

## **\*\*Recommendations for organizations:\*\***

- Employ measures and incentives to actively encourage all employees to register with ORCID and to keep their metadata current and share the relevant parts of this data with the center.
- Keep record of your staffs ORCIDs and share them with the RDM teams, where appropriate, in order to record ORCIDs with their output.
- a person or unit should be made responsible to maintain the centres ROR ID.
- 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).
- a person or unit should be made responsible to maintain the centres IGSNs.

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**Earth and Environment  
Community Wiki**

Permanent link:

[https://earth-and-environment.helmholtz-metadaten.de/wiki/doku.php?id=wiki:center\\_management\\_instructions&rev=1712666989](https://earth-and-environment.helmholtz-metadaten.de/wiki/doku.php?id=wiki:center_management_instructions&rev=1712666989)

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