Guidelines for Members' Forum Posters

Aim

Instead of simply giving a status update, the posters at the 2016 WDS Members' Forum are an opportunity for WDS Member Organizations to highlight their challenges and successes; the innovative solutions they have devised and the good (best) practices they have put in place. The poster session will then be a *marketplace* in which Member Representatives can identify 'tried and tested' answers to problems they are struggling with or can locate possible partners to assist with making enhancements to certain aspects of their Organization. ICSU-WDS hence can obtain an excellent overview of the expertise in its membership.

General

- A two-hour session for poster presentations has been allocated in the afternoon Agenda of the 2016 WDS Members' Forum.

- All WDS Regular and Network Members are invited to present a poster on their Organization at the WDS Members' Forum, even if they are unable to personally attend. To this end, each Member has been allocated a number corresponding to a space on an exhibition board that will remain empty, otherwise.

- It may seem that a lot of information must be included in the posters. However, it is not expected that one goes into too much detail when responding to the points below. Members are encouraged to design a visually attractive poster that contains sufficient text to start discussions in which additional information can be exchanged.

- Posters must be of A0 size (841 mm [W] × 1189 mm [H]) and be portrait in orientation.

Content

Posters should contain the following information.

Title

The main poster title should simply be the name of the WDS Member Organization. A personalized subtitle may be included if desired.

Contact Information

The authors of the poster can be added. However, the poster must include who the main WDS contacts are for the Member Organization, as well as their contact details (e.g., email addresses at the minimum). The URL of the Members' homepage should also be contained somewhere in the poster.

Challenges and Successes

All posters should contain a box presenting the WDS Member Organization's biggest challenges and successes over the past two years:

- What are the specific difficulties your Organization has faced and has managed to overcome? How did you go about solving them?
- What difficulties is your Organization still encountering to the extent that it would benefit from the advice of other WDS Members?
- What has been your Organization's main accomplishments? How did you achieve them and why were they successful?

Ideally, between one and three—and up to a maximum of five—examples should be given, and where possible should be connected to the WDS Catalogue of Criteria for Membership (see Annex A).

Best Practices

Posters should also contain a box presenting (ideally) between one and three—and up to a maximum of five— elements within the WDS Catalogue of Criteria for Membership for the which the Member Organization feels it is performing particularly well (see Annex A):

- What good practices have been introduced/are being employed by your organization?
- How have they improved your Organization's processes? Why do they work well?
- To what extent are the practices transferrable and your Organization can offer advice to others?

Other Information

The remainder of the poster can be used to highlight any other information that the Member Organization would like to purvey to colleagues within the WDS community. For example, Members may wish to share a concise presentation of the main services their Organization offers as an introduction or otherwise.

Please contact the WDS International Programme Office (IPO@icsu-wds.org) if you require clarification on any of the above, or you have any related question or comments.

Annex A: WDS Membership Criteria For Members' Forum Posters

General requirements

- Relevant external experts to provide advice and guidance
- Active communication with the research community and other users
- Full, open, timely, nondiscriminatory, and unrestricted access to data, metadata, products, and information, at no cost or at the cost of dissemination

Organizational framework

- Definition of:
    i. Scope of the data, products, and services offered
    ii. Responsibility for long-term preservation of data, products, and services
    iii. Target communities and their needs
    iv. The rights of users to access and use data
    v. Processes for responding to changing scientific requirements and to evolving technologies
- Adequate:
    i. Funding
    ii. Numbers of qualified staff
    iii. Organizational structure
    iv. Long-term planning
- Local oversight (scientists/data specialists) by experts of international repute
- Maintenance of a continuity plan in the event of shifts of interests or reactions to substantial changes
- Formal, periodic assessment is in place to ensure responsiveness to new scientific and technological developments

Management of data, products, and services

- Integrity and authenticity of datasets are ensured during ingest, archival storage, data quality assessment and analysis, product generation, access, and delivery
- Datasets are accepted from producers based on defined criteria for collection, selection, and evaluation
- Archival storage of datasets is undertaken to defined specifications
- Efficient usage of archived datasets, products, and services is permitted, based on defined criteria and (preferably) open standards (searchable, accessible, and usable objects and services)

Technical infrastructure

- Functions are based on well-supported operating systems and other core infrastructural software
- Hardware and software technologies are used that are appropriate to the services provided to designated communities
- Technical infrastructure is in place to protect organization(s), data, products, services, and users

Network framework description (Network Members Only)

- Systems are in place to assess the capability of nodes and (if necessary) build capacity to improve their operational performance