementation of the MSSD. The SoED 2019 will be

prepared in consistency and synergy with previous reports and other relevant MAP initiatives, such as the Roadmap for the implementation of the Ecosystem Approach (EcAp), the 2017 Mediterranean Quality Status report (MED 2017 QSR), the foresight exercise MED2050 currently being launched, etc., while incorporating new developments.

The SoED 2019 will synthesize disparate data into meaningful and relevant information, and communicate the results to decision-makers. It will address the following key questions: **What are the state, the evolution and the trends of the environment and development in the Mediterranean region? What are their driving forces and root causes? What are the current and required policy and societal responses to the situation?** The SoED 2019 will also identify priority areas for action, based on available scientific data and reliable information.

The SoED 2019 will cover the Mediterranean region including the Mediterranean Sea and its coastal zone as defined by the Protocol on Integrated Coastal Zone Management in the Mediterranean (ICZM Protocol), i.e. *“the geomorphologic area either side of the seashore in which the interaction between the marine and land parts occurs in the form of complex ecological and resource systems made up of biotic and abiotic components coexisting and interacting with human communities and relevant socio-economic activities”*. The Protocol’s definition of the coastal zone furthermore calls for a systemic analysis including the human communities and socio-economic activities, and the SoED 2019 will address development issues in this sense.

Following the above, a series of directions will guide the SoED 2019 elaboration process:

- (i) Following a **systemic and integrated analysis** putting on the same level the three pillars of sustainable development (environmental, economic and social);
- (ii) Considering the **marine environment and land-sea interactions** as priority areas for analysis;
- (iii) Identifying **climate change related vulnerabilities and risks** on the marine and coastal zone (specific requirement of the MTS Key Strategic Output 1.4.1);
- (iv) Incorporating a **multiscale approach**, with analysis of the Mediterranean region as a whole and also addressing the sub-regional level, while maintaining a readable and easily accessible structure for the report;
- (v) Focussing on **responses** (either political, regulatory, economic, technical or technological) to address the identified issues, while following the **DPSIR** (Driving forces-Pressures-States-Impacts-Responses) approach;
- (vi) The report will draw upon several **available sources of information**: UN system data in priority, complemented by state of knowledge reports and research articles, national reports and data bases, project reports; while also highlighting **knowledge gaps**, in particular on marine pollution, ecosystem services, coastal degradation, cumulative impacts and impacts of consumption and production.

The governance of the project presented below incorporates comments provided by the Bureau of the Contracting Parties to the Barcelona Convention, MAP and Plan Bleu Focal Points, MCSD Members, and MAP Components. It outlines the draft table of contents comprising 8 chapters (in addition to an introduction and a conclusion) consistent and in line with the MAP Mid-Term Strategy 2016-2021, the Mediterranean Strategy for Sustainable Development 2016-2025, the 2030 Agenda and relevant Sustainable Development Goals (SDG’s).

Each chapter will be introduced by a cross-section contextualizing the chapter content in a broader perspective, mentioning the global and regional context (in particular articulation with MTS Themes, MSSD Objective, and relevant SDGs) and highlighting the interrelationships between the sections of the chapters through a systemic analysis. Each thematic sub-chapter will be presented in a way to allow for an easy readability and quick accessibility of the specific

information the reader is looking for. Each chapter will then be ended with a cross-section highlighting the political, institutional, legal, economic or technical responses identified. The conclusion will present priorities for action in the next ten years. These conclusions will be based on sound scientific analysis and exchanges with experts and decision-makers involved in the report elaboration process. In addition, a summary for decision-makers will be issued, consolidating main results and recommendations of the report. Internet thematic fact sheets will also be made available.

3. Governance of the project and review process

Under the overall supervision of the **UN Environment/ MAP Coordinating Unit, Plan Bleu** is responsible of the SoED 2019 elaboration process with the contribution of all **MAP Components**.

