

# APPENDIX 2 INFORMATION QUALITY ASSURANCE PROCESS

## Summary of Information Quality Assurance Process for the Third National Climate Assessment Report

Throughout the process of drafting this National Climate Assessment, guidance was provided to contributors, authors, federal advisory committee members, and staff regarding the requirements of the Information Quality Act (IQA).

In September 2011, *Preliminary Guidance on Information Quality Assurance in Preparing Technical Input for the National Climate Assessment (NCA)*<sup>1</sup> was made available on the U.S. Global Change Research Program's (USGCRP) website along with other information for those interested in submitting technical input to the NCA in response to the Request for Information posted in the Federal Register on July 13, 2011.<sup>2</sup> This frequently asked questions-style document provided preliminary guidance regarding information quality for use by teams who submitted Expressions of Interest and Technical Inputs for use in the NCA.

In November 2011, the National Climate Assessment and Development Advisory Committee (NCADAC) approved the *General Principles Used in the Development of Guidance for Assuring Information Quality in the National Climate Assessment*.<sup>3</sup> The *Principles* were used by the NCADAC to draft guidance for all Convening Lead Authors (CLAs), Lead Authors, Review Editors, NCADAC, and Government Agencies and Reviewers to

assure that information used in the NCA production was of appropriate quality relative to its intended use.

Two tools were developed – a set of questions and a flowchart – to assist the authors and reviewers in determining whether and how to use potential source material in the NCA within the requirements of the IQA. These tools (collectively, *Guidance on Information Quality Assurance to Chapter Authors of the National Climate Assessment: Question Tools*) were approved by the NCADAC and introduced to the CLAs at workshops. They have been available on the USGCRP website since February 2012.<sup>4</sup> The *Guidance* requires consideration of the following criteria for each source of information used in the Third NCA Report:

- Utility: Is the particular source important to the topic of your chapter?
- Transparency and traceability: Is the source material identifiable and publicly available?
- Objectivity: Why and how was the source material created? Is it accurate and unbiased?
- Information integrity and security: Will the source material remain reasonably protected and intact over time?

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### REFERENCES

1. USGCRP, 2011: Frequently Asked Questions – Sept 2011; Preliminary Guidance on Information Quality Assurance in Preparing Technical Input for the National Climate Assessment, 5 pp., U.S. Global Change Research Program. [Available online at <http://globalchange.gov/images/NCA/nca-info-quality-assurance-faq.pdf>]
2. DOC, 2011: Technical Inputs and Assessment Capacity on Topics Related to 2013 U.S. National Climate Assessment. Wednesday, July 13, 2011, **76**, 41217-41219. [Available online at <http://www.gpo.gov/fdsys/pkg/FR-2011-07-13/html/2011-17379.htm>]
3. USGCRP, 2011: General Principles; Used in the Development of Guidance for Assuring Information Quality in the National Climate Assessment, 2 pp., U.S. Global Change Research Program. [Available online at [http://www.globalchange.gov/images/NCA/Information-Quality-Principles-Draft\\_2011-11-16.pdf](http://www.globalchange.gov/images/NCA/Information-Quality-Principles-Draft_2011-11-16.pdf)]
4. USGCRP, 2012: Guidance on Information Quality Assurance to Chapter Authors of the National Climate Assessment: Question Tools, 5 pp., U.S. Global Change Research Program. [Available online at <http://www.globalchange.gov/sites/globalchange/files/Question-Tools-2-21-12.pdf>]