



## Data for Policy 2024 Guidance for Track Chairs and Programme Committees: Managing Peer Review using EasyChair

Thank you for agreeing to act as Track Chair / Programme Committee member for Data for Policy 2024. We hope that this will be a rewarding process.

These instructions are to assist you in assigning reviews on EasyChair. For additional information on how to use the system, there are [information pages](#) on EasyChair (login required), and a series of [tutorials](#) on YouTube.

### 1) Target timetable for review of abstracts and panels:

The deadline for receiving reviews is **15 January 2024**.

### 2) Review requirements:

All submissions to standard tracks: Two reviewers, from local organising committee, with area committee assistance if required. External reviewers can also be invited.

All submissions to special tracks: Two reviewers, one from track authorship and one external.

### 3) Setting up your programme committee (information only for Track Chairs)

This task is being delivered by the Central Management Team, however details are provided here, should additional PC members be required.

In EasyChair, select 'PC' tab, and click on 'Add new PC members' (either from drop down or RH menu)

The screenshot shows the EasyChair interface for managing a Programme Committee. The top navigation bar includes tabs for Submissions, Reviews, Status, View bids, Assignment, PC, Events, Email, Administration, Data for Policy 2021, Premium, Conference, News, and EasyChair. The 'PC' tab is selected. Below the navigation bar, the 'Program Committee' section is visible. It contains a table of PC members and several action buttons. Two red boxes highlight the 'Add new PC members' button in the top navigation bar and the 'Add new PC members' button in the right-hand sidebar menu.

The page is self-explanatory.

## Add a New PC Member

Add associate(s)

You should use this page to add new PC members only if **they already agreed** to be on the program committee. For non-chair PC members it is normally easier to [invite them using EasyChair](#). If you add people to your program committee without their consent and they complain to us, we reserve the right to block your conference.

You can add one or more persons from your **previous associates** by clicking on "Add Associates".

If you add several PC members at once, you will only provide name and email details. You can add single members this way as well; full details can be added later. Please ensure that you have the individual's permission to be added as PC member.

If you want to add full details straight away, use the single member box below. Full details will help conflict of interest management.

If necessary, you can assign also add additional track chairs; they will be able to assign further PC members. Please limit the number of track chairs to keep the system manageable.

### 4) Assigning submissions to PC members

To demonstrate, this is the PC for the 'other' track, comprising the track chair and two members:

**Program Committee**

Below you will find the table of all PC members in your track ordered by the time of their last access to the PC Web page. All times are GMT.

To **view more information** about a PC member, **edit this information** or **delete the PC member**, click **i**, **u**, or **x**.

To **log in as another PC member** (that is, see the view of the PC member and/or make actions on her or his behalf), click **↔**.

**Warning:** there are PC members who have never accessed the Data for Policy 2021 Web pages (see the table below). It is possible that emails sent by EasyChair never reached these PC members. There are two possible reasons for this. First, the email address may be incorrect. Second, there might be an email delivery problem: mail servers are trying to fight spam mail and so are becoming increasingly hostile and unreliable. We recommend you to check the email addresses of these PC members using the 'Email addresses' menu item in the upper right corner and, if they are correct, try to contact these PC members directly to check if they received any email. You can click on the question mark in the table to obtain more information about a PC member.

First name	Last name	Email	Organization	Role	Last access	info	update	delete	login as
Emily	Gardner	team@dataforpolicy.org	Data for Policy CIC / UCL	track chair	Mar 23, 14:55	i	u		
Test	Testerone		Tester Ltd	ordinary PC member	Mar 23, 13:25	i	u	x	↔
Test	Testertwo		Test Centre	ordinary PC member	never ?	i	u	x	↔

To assign submissions for review to your PC members, you can use interactive paper assignment: this allows you to quickly assign submissions to yourself, or your PC members, and keep track of the number assign to each person. You can select 'send assignment' to notify PC members by email, which you will need to customise. **You must paste the link to the full guidelines for review into the email, as well as the deadline for review (15 January 2024): <https://dataforpolicy.org/2024-reviewers-info/>**

Emily Gardner  
Data for Policy Community Manager  
20 November 2023

If you assign without choosing 'send assignment', you must ensure that the PC members receive the deadline dates and full guidelines by some other means.

**Interactive Paper Assignment**

To assign or unassign papers click on PC member names. For more information about this page click on "Help".

Please note that paper bidding is disabled. If you would like PC members to bid for papers, you should enable it.

1. Seth van Hooland, Emanuele Baldacci, Blanca Martinez De Aragon and Joao Rodrigues Frade. Showcasing innovative data services from EU Member States – Paving the way towards transparent documentation (abstract)	Gardner (1:0)	Testerone (2:0)	Testertwo (2:0)
2. Tugce Schmitt and Mujaheed Shaikh. Governance of the digital transformation of health systems (abstract)	Gardner (1:0)	Testerone (2:0)	Testertwo (2:0)
3. Jaron Porciello, Ulrike Hahn and Stephan Lewandowsky. Arguments, algorithms and tools: what do we need to shape policy and confront misinformation post-pandemic? (abstract)	Gardner (1:0)	Testerone (2:0)	Testertwo (2:0)
4. Francesco Mureddu, Giovanna Galasso and Francesco Paolo Schiavo. Ethical Technology Adoption in Public Administration Services (abstract)	Gardner (1:0)	Testerone (2:0)	Testertwo (2:0)
5. Sarah Giest, Bram Klievink and Alex Ingrams. AI and public decision-making processes (abstract)	Gardner (1:0)	Testerone (2:0)	Testertwo (2:0)

Submission bounds for PC  
Automatic assignment  
Exclude submissions  
Edit short names  
Find conflicts  
**Send assignment**

You can also assign reviewers by submission, or by PC member.

**Data for Policy 2021 (track chair of Other submissions not covered by tracks)**

Submissions | Reviews | Status | View bids | **Assignment** | PC | Events | Email | Administration | Data for Policy 2021 | Premium | Conference | News | EasyChair

**Assignment by Submission**

To view or update an assignment for a submission, click on the submission name.

- By PC Member
- By submission**
- Interactive assignment
- Individual assignment bounds for PC members
- Automatic assignment
- Exclude submissions
- Send to PC
- Upload or download

#		Assigned	Conflict
1	Seth van Hooland, Emanuele Baldacci, Blanca Martinez De Aragon and Joao Rodrigues Frade, Showcasing innovative data services from EU Member States – Paving the way towards transparent documentation		
2	Tugce Schmitt and Mujaheed Shaikh, Governance of the digital transformation of health systems		
3	Jaron Porciello, Ulrike Hahn and Stephan Lewandowsky, Arguments, algorithms and tools: what do we need to shape policy and confront misinformation post-pandemic?		
4	Francesco Mureddu, Giovanna Galasso and Francesco Paolo Schiavo, Ethical Technology Adoption in Public Administration Services		
5	Sarah Giest, Bram Klievink and Alex Ingrams, AI and public decision-making processes		
6	Anjali Mehta, Gülsen Güler, Amanda Greene, John O'Reilly and Shreyasha Paudel, Rethinking the open data movement through an intersectional feminist lens		
7	Masaru Yarime, Governance of Data-Driven Innovation for Sustainability: Policy Approaches to Facilitating Data Collection and Sharing While Addressing Concerns about Privacy		
8	Luis Godoy, Ana Cruz and Fiorentina Garcia, Towards a data-driven economy: Data Mexico		
9	Ronit Purian, Systemic engagement		
17	Data For Policy Team, This is a test	2	

Please make sure that the PC member assigned to a submission knows whether they need to invite subreviewer(s).

### 5) Assigning to subreviewers

Track chairs and PC members can assign subreviewers. Go to the submission in question and request review.

Submissions | Reviews | Status | Events | Data for Policy 2021 | Conference | News | EasyChair

← previous submission

**Submission 17**

The submission information is shown below.

Add review  
**Request review**  
Edit note

ED 21

Submission 17	
Title:	This is a test
Track:	Other submissions not covered by tracks
Author keywords:	Test Testing Tester
Abstract:	This submission is to help test the peer review system
Submitted:	Mar 12, 10:40 GMT

Fill in the new review request, and customise the email for your reviewer.

## New Review Request

To make a **new review request** for submission 17 (*This is a test*), fill out the information about the subreviewer and press 'Send Request'.

### Subreviewer Information and Message

Your email exchange with subreviewers will not be visible to the chairs. However, the chairs will see the list of your subreviewers and the status of all requests.

EasyChair will append to this letter detailed instructions for the subreviewer on how to answer it and how to accept or decline the review request.

You can personalize the subject and body by using variables like [\*FIRST-NAME\*] and [\*LAST-NAME\*]. Click here: [?](#) to **view all variables that can be used** in this template.

Subreviewer's first name <sup>†</sup> *	<input type="text"/>
Subreviewer's last name *	<input type="text"/>
Subreviewer's email address *	<input type="text"/>
	<input type="checkbox"/> also add this reviewer to the pool
Subject *	Data for Policy 2021 submission review request
Message *	<p>Dear [*FIRST-NAME*],</p> <p>I am a PC member of Data for Policy 2021. Could you please write a review for me on the following paper submitted to Data for Policy 2021:</p> <p>----- Paper id: [*PAPER-ID*] Title: [*TITLE*] -----</p> <p>The instructions on how to answer this review request can be found at the bottom of this letter.</p> <p>I need to receive the review by ...</p> <p>If you cannot review this paper, could you please suggest names and email addresses of 2-3 possible reviewers?</p>

The deadlines for review are 18-07 for extended abstracts/panels/sessions and 22-07 for full papers.

**You must paste the link to the full guidelines for review into the email, as well as the deadline for review (15 January 2024):** <https://dataforpolicy.org/2024-reviewers-info/>

To create a pool of reviewers, select 'also add this reviewer to the pool'.

## 6) Check progress of reviews

This can be done through the 'Status' button on the EasyChair top menu.