

**Recommendations for administrations:**

- Keep record of your staffs ORCIDs and share them with the RDM teams, where appropriate, in order to record ORCIDs with their output.
- keep the organization's ROR entry up-to-date.
- publish the organization's ROR at an appropriate place(s), e.g. the imprint of your website.
- Employ measures and incentives to register instruments with PIDInst at acquisition.
- make a person responsible to maintain the PIDInst for each instrument (e.g. Lab technicians).

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**Earth and Environment  
Community Wiki**

Permanent link:

[https://earth-and-environment.helmholtz-metadaten.de/wiki/doku.php?id=wiki:center\\_administration\\_instructions](https://earth-and-environment.helmholtz-metadaten.de/wiki/doku.php?id=wiki:center_administration_instructions)

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