Core Team. The report organization in thematic chapters allows for coordinated parallel preparation processes. Each chapter will be prepared under the coordination of two co-leads with Plan Bleu participating in the lead of each chapter to ensure consistency. MAP Coordinating Unit and Components co-lead the chapters according to their mandate:

- The Regional Activity Center on Specially Protected Areas (SPA/RAC) to co-lead the preparation of Chapter 3 on Biodiversity;
- The Regional Activity Center on Sustainable Consumption and Production (SCP/RAC) to co-lead Chapter 4 on Economic sectors, their pressures and potential for transition towards a green, blue and circular economy, including sustainable consumption and production;
- The Regional Marine Pollution Emergency Response Centre for the Mediterranean Sea (REMPEC) to participate in the preparation of Chapter 4 (section on marine transport);
- The Priority Action Programme Regional Activity Center (PAP/RAC) to co-lead Chapter 5 Integrated coastal zone management and marine spatial planning;
- MEDPOL to co-lead Chapter 7 and also contribute to Chapter 4, as pollution is the main trigger of environmental impacts on human health;
- UNP/MAP Coordinating Unit to co-lead Chapter 8 on Governance.
- The Regional Activity Center for information and communication (InfoRAC) will provide a transversal support on information and communication.

In addition, international organizations and other partners active in the Mediterranean will co-lead specialized chapters:

- The Center for Mediterranean Integration – through its World Bank component – to co-lead Chapter 1 on socio-economic issues;
- MedECC (expert network of 380 scientists on climate and environmental changes in the Mediterranean whose supervisor is also responsible for the coordination of the next IPCC cross-chapter on the Mediterranean) to co-lead Chapter 2 on Climate Change;
- The United Nations Food and Agriculture Organization (FAO) and *Centre international des hautes études agronomiques méditerranéennes* (CIHEAM) will be invited to co-lead Chapter 6 on food and water security.

Finally, the European Environmental Agency (EEA) is invited to participate in this Core Team to link with assessment reports in preparation under EEA leadership or shared coordination in the framework of the Barcelona Convention (H2020) and beyond, with a similar timing.

The Core Team will play an operational role, supporting the preparation of a well-structured report, building on the implementation of the Mid-Term Strategy and MAP Programme of Work.

This **Core Team** will be assisted by **Chapter Working Groups** (one per chapter) composed of experts from all MAP Components, as well as a range of institutional and technical partners (MAP Partners, MCSD Members, international and regional organizations, experts and scientists), who can be authors, contributors or peer-reviewers in their field of expertise in line with the respective chapter. The Core Team will convene virtual chapter working group meetings with the authors and contributors, at least on a trimestral basis, and coordinate contributions.

The **MCSD Members** and **Plan Bleu Thematic Focal Points** have been invited to participate in chapter working groups or suggest relevant contributors, they have been consulted on the SoED 2019 table of contents, they will be informed about the progress of the elaboration process, and they will review the draft report.

The **Steering Committee**, counting among its members representatives of the riparian countries, will be associated to the preparation of the SoED 2019, in particular on Chapter 9 “Synthesis and conclusions” and Summary for decision-makers. The Steering Committee will be consulted on a first outline of the Chapter 9 and the Summary for decision-makers and closely follow-up and support the elaboration of this chapter.

The review process of the SoED 2019 will be further supported by a **Scientific Committee**, which will provide support in ensuring overall scientific coherence by reviewing the draft report. It will count around 10 members with a balance between representatives from Northern, Southern and Eastern Mediterranean countries and as much as possible between genders. The members of the Scientific Committee will be experts with a broad scope of expertise on environment and development. The Steering Committee will be associated to the identification of the Scientific Committee members to ensure a balanced representation of expertise and countries.

APPENDIX 2 – MAIN SOURCES OF INFORMATION

- Mediterranean 2017 Quality Status Report <http://www.medqsr.org/> (UNEP/MAP -2017)
- Marine Litter Assessment in the Mediterranean <https://wedocs.unep.org/rest/bitstreams/9739/retrieve> (UNEP/MAP - 2015)
- “Out of the plastic trap: saving the Mediterranean from plastic pollution” (WWF Mediterranean Marine Initiative - 2018) <https://wwf.fi/mediabank/11094.pdf>
- European strategy for plastics http://ec.europa.eu/environment/waste/plastic_waste.htm
- EU_communication_on_circular_economy_(EC – 2015)
- Eurostat database <https://ec.europa.eu/eurostat>
- Single-use plastics a roadmap for sustainability (UN Environment – 2018) <https://www.unenvironment.org/es/node/21842>
- Mapping of global plastics value chain and plastics losses to the environment (With a particular focus on marine environment / UN Environment -2018) <http://gefmarineplastics.org/files/2018%20Mapping%20of%20global%20plastics%20value%20chain%20and%20hotspots%20-%20final%20version%20r181023.pdf>
- “New Plastics Economy” report: Rethinking the future of plastics and catalysing actions (Ellen MacArthur Foundation -2017) <https://www.switchmed.eu/en/e-library/rethinking-the-future-of-plastics-and-catalysing-actions>
- 25 innovative solutions to combat plastic marine litter (SCP/RAC - 2018)
- <http://www.cprac.org/ca/arxiu-de-noticies/generiques/25-innovative-solutions-to-combat-plastic-marine-litter-a-unique-tool-f>
- Plastics Europe <https://www.plasticseurope.org/en>
- Plastics Marine Litter and the Circular Economy. A briefing by IEEP for the MAVA Foundation (2016) https://ieep.eu/uploads/articles/attachments/15301621-5286-43e3-88bd-bd9a3f4b849a/IEEP_ACES_Plastics_Marine_Litter_Circular_Economy_briefing_final_April_2017.pdf?v=63664509972
- Socioeconomic_assessment_of_measures_(Actionmed - 2016)
- Measures_to_prevent_marine_plastics_(Eunomia - 2016)
- Microplastics_in_fisheries_and_aquaculture_(FAO 2017)
- Sources, fate and effects of microplastics in the marine environment: a global assessment (GESAMP – 2015)
- International Coastal Cleanup – Annual report (2016)
- Marine Litter in wastes dumped at sea (IMO – 2016)
- Identifying Sources on Marine Litter(MSFD GES TG Marine Litter Thematic Report; JRC Technical Report - 2016)
- Riverine Litter Monitoring - Options and Recommendations (MSFD GES TG Marine Litter Thematic Report; JRC Technical Report -2016);
- Marine Beach Litter in Europe – Top Items (JRC Technical Report -2016)
- Pharmaceuticals and Personal Care Products in the Aquatic Environment_(Elizabeth MacAfee - 2017)
- Plastics, Gender and the Environment - Findings of a literature study on the lifecycle of plastics and its impacts on women and men, from production to litter (WECF – Women Engage for a Common Future -2017)
- Tackling overfishing and marine litter - An analysis of Member States measures under the Marine Directive (Seas At Risk – 2017)
- Technical report riverine input adour 2014-2016 (Surfrider Foundation Europe – 2017)
- Marine Litter Legislation: A Toolkit for Policymakers (UN Environment – 2016)
- Regional survey on abandoned, lost or discarded fishing gear & ghost nets in the Mediterranean Sea - A contribution to the implementation of the UNEP/ MAP Regional Plan on marine litter management in the Mediterranean (UNEP/MAP – 2015)

➔ *Note: the publications listed without a web link can be downloaded through this link:*
<https://we.tl/t-Oft75JlnHP>

- APPENDIX 3 – DRAFT OUTLINE OF THE SOED 2019 SECTION ON MARINE LITTER

The status of marine litter in the Mediterranean

Main conclusions of the Mediterranean Quality Status Report QSR, UNEP/MAP regional assessment and complementary recent studies on quantities, types and distribution of marine litter to be considered. This introductory chapter should select and justify the focus on single-use plastics as main land-based source of pollution.

Drivers and sources of marine litter

- a. Sources of marine litter
 - i. General discussion of main sources and pathways of marine litter, including tourism & recreational activities, waste management (including wastewater discharges), shipping, fisheries, aquaculture, agriculture, industrial discharges
- b. Drivers of single-use plastics to become marine litter
 - i. Oil production and plastic industry. Status of oil and gas production, plastic industry, import/exports of plastic. Importance to discuss evolution and trends of single-use plastics
 - ii. Population and consumption patterns. Explain the relation between people and plastics, how their use has grown over the last decades, and compare with older consumption habits.
 - iii. Waste generation and waste management (considering there is a previous general chapter on “waste”). Discuss the evolution of plastic waste generation in the region, life cycle, the deficiencies and difficulty to collect and recycle plastics.

Responses to marine litter

- c. International responses to marine litter, including UNEA, Basel and Barcelona Conventions
- d. EU: Plastics Strategy, MSFD
- e. Selected actions at national level (e.g. bans on certain applications, eco-modulation of EPR schemes) as well as other prominent actions from public and private entities, including contribution from green entrepreneurship
- f. Challenges: Include discussion on biodegradable plastic and systemic changes

APPENDIX 4 – TECHNICAL RECOMMENDATIONS FOR AUTHORS OF THE SOED 2019

Specifications of the section	Comments
Length of the text	Text length of an individual contribution will generally be between 1-3 pages (including figures and tables and excluding bibliographic references). The exact length will be defined individually for each section. Each full chapter will fill around 30 pages.
Additional information for each section	We would be grateful to receive, in line with your individual contribution, the following information: <ul style="list-style-type: none"> - A paragraph on the knowledge gaps concerning the subject of your contribution - One or two key messages stemming from your contribution which you find particularly interesting to potentially take up in the conclusions/summary of the overall report.
File format	Chapter files can be in the following formats: DOC or DOCX. Microsoft Word documents should not be locked or protected
Font	Calibri font <ul style="list-style-type: none"> - 30 pt blue text for Chapter and Section headings - 15 pt italics for Sub-section headings - 11 pt for text (including text in boxes) - 9 pt for figure and table captions
Headings	Limit chapter sections and sub-sections to 4 heading levels (i.e. chapter, section, sub-section, 2 nd sub-section). Make sure heading levels are clearly indicated in the manuscript text.
Layout	Chapter text should be single line-spaced. Do not format text in multiple columns.
Footnotes	Limited use of short footnotes is allowed. Footnotes will be compiled at the end of each chapter.
Language	Chapters must be submitted in English or French.
Abbreviations	Define abbreviations upon first appearance in the text. Do not use abbreviations unless they appear at least twice in the text
Units	Units of measurement: use SI units. If you do not use these exclusively, provide the SI value in parentheses after each value. Read more about SI units (http://www.bipm.org/en/si/). Monetary values: All monetary values should be expressed in Euros at the time of the data release.
Reference dates	Dating information: Data should always be indicated with a reference date (year of the data).
Nomenclature	Species names: write in italics (e.g., <i>Homo sapiens</i>). Write out in full the genus and species, both in the title of the chapter and at the first mention. After first mention, the first letter of the genus name followed by the full species name may be used (e.g., <i>H. sapiens</i>).
Author List	An author is any person or institution writing at least one full section at level 4 of the report, or a full box. Write author names in the following order: <ul style="list-style-type: none"> -First name (or initials, if used) -Middle name (or initials, if used) -Last name (surname, family name) If the author has an affiliation it must include department, university, or organizational affiliation and its location, including city, state/province (if applicable), and country.
Contributor List	Those who contributed to the work but are not authors should be listed in the list of contributors. Chapter leads are responsible for ensuring that anyone named in the contributor list agrees to be named.

Indicators and data	<p>Each section should be illustrated and supported as much as possible by relevant data and indicators.</p> <p>Data and trends should be provided for the following reference years, whenever possible: 1960 - 1995 – 2005 – 2015/2018 – 2025/2030 – 2050.</p>
Sources	<p>Sources of information should mention:</p> <ul style="list-style-type: none"> - Under a figure, table or other illustration: Name of the organization, year. ex : FAO, 2003 - A more complete reference will be inserted into the bibliography. For this purpose, please indicate: Family name, given name (year). <i>Title in italics</i>. Editor. OR Name of the organization (year). <i>Title in italics</i>. Editor. <p>If the source is a journal: Family name, given name (year). Title of the article. <i>Title of the journal in italics</i>, volume, number.</p> <p>A list of bibliographic references will be inserted at the end of each chapter.</p>
Figures	<p>Graphics must be submitted in xls or xlsx format (including the data used to make the graphics). In case of already published graphics, please provide the reference</p> <p>Artworks must be submitted in eps or ai (in vector format) or by default in jpg, png.</p> <p>Use of maps:</p> <ul style="list-style-type: none"> - in case of maps already published in other publications, permission must be requested to the copyright holder(s) - in case of maps produced by the author, please provide the original vector files in order to edit the layout and harmonize with other maps in the publication (.shp) <p>Pictures must have a minimum resolution of 300 dpi with a minimum of 1000 pixels x 1500 pixels. .Jpg, .png formats are accepted.</p> <p>Chapter leads will ensure that permission is requested to third party copyright holder, if necessary.</p> <p>Authors of photographs must be credited.</p> <p>Figure captions must be inserted in the text of the manuscript, immediately following the figure. Do not include captions as part of the figure files themselves.</p> <p>At a minimum, include the following in your figure captions:</p> <ul style="list-style-type: none"> -A figure label with Arabic numerals, and “Figure” not abbreviated. Match the label of your figure with the name of the file uploaded at submission (e.g. a figure citation of “Figure 1” must refer to a figure file named “Fig1.eps”). -A concise, descriptive title -The caption may also include a legend as needed. <p>In-text citations: cite figures with the format: Figure 1, Figure 2, Figure 3, etc. and do not use acronyms for in-text citations.</p> <p>Place each table in your manuscript file directly after the paragraph in which it is first cited (read order). Do not insert tables as images.</p> <p>Tables require a label (e.g., “Table 1”) and brief descriptive title to be placed above the table. Place legends, footnotes, and other text below the table.</p> <p>In-text citations: cite Tables with the format: Table 1, Table 2, Table 3, etc.</p> <p>Only the logos of Plan Bleu/MAP/UNEP will be shown on the cover of the publication. Logos of donors will be shown on the back of the report.</p> <p>Logos of contributors and authors will not appear in the publication but can be displayed on the SoED website. However, authors and contributors will be named in the list of authors/ list of contributors.</p>
Boxes	Boxes will illustrate relevant case studies, as defined by chapter working groups.
Specifications	Statistical data:

<p>for data</p>	<p>The data assembled for this report will be provided along with their Metadata. An example of Metadata⁵ will be shared with authors and contributors.</p> <p>When time series include proxies to complete the series, this should be clearly indicated, stating the calculation method of the proxy.</p> <p>Any relevant footnotes on specific data entries shall be communicated.</p> <p>In order to facilitate the import of data in the Plan Bleu GIS and to provide charts, the format should be a matrix: Geographical units x Years or a flat file. Some examples will be provided to the contributor/author.</p> <p>When the data are extracted from a database available on Internet, please specify the detailed web address with the date of extraction.</p> <p>The administrative units have to be referenced using the ISO code ISO 2 or Alpha-2 code – a two-letter code that represents a country name, recommended as the general purpose code - https://www.iso.org/iso-3166-country-codes.html. An Excel file with these codes will be provided to the contributors.</p> <p>Geographical data: The data should be provided as ESRI Shape files with ESRI ArcGIS Metadata (compatible with the ISO 19115 standard).</p> <p>A table indicating the country subdivisions of the Mediterranean region will be shared with chapter working groups.</p> <p>For other types of data, you are invited to contact Jean-Pierre GIRAUD at jpgiraud@planbleu.org.</p>
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⁵ For more information on metadata standard (SDMS, DSD) see <https://webgate.ec.europa.eu/fpfis/mwikis/sdmx/index.php/SDMX> or the Eurostat web page <http://ec.europa.eu/eurostat/web/sdmx-web-services/sdmx>