

## Introduction

A general requirement for WDS Regular and Network Members is that they are reviewed on a periodic basis. A key component in the recurrent evaluation of these WDS Members is the provision of Activity Reports by Official Representatives once every two years; coinciding with the 1-day WDS Members' Forum organized before each WDS Conference. Member Representatives are requested to submit a brief Activity Report following the template included in this document, which provides a simple format to share details of accomplishments over the previous two years and future goals with the WDS Scientific Committee (WDS-SC) and WDS community.

Responses in the Report are examined by the WDS-SC to gauge the current position of each Member Organization as regards its maturity and its interaction with ICSU-WDS. In this respect, the Reports given by a Member Organization during each cycle of its affiliation to ICSU-WDS will be used by the WDS-SC as supporting documents during its next periodic review. Specifically, the evidence contained in the Reports will enable the WDS-SC to highlight those assessment criteria already satisfied by the Organization, facilitating its re-accreditation as a WDS Member.

## Instructions

- The Report template is split into a small number of sections and subsections to encourage standardization in the information given while hopefully allowing each WDS Member to highlight what they do. It consists of six parts: (1) Identification Information, (2) Remit & Status, (3) Activities & Developments, (4) Assessment & Accreditation, (5) Future Targets, and (6) Feedback.
- Each answer has been allocated a maximum length to guide the level of detail required. Responses are expected for all (sub)sections—even if your answer is simply 'None/Not Applicable'. If the WDS-SC considers that a particular (sub)section is not relevant to your organization, you will be notified of this in advance.
- Information should be provided directly within your Report where possible. However, if you wish to add supporting tables, graphs, or other documents; please refer to them in the text and append each as a separate attachment (with a suitable filename) when returning by email. If links to webpages are cited, the contained information should also be summarized since URLs often change over time.
- Please return the Report to the WDS International Programme Office ([ipo@icsu-wds.org](mailto:ipo@icsu-wds.org)) by the agreed date.
- The format of this template is not considered final, and your inputs on any part of its design or on the Report process are welcomed in Section 6.

## 1. Identification Information

The contents of your Report may be made public on the WDS website. If any information you supply is considered sensitive, please indicate this within the text or the Feedback section. If you do not want any of this Report to be openly accessible, please uncheck the following:

**The WDS-IPO has my permission to place this Report on the WDS website**

Please confirm that the following information is correct or make revisions, as appropriate.

### 1.1 Details of organization

**Name:**   
**Website:**   
**Host Organization:**   
**Network(s):**

### 1.2 Details of WDS point-of-contact

**Contact Name:**   
**Address Line 1:**   
**Address Line 2:**   
**Town/City:**   
**County/State/Province:**   
**Postal/ZIP Code:**   
**Country:**   
  
**Email Address:**   
**Telephone:**   
**Facsimile:**

### 1.3 Function(s) within ICSU-WDS

- Data collection and processing (including quality assurance/control)
- Long-term data repository (e.g., data library; including open access to all data)
- Data publisher (including citability, use of persistent identifiers, and peer-review-like procedures for data and products)
- Community (data-)related service
- General service (e.g., mapping, cataloguing, bibliography and bibliometrics, or data dissemination)

## 2. Remit & Status

### 2.1 Please provide a short summary of the remit of your organization. [Max. ≈ 250 words]

#### Guidance

- Include here
  - The mission of your organization and its responsibilities
  - Links to strategic documents/business plans for achieving this mission
  - Any stakeholders, for example, data producers/depositors and user community(ies)

### 2.2 Please provide a short summary of the current status of your organization. [Max. ≈ 250 words]

#### Guidance

- Give details on your
  - Organizational structure, including the connections to your host organization
  - Funding
  - Staffing levels
  - Usage statistics, for instance, number of national/international users or downloads
- In particular, please indicate any changes to the above over the last two years and whether any changes are anticipated to occur within the next two years.

### 3. Activities & Developments

**Note:** In this section, you may wish to cite other reports your organization has generated (e.g., annual reports), as deemed necessary. Please provide links to those reports here and reference them in your responses. [Free text]

**3.1 Please list any major conferences/meetings attended by your organization over the previous two years. [Max. ≈ 100 words]**

**3.2 Please list any major articles or research papers produced by your organization over the previous two years. [Max. ≈ 100 words]**

**3.3 Please list any capacity building/training efforts by your organization over the previous two years. [Max. ≈ 100 words]**

**3.4 Please mention any engagement by your organization with ICSU research programmes ([list available here](#)) and with WDS (e.g., in Working Groups). [Max. ≈ 100 words]**

**3. Activities & Developments (Continued)**

**3.5 Please give an overview of the status of any previously ongoing and new scientific and technological developments within your organization over the previous two years. [Max. ≈ 200 words]**

**3.6 Please give an overview of any new data, products, and services offered by your organization over the previous two years. [Max. ≈ 200 words]**

**3.7 Please give an overview of any new standards or best practices adopted by your organization over the previous two years. [Max. ≈ 200 words]**

#### 4. Assessment & Accreditation

**4.1 Please supply details of any formal assessment or accreditation your organization has undergone within the last two years (other than WDS certification). [Max. ≈ 100 words]**

Guidance

- An assessment or accreditation should ideally be performed by external body, for example, the Data Seal of Approval, an umbrella organization (network), or certification under ISO 9001. However, it may also include the adoption of an internal Quality Management System/Framework without official ISO 9001 certification. If your organization has a documented Quality Manual, please mention this and attach it to your report.

**4.2 Please list any changes within your organization related to its accreditation as a WDS Member. In particular, please refer to any feedback given by the Reviewers of your organization's application on WDS criteria that required future clarification or improvement. [Max. ≈ 450 words]**

## 5. Future Targets

**5.1 Please list any key targets that your organization has for the upcoming two years.  
[Max. ≈ 300 words]**

## 6. Feedback

**6.1 Thank you for completing your WDS Biennial Report. The format of this Report is not seen as final, and we very much welcome your input on possible improvements to this template and to the procedure. Therefore, please use the space below to let us know of any general comments you have, as well as any specific thoughts on its relevance to your organization. [Free text]